



SAINT JAMES SCHOOL

Saint James Parents Association

September 15, 2024

Board minutes

Present: Rachel Bakersmith, Alicia Schwartzbeck, Tracy McElroy, Jennifer Sherman, Margaret McGuigan, David Hutchings, Father Dunnan, Jessica Schlotterbeck, Jennifer Webster, Colleen Willaims, Tim Moss, Carrie Moss, Gina Taffe, Chris Taffe, Marvin Colbert, Nicole Colbert, Kelly Byrne, Damaris Munoz, Kacey Michelsen.

President Rachel Bakersmith called the meeting to order at 4:35 PM. Father Dunnan led the opening prayer.

Did introductions of parents/staff present at meeting

Headmaster's Report:

Father Dunnan reported the current enrollment of 249 students. Discussed the transition out of COVID and how we have passed the hump, social intelligence. Encouraged about academic performance despite the setbacks for students due to COVID. Excited about the new teachers this year and there seems to be more positivity and more enthusiasm from faculty. Athletic Center is close to opening. Construction is delayed on the new dormitory because of issues with the county but anticipate construction to start in a couple months. The fall sport season looks like it will be competitive and should exciting to watch all teams compete.

President's Report:

- Looking forward to the upcoming school year. Excited at the number of parent attendees. Discussed the need for new PA officers for next year since 3 board members will be leaving after this year. Also discussed the need for various committee chairs.
- Because the concession area is not finished in the new athletic building opportunities to have concessions for home football games will be limited.
- Created a Google for the PA so that we can upload committee documents/notes, meeting notes and other PA documents.

Vice President's Report:

Happy be involved and looking forward to the new school year, otherwise nothing to report.

Secretary Report:

Minutes from previous meeting will be voted on to approve at meeting in January 2024.

Secretary not present for this meeting. Vice President taking meeting minutes for this meeting.

Treasurer's Report:

Presented the Balance Sheet and addressed any questions. Trying to prepare a working budget based on little historical data but solicited input on budget items and amount to allocate for specific committees. There has been no prepared budget since COVID. Will be closing the Fulton Bank account withdrawing the remaining money to a new bank account. The PA is a non-profit organization.

Dean of Student Report:

David Hutchings:

Fall weekend is coming up. Requesting parent volunteers to help with the school store. Dessert on 9/27 cancelled. Request to pass the word for parents to attend the academic portion of family weekend. It is an opportunity to meet their students' teachers and learn about the curriculum. Last year there was low parent attendance during the academic portion. New advisories, students helping out with new students. Receiving good questions from parents and students as they adjust to life on campus. Will be planning more off-campus activities, like Hershey Park, Top Golf. Social Institute- resource on healthy use of social media will be available this year.

New Business/Upcoming Events/Other items:

- Fall weekend is coming up, September 27-29.
- Volunteers needed for PA table in Pohanka.
- Parent Mixer Saturday night 9/28-5 to 7pm. Moving to the Refectory because of expected rain. Have many great donations. QR code is available to purchase tickets for the mixer. There will be a parent gathering on 9/18 help promote attendance of mixer and silent auction. Father Dunnan as if PA can reach out to new parents and international families. Using sign-up genius to reach non-local families about family weekend and parent mixer.
- SGIT planned for 11/29, 11/30, 4 games, need volunteers.
- Next home football game requested concession and volunteers to run concessions.
- Holloway wrestling tournament on 12/6. Also looking for volunteers.

- Phone-a-thon to be held on 10/16, needs 5-6 volunteers to reach out requesting donations to the Annual Fund (second largest source of income for the school) hoping for 80% of families to contribute to the fund.
- Campus decorations – Jennifer Webster chairperson. Fall decorations are taken care of, need help with winter decorations, obtain master calendar from Margaret to plan decorations accordingly.
- Still need a concessions chair(s), splitting up between Fall/winter/spring
- Teacher Appreciation Committee (Jessica Schlotterbeck) proposed new senior gift this year but decision was made to continue with the same gift as last year. Will need help wrapping gifts to be present at the senior dinner on 12/15.
- December 18th-Parent Association will do Hot Chocolate and Candy Canes for end of term before fall break. In Kemp. Details TBD.
- Moved hymnal sale and refreshments to Pohanka 2-4
- Next PA meeting scheduled for 1/12/25 at 1:00 pm

Meeting Adjourned by President Rachel Bakersmith at 6:05pm

Minutes taken by Tracy McElroy, Vice President