



SAINT JAMES SCHOOL

SJS Parent's Association Meeting

January 12, 2025

Those in attendance: Rachel Bakersmith, Tracey McElroy, Diane Kotkin, Alicia Schwartzbeck, Margaret McGuigan, Marcella and Eddie Anderson, Grethel Lehman, Jennifer Sherman, , Kimberly Kingry, Gina and Chris Taffe, Jennifer Webster, Kimberly Kingry, David Hutchings, Carrie Moss and Tim Moss

Absent: Father Dunnan

1. 1:02pm President Rachel Bakersmith called the meeting to order.
2. Dunnan report:
 - Kimberly Kingry – a few students are still on the way. Good launch for January returns. End of 2Q ends Friday. S1 reports coming out of end of January
3. Approval of meeting minutes: Alicia Schwartzbeck made motion to approve; Tim Moss 2nd – Minutes approved
4. President Report: Thank you, campus decorations were beautiful. Special TY to Alicia and her mom. Thank you to Jessica who ordered and managed the Senior gifts; Thank you to Aggie and Tracey McElroy with all their efforts with the parent mixer.
 - a. Next meeting end of March and beginning of April – Date to be determined; We are trying to coordinate with Father's schedule
 - b. Next year Board members: please volunteer; voting for officers will be next meeting
5. Treasurer's report: Net profit - \$676.71; presented Balance Sheet; working on still closing out the Fulton Bank account. Alicia prepared the 2 tax returns; this past year is on extension. Awaiting approval.
6. Upcoming dates:
 - a. Concessions – Father suggested Sage take over the internal concession stand and PA Association take care of outside events (lax/softball/baseball/soccer/etc); need a meeting with Margaret, Father Dunnan, Sage and PA Association to discuss how to allocate duties, payments and distribution of profits.
 - b. Alumni Weekend – May 2, 3 & 4; Baseball is home (May 3rd against Westminster); looking for a lacrosse game on May 3; Margaret McGuigan will

- check with Mr. Michelsen about perhaps an exhibition game; maybe concessions for baseball game
 - c. Exam Week – Cookie day (Wednesday – March 5th); 3pm in Kemp
 - d. Spring Decorations (Jennifer Webster); to be done prior to Alumni weekend; Margaret sent a schedule to Jennifer and will work with her. Margaret will speak with Mr. Wible about leaving the urns out until at least January
 - e. Teacher Appreciation Week (Jessica) – Jennifer Sherman suggested that instead of a week, maybe one day a week (ie treats on Mondays – nibble all week); Father suggested not to have gift cards this year
 - f. Athletic Needs/Events that require PA Assistance – n/a
7. PA Association growth – Facebook/Instagram pages using to “market” the PA Association and all that it does; word of mouth at events; social mixer
8. Committee Chair reports:
- a. Check SJS shared Google drive for list of duties
 - b. Try to “team up” so the job is not so daunting; perhaps having Co-Chairs
 - c. Annual Fund Chair? The Cramptons are graduating; need a successor
 - d. Social Media Chair?
9. Mr. Hutchings report: so far school year is smoothly running; Halloween Dance was loads of fun; student-led caroling at the faculty houses was a surprise and amazing! 3 day-students moved to boarding; 3 new students from Korea started recently; ski trips are starting; next weekend DC Portrait Gallery; an alumnus who works with the Washington Wizards obtained tickets for the students for a home game; Winter Dance is coming up; Prom will be at the Bavarian Inn on May 16th;
10. AI usage is an issue; Mrs. Kingry presented AI use policy for specific uses/circumstances and how to use AI properly

Next steps:

Look for concession dates

Promote/recruit parents for PA Association officers, members and Chairs

Margaret McGuigan will follow up with us about concessions

Margaret McGuigan will meet with Jennifer Webster

President Rachel Bakersmith adjourned the meeting at 2:00pm.