

# SAINT JAMES SCHOOL

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Saint James Parents Association  
November 3, 2019  
Board Minutes

**Present:** Donna Almany, Father Dunnan, Laura Zimmerman, Cindy Scott, Marie Walker, Kellie Root, Jack Shaw, Steve Lachut, Catherine Ann George, Maura Fisher Weisgerber, Carrie McMahon, Will Durham, Tina Butcher, Jane Jackson

The meeting was called to order by President Donna Almany at 1:02 PM and Father Dunnan opened it with a prayer. Cindy Scott shared the minutes from the last board meeting and asked for the minutes to be approved. Marie Walker motioned for the minutes to be approved and Carrie McMahon seconded the motion. The minutes were approved unanimously.

**Treasurer's Report:** Marie Walker shared the Account Summary, Summary of Income, and Summary Expenses. She asked people to review these reports and shared that during committee reports the budgets for each committee will be discussed. A motion to approve the report was made by Laura Zimmerman and seconded by Tina Butcher.

**Father's Report:** Father Dunnan shared that the Fall athletics are winding down and this season there were lots of young teams. He stated that the teams did a good job improving and staying positive. He shared that the plan hopefully is for the new Fine Arts building to open after the Christmas break. 7.4 million/8 million has been raised so far for this project and he is still working on attracting gifts for it. The Athletic Center needed to be redesigned and reengineered and the plan for that is to hopefully begin construction in December and to be built for 8 million.

Saint James School recently had two significant visits. The first from the Board of Trustees, and the second visit was from the AIMS accreditation committee. He shared that both of these groups were very impressed with what they saw during their visits. The Chairman of the Board referred to Saint James School as a gem.

Father shared the biggest change for next school year will be changing from trimesters to semesters. He shared that each class will meet four times a week for 55 minutes.

The Annual Fund was discussed and Father stressed the importance of it. He shared the dollar amount of Parent donations were down from previous years. He asked us to continue to reach out to parents and stress the importance of donating to the Annual Fund.

Father did request that the Parents Association help financially in upgrading furnishings in two areas-the two seating areas in Fulton and redesign and upgrade Kemp Hall.

**Campus Decorations:** Holiday decorating of the campus will take place on Saturday, December 7<sup>th</sup> at 9 AM. Sign up is available on IVolunteer. Chapel Decorations committee will work on this as well.

**Cocktail Party:** Laura Zimmerman, Marie Walker, and Mrs. Sherman were recognized for all of their work in planning this event by Co-chair Tina Butcher. Many shared that the event was beautifully decorated.

**Cookie Day:** Catherine Ann George shared that Cookie Day along with an ice cream truck will be held on November 20<sup>th</sup> and she thanked Marie Walker for putting information on IVolunteer.

**Raffle Tickets:** Carrie McMahon shared that 59 tickets have been sold so far with \$3400 in profit. Sales will continue throughout the school year. Carrie shared that perhaps next year the name of the raffle could be changed as well as possibly lowering ticket prices to \$50.

**Faculty and Staff Appreciation:** Kellie Root shared that Kris Mahoney is handling the Senior gifts which are keychains and they will be ordered this week. The committee is focusing on getting more volunteer help for the committee as well as upcoming events such as Support Staff Appreciation: November 6<sup>th</sup>, meeting to work on Christmas gifts and January treats: November 10<sup>th</sup>, and treat bags for finals: November 19<sup>th</sup>.

**Concessions:** Jack Shaw shared that concessions made \$1600 from football games and lacrosse tournament in the Fall. He shared that concessions is \$2K ahead of last year at this point. Some upcoming events where help is needed are a Youth Wrestling Tournament on November 10<sup>th</sup> and the Holloway Wrestling tournament on December 7th.

**Athletic Liaison: (email report from Tom Starkoski):** The Athletic Department wanted to express their gratitude to the Parent Association for the new chairs located at the football field. These chairs are a complement to our facilities and are already getting significant use. The Parent Association continues to support the Athletic Director and parents discussing the challenges of high school sports, scholarship, and sportsmanship.

1. Alumni Hall court final touches should be completed the week of Thanksgiving. We needed to find a week where we have no traffic in the gym to finish it. This is the week it should be completed.
2. New Bleachers for Alumni Hall have been ordered and we anticipate installation in early December.
3. Holloway Wrestling tournament and SJIT are about a month away. We will need volunteers to serve many roles at both events.
4. Sportsmanship. This remains an issue with a few new sportsmanship related issues.
5. Field Policy. The Scholastic Sports League determines schedule and game priorities for use of fields. SJS is required to make field and time changes to meet these conference and league requirements. Teams playing in conference or league games are prioritized over non-league/conference events agnostic of sport type. The football field is lined for football, lacrosse, and field hockey limiting use for other sports such as soccer during league play.
6. SJS has hired a new Varsity Baseball Coach. The objective is to field a competitive team that focuses on the fundamentals and plays with integrity.

7. Questions or comments can be directed to [starkoskita@gmail.com](mailto:starkoskita@gmail.com).

**IVolunteer:** Marie Walker shared that Terri Burdette will be taking over as chair of IVolunteer and is currently shadowing Marie and learning how to run the site.

**PAC:** Cindy Scott shared that recently a meeting was held with Deanna Starkoski (co-chair), Mr. Tucker, and Mrs. McNamee to discuss admissions, welcoming new families, and Parent Ambassadors. The committee decided to move the New Parent Cocktail Party to the Bavarian Inn on March 20, 2020. Christian Asam, the owner, is a current parent and alumnus of Saint James School. This upcoming week Cindy and Deanna will email current Parent Ambassadors to reach out their families before finals. After the Christmas break, they will begin working on organizing the 20/21 ambassadors and New Parent Cocktail Party.

While discussing the Bavarian Inn, Kellie Root brought up would Bavarian Inn be willing to offer family rates at other times throughout the year. A discussion was held about local hotels doing this for SJS parents and Kellie said she would look into this. Catherine Ann George said she would also check with Elmwood Farm since it is very close to the school too.

**Annual Fund:** Will Durham shared that the Phone-a-thon will be held on November 6<sup>th</sup>. Also it was shared that parents can give small increments (monthly payments) until June toward Annual Fund. A discussion was held about this and stated that this should really be emphasized to parents because many in the meeting didn't know that was an option either.

**Dean of Students:** Mr. Lachut shared that recently there have been a couple of great speakers who have come to speak to the students. Parents shared they liked his articles in the newsletters. Mr. Lachut said there will be more speakers throughout the school year.

**New Business:** Donna Almany shared that a request by Father has been made to update Kemp. It has also been asked to donate \$2200 in chairs to Fulton. The association voted and unanimously approved purchasing the chairs for Fulton. Donna shared that the "face lift" to Kemp is a major expense and that it could be possible for the Parents Association to fund part of it. A decision about how much association will donate to Kemp will be discussed later. Donna requested that another POS system (cash register) be purchased for concessions. It was shared by parents who have worked concessions the need for a second register. The cost would be \$1360 and the vote was unanimous to purchase another one.

Sixth form yearbook ads were not included in the yearbook for 18-19 school year and parents paid for those ads. Also, discussion was held about the delay in the delivery of the yearbooks and the end of the school year in June. Mr. Lachut said that Mrs. Zawie was the advisor and that he would pass these concerns onto her.

The meeting was adjourned at 2:28 PM.

Respectfully Submitted,  
Cindy Scott

