

SAINT JAMES SCHOOL

Saint James Parents Association
September 22, 2019
Board Minutes

Present: Donna Almany, Deanna Starkoski, Michelle Thiele, Carrie McMahon, Laura Zimmerman, Tina Butcher, Father Dunnan, Will Durham, Jennifer Sherman, Steve Lachut, Kris Mahoney, Jack Shaw, Rodrigo Avellaneda, Lucia Mecon, Marie Walker, Kellie Root, Jack Shaw, Tom Starkoski, Cindy Scott

The meeting was called to order by President Donna Almany at 1:04 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. Deanna Starkoski motioned for the minutes to be approved and Kris Mahoney seconded the motion. The minutes were approved unanimously.

Treasurer's Report: Marie shared the Account Summary, Summary of Income, and Summary Expenses. She shared that the bank the Parents Association uses (Columbia Bank) has merged with Fulton. There have been no changes to the account because of this merger. Marie shared that at the end of last school year we had 40K in the account. She shared that we still need to continue to work on ways to use this money efficiently as well as keep a nest egg. If any questions about her reports and/or the account, feel free to ask her. A motion to approve the report was made by Tina Butcher and seconded by Deanna Starkoski.

Campus Decorating: Laura Zimmerman will be doing the fall decorating of the campus on September 23rd at 8:30 am. She shared that Dana Topham helped her get the mums and that there are volunteers signed up to help. Decorating for Christmas is now in IVolunteer and parents can sign up to help on December 7th.

Cocktail Party: Tina Butcher shared that there are 58 people confirmed and paid so far, 6 unpaid and 22 faculty attending the Cocktail Party on September 28th. She shared that she is working with Kim Dudash for organizational issues and discrepancies. There will be silent auction items again such as front row Graduation seats (right and left), parking spaces at Graduation, and wine and cheese baskets. Deanna Starkoski will locate the decorations for auction and give to Lucia tomorrow during decorating. Father Dunnan reminded everyone to welcome new parents at this event and he asked the Parent Ambassador committee to send out emails to new families about this event. Kim Dudash will do name tags for this event and will denote on name tags who are new families. Rodrigo Avellaneda shared that the theme of party this year is "Farm to Table" and will feature locally sourced products and food.

Raffle Tickets: This is a new committee this year and the co chairs are Carrie McMahon and Kristen Watkins. Carrie is handling the clerical duties of it and Kristen is handling the marketing/duties. Carrie shared that 32 tickets have been sold so far and that sales will continue until all tickets are sold. Raffle will be held Alumni Weekend. She shared that after Cocktail Party, the committee will push more ticket sales. Father did approve selling tickets at events such as Holloway Wrestling Tournament and SJIT.

Chapel Decorations: Tina Butcher shared that volunteers will decorate the chapel for Christmas on the first Saturday of December. She said she will meet with Father Montgomery to discuss decorations.

Cookie Day: Donna Almany shared that Cookie Day for finals will be on Wednesday, November 20th and information about it will be available on IVolunteer.

Teacher Appreciation: Kris Mahoney shared there has been awesome support for this committee. She shared they are currently working on Senior gifts which are keychains with SJS Alumni logo. The committee hosted an ice cream social instead of breakfast to welcome back staff and it was well received. She shared that the committee met over the summer and planned all themes for monthly appreciation days. Welcome bags were given to new staff and two planters were sent to the Repp Family and Thomas Family. The committee is also working on survival kits for staff for January and will be asking on IVolunteer for item donations. Kris thanked Marie Walker for all her work on IVolunteer.

Concessions: Jack Shaw shared that during 2018-19 school year concessions had over \$25,300 in sales with a profit of \$16K. Over the summer SJS hosted a large tennis tournament and at last minute provided concessions which made a profit of over \$800. The Parents Association has purchased a new cash register which is looking to make things a lot easier with sales and reports for Jack and Marie.

Athletic Liaison Report: See attached copy.

Volunteer Platform: Marie Walker shared that if anyone is interested in taking over the job of running IVolunteer to please let her know. It was shared to maybe have a table set up at parent weekend with laptops showing parents how to use IVolunteer.

PAC: Cindy Scott and Deanna Starkoski shared that they will be meeting with Mr. Tucker and Mrs. McNamee to discuss Admissions, the Parent Ambassador Committee and the New Parent Cocktail Party on September 30th. Cindy shared that they will send emails out this week to ambassadors reminding them to contact their new families. It was mentioned to make sure that Early Decision families are included in new student information in the spring too.

Annual Fund: Will Durham shared that current parent participation for 2018-2019 school year was 86%. The total was down \$40K. He says the committee is working with a development group about the campaign. A committee is being formed to brainstorm and implement ways of getting more families to donate. (American and international)

Father's Report: Father shared that he had a very successful trip to Korea and China. He encouraged to donate to the Annual Fund and the Capital Campaign. He said this year's Sixth Form is a pleasant class and they love school, are positive and love the food. Father shared the addition of new faculty: Elizabeth Schmucker- Math teacher, Kira Harding-Science teacher,

Father Montgomery-Chaplain, Erika Marks, Andrea Santos- Spanish teacher, Jamie Campbell-nurse, and John Tucker- Admissions.

The new Fine Arts building is hoping to be completed by November 5th. 7.2 million out of 7.5 million was raised for it so far. The Athletic Center will begin building soon and so far 7.1/10 million has been raised. Callas was awarded the bid. Father shared that Mr. Tucker wants to strengthen domestic enrollment especially at the local level. Admissions is currently looking for someone to fill the Associate Director of Admissions.

Father shared that the gym floor cost \$350K and was purchased by the Annual Fund. The tennis courts being replaced cost \$200K and came from last year's budget. Father has asked the Parents Association to help fund some items/renovations in Kemp Hall. He said there are plans to have a fire pit outside the new fine arts building.

He is working with staff on a new schedule for next school year with switching from trimesters to semesters.

Dean of Students: Mr. Lachut shared that he is putting all information for students and parents on Blackbaud to access. There are more sign up options for events so they can plan accordingly.

PSAT will be October 16th.

Old Business: Donna asked chairs to work on binders for their committees so when chairs step down there is information to pass off to next person.

Donna has ordered more Adirondack chairs and they will arrive by Family Weekend.

New Business: Donna met with Margaret McGuigan, Director of Development to discuss ways to promote raising money for the Annual Fund.

Donna shared that a tent with SJS Parents Association logo has been ordered for us to use at concessions and/or other association events.

A Pop-up food event (kettle corn) will be available on the PSAT day.

Grant money is still being requested and Donna asked for a vote to approve funding the prizes for the Summer games. A vote was held and it was approved. Kemp Hall renovations was a grant request for new TV's, gaming stations, board games and NetFlix. Vote was held and it was approved to purchase items through Sam's Club.

The meeting was adjourned at 3:10 PM.

Respectfully Submitted,

