**ST. JAMES THE LESS CATHOLIC SCHOOL**

**Minutes January 16, 2024**

***ITEM 1.* *CALL TO ORDER*:** 6:42 P.M.

***ITEM 2.***  ***OPENING PRAYER/PLEDGE OF ALLEGIANCE*** - Carol Collins

***ITEM 3. ROLL CALL***

*At this time a roll call will be taken to determine if a quorum of voting members is present. (A simple majority of voting members is required to settle action items.)*

**Voting Members**  Carrol, Nicole; Collins, Carol; Hill, Chad; Navarro, Jesse; Whitley, Breanna

**Ex-officio Members:**  Strickland, Tom; McClain, Jennifer

***ITEM 4. APPROVAL OF MINUTES (Item Requires Action)***

*At this time the Secretary will read the minutes, and the President will call for comment or consensus on the Minutes of the previous Meeting.*

1. Approve the minutes of the regular School Board Advisory Meeting held on November 14, 2024 approved and seconded.

***ITEM 5. PRESENTATIONS***

*At this time, the Board may recognize individuals or organizations who wish to present items of interest to the Board. Presentations must be arranged in advance and may only be agendized upon approval of the Principal or Pastor, or as approved by the Board.*

1. None at this time

***ITEM 6. ORGANIZATION REPORTS (LIMITED TO 5 MINUTES)***

*The Board will receive reports from representatives, who will share the activities of their respective organizations. The Board may receive and file this report or take the matter under advisement for consideration at some future Board meeting.*

1. Faculty Report - Jennifer McClain\
   1. Very busy for next few months
   2. WCEA document done-will be preparing for our upcoming visit
   3. 2nd trimester STAR testing is almost complete
   4. Stations of the Cross-will be doing on Thursday
   5. 8th Grade will be going to Shadow Day at Notre Dame HS
   6. Resource here Monday-Thursday
2. Student Council Report - Jennifer McClain
   1. Making posters for the upcoming WCEA visit
   2. Trying to add back snack sales
   3. Spirit days for Catholic Schools Week
   4. Faith family rallies will happen again when we figure out a new dayAll Saints Day Carnival was a lot of fun.
3. Parent Activity Committee Report - Jory Jacobs
   1. Meeting tomorrow at 3:15p to discuss Grandparents Breakfast, February 2nd; students are $5, grandparents free
   2. Fat Tuesday Parties, February 13th can start after lunch and make it a feast

***ITEM 7. DISCUSSION ITEMS (Item Requires Action)***

*At this time the President will ask both Board Members and ex-officio members to present items requiring discussion and Action by the Board. After a call for consensus by the President, the Board may recommend approval, denial, postponement*

*of the item to a date certain meeting for reconsideration or recommend that the item be postponed for further refinement and then re-introduced. Decisions become effective upon approval of the pastor and when acted upon by the principal.*

1. Long Range Action Plan - We have talked about the facilities.

* Painting-FASCIA**, EAVES ON ENTIRE ROOFLINE; RESTROOMS COMPLETED**
  + Paint remaining parts of school campus
* Sails over playground & slide replacement- ($40,000 quote)
* Basketball court fencing - pending
* Repair/replace playground concrete - pending
* Roofing-**COMPLETED**
* Push bars on remaining doors - **COMPLETED**
* Fence Covering for Alley-**COMPLETED**

\*this will be ongoing

1. UPCOMING WCEA WRITING/VISIT
   1. School Board Members and other parents will meet with team February 28, 2024, 7:00pm
2. Strategic Long Range Plan 2023-2028
   1. Any updates/suggestions
   2. Sheri will resend this out to everyone.
3. Mailchimp
   1. Do we still want to do this? YES
   2. We will change permission to send to all emails and ask for opt in/opt out
   3. Nicole has uploaded logo

***ITEM 8. DISCUSSION-NEW BUSINESS (Non-Action Item)***

*At this time the President will ask both Board Members and ex-officio members to present non-action items for discussion and recommended disposition of new business concerns. The Board may recommend that a working policy be drafted by the President, special committee, other designee, or volunteer of the Board. The Policy could then be formally agendized and presented to the Board for Final Action.*

1. None at this time

***ITEM 9. PUBLIC COMMENT/BOARD COMMUNICATIONS (Limited to 5 Minutes)***

*This is an opportunity for the Board Members to report on their activities and the actions of the committees to which they have been assigned, to bring a topic of discussion to the attention of the full board, and to request new Agenda Items.*

**Public Comment:**

**Board Communications & Reports:**

1. Finance Committee Report...........Carol & Nicole
   * + - 1. Finance Meeting was held at 5:30 pm on January 16, 2023
         2. Looked at tuition increases for 24-25 to 3% which increases the tuition per student to $15/month
         3. Look at changing the sibling discount to 5%, 7%, 10%
         4. Fundraising will need to increase significantly

Giant Yard Sale-Jory

Send info to parents talking why the overall need for extra fundraising-Jory

Companies could donate to the school and have a tax write off-Tom

No help is coming from outside we need to do this for ourselves-Chad

2nd collection can only happen if we have presence at St James Parish-Jesse

* + - * 1. Salaries at 2% raise will increase overall budget to $690K
        2. Might need to freeze salaries for next year

1. Principal’s Report........................ Tom Strickland
   * + - 1. First Saturday in February is the awards mass for Catholic Schools

We are recognizing Jennifer McClain for Teacher and Jim Duffy for Volunteer

* + - * 1. Help needed to get the word out at the churches for Open House, March 6, 2024

February 4 is our school Mass

* + - * 1. 2 Twin girls from LA Diocese and 1 student form Jamaica joined Jr High this week
        2. Maribel Arguelles, Assist Superintendent, came out to talk to us about our upcoming visit. She reiterated that we need to not be nervous, be yourself in the classroom; we do things in the classroom and be able to talk about what we do.
        3. Zoom meeting tomorrow morning Leadership team will be meeting with WCEA chair tomorrow morning via ZOOM.

1. Board Members.......
   * + - 1. Meet and Greet during summer for new pastor and principal
         2. Start sending out School Board Agenda to PAC
         3. Get Pastors to encourage Catholic Education-Shrinking own church by not incentivizing children to attend Catholic School

***ITEM 10. ADJOURNMENT***

*The President will announce the next scheduled meeting Date 02/20/2024, select someone to lead the next meeting’s pledge of allegiance, opening and closing prayer, and adjourn the meeting.*

***ITEM 11. CLOSING PRAYER*** Jesse Navarro will lead prayers at the next meeting.