

The Catholic School Council of St. James School

Regular Meeting

MINUTES

Page 1 of 2

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The final meeting of the 2014-2015 Catholic School Council of St. James School Council convened on July 30, 2015 in the Spiritual Board room at 6:00 PM.

Opening Prayer

Members of the St. James School Council opened the meeting with a prayer led by Father Dennis Darilek.

Members Present

Scott Garrett, Audrey Franz, Sami Kuhn, Irene, Gil, Monica Dugi, Rebecca Hamilton

Members Absent

Pat Berard, Johanna Lopez, Glenda Moreno,

Visitors Present

Dr. Cummins

Father Dennis

Approval of Minutes

The minutes from the previous meeting were not provided by outgoing Secretary Pat Berard

Visitor Comments

No Visitor Comments

Father Dennis

No report

Principal's Report

- See attached memo.
- Seguin Social Security Offices donated 40 used Computers that are being reworked by Mrs. Tims
- In Service begins on August 6th
- Active Shooter Training & AM Safety Threat Suppression scheduled for September 25th
- Discussed Hope for Future Total Grants of \$54,000
- New Football equipment has arrived

Standing Committee Reports:

Finance – Irene Gil

- Finance Report thru June 30 , 2015
- Year end will be reported at August Meeting
- Discussed new office/financial manager Tim Finch
- Accounts Receivable is \$18,000
- Bad Debit of \$9,000 written off

Nominating Committee – Pat S. Berard

- Pat Berard will not be returning to Council for next year
- Discussed late application of Lynda Ploetz and Sarah Anderson. It was agreed by all members that their applications would be considered.

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The Catholic School Council of St. James School

Regular Meeting

MINUTES

Page 2 of 2

- Lynda Ploetz was voted unanimously to council. Sarah Anderson was not elected to council but asked to be a member on a Committee
- Officer elections were held and are listed below
- President – Audrey Franz – (nominated by Scott Garrett and 2nd motion by Irene Gil) all in favor
- Vice President - Irene Gil – (nominated by Audrey Franz and 2nd motion by Sami Kuhn) all in favor
- Secretary – Sami Kuhn – (nominated by Audrey Franz and 2nd motion by Irene Gil) all in favor
- New council Members are Monica Dugi, Rebecca Hamilton, Glenda Moreno, & Lynda Ploetz
- Returning council members are Audrey Franz, Irene Gil, Sami Kuhn, and Johanna Lopez

Building and Grounds – Scott Garrett

- Charles Villeneuve will be handling this for Church. Need to discuss with Mr. Finch if he will help with this .

Policy and Planning – Sara Edwards

- No report

Development – Lana Bohnenberger

- No Report

Marketing – Sami Kuhn

- Blurb in Texas Monthly regarding school praying for Blue Bell.
- Ads placed in Sizzle Magazine
- Face Book Boosts to go out in August
- Flyers in KWED – twice
- Speakers and flyers at OLG in June
- Speakers and Flyers scheduled for St. James in August
- KWED Pledge Sponsor
-

Old Business

Action Items

- Next meeting of the School Council will be August 17, 2015.
- Logo and Colors for St. James Athletics
- Tee Design for Corporate Sponsors and Spirit Day
- Consolidate logos, fonts, and color to keep on file for School
- Assignment of Committee Chairs – August Meeting

Final Prayer lead by Scott Garrett. There being no further business the meeting was adjourned.

The above minutes were read and approved on:

Signature: Audrey Franz
Audrey Franz
St. James School Council President

Date: 8/17/2015

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The Catholic School Council of St. James Catholic School
Regular Meeting
MINUTES
Page 1 of 3

The first meeting of the 2015-2016 Catholic School Council of St. James Catholic School convened on August 17, 2015, in the Spiritual Board Room at 6 p.m.

Opening Prayer

Members of the St. James School Council opened the meeting with a prayer led by Father Dennis Darilek.

Members Present

Audrey Franz, Irene Gil, Sami Kuhn, Monica Dugi, Lynda Ploetz, Rebecca Hamilton, Glenda Moreno, and Johanna Lopez.

Members Absent

None.

Approval of Minutes

The minutes of the meeting were provided by Audrey Franz. (Motion to approve - Irene Gil. 2nd motion by Sami Kuhn) All in favor.

Introductions

Officers, members and visitors introduced themselves to provide background and connections to the school.

Visitor Comments

Father Dennis – No report.

Ally Vigil-Moore

- There has been a good level of signups for PTC activities.
- PTC is working on planning for Spirit Night to be held on “the hill” behind Father Dennis’ house and the Family Center. Monica Dugi communicating with the Moonlight Cinema company to provide outdoor movie and equipment in exchange for Bronze level sponsorship.
- Need to order prizes for St. James Parish Festival.
- Dates for the Guadalupe County Fair hamburger booth will be Oct. 8-11.

Dr. Cummins

- See attached memo.
- Starting third year as principal.
- 161 kids enrolled on first day of school, four lunch periods, all going smoothly.
- Discussed potential PTC officers and planned to meet with them before first PTC meeting to be held Sept. 14, 2015.
- Expressed need to hold OVASE training. Member Lynda Ploetz proposed having OVASE training at first PTC meeting to draw new families to the meeting.
- The school expects to receive two more rounds of Hope for the Future – one week of August 17, and another in two weeks. To date school had received:
 - Supt. Transfer Grants -- \$3500
 - Glenewinkel -- \$1000

- Hope for the Future -- \$37,400
- SJS -- \$17,300
- For accreditation, Self Study has been completed. Domains 1&2 have been gone over by teachers. Council needs to read Domain 3 and it all needs to be to Austin by some time in November. A visiting team will be on campus the last week in February.

President's Comments:

Audrey Franz passed out binders for members, outlined School Council committees and members were assigned to committees based on interest. The results were:

Nominating - Johanna Lopez

Finance - Irene Gil

Building & Grounds - Audrey Franz will coordinate with Dr. Cummins.

Policy & Planning – Monica Dugi

Development – to be combined with **Marketing**. Rebecca Hamilton and Sami Kuhn will co-chair. Glenda Moreno will be liaison at OLG.

PTC Liaison - Lynda Ploetz.

Standing Committee Reports:

Finance Report - Irene Gil

- The school had a \$25,000-\$30,000 loss last year due to teacher salaries, the need for substitute teachers.
- Actual budget is due Sept. 30. Finance committee budgeted for 179 students and will need to adjust numbers based on lower enrollment.
- Due to additional expenses this year for football, such as \$5,000 for equipment, etc., Coach Deal researched and said other schools charge a sports fee to subsidize costs. Fundraiser was suggested and Double D Ranchwear offered to do a bag fundraiser.
- Tim Finch is working on an anonymous donation designed to bring in more kids. Details to come.

Marketing Report – Sami Kuhn/Rebecca Hamilton

- Rebecca suggested that we send an email to new families asking where they heard about St. James to help the school focus marketing efforts.
- Father Dennis said church bulletin has spot to seek & recognize sponsors for the KWED radio sponsorship. Requested a new 30-second spot. Sami Kuhn said she would coordinate getting new ad and recording.
- Johanna Lopez asked whether we could ask the parish to help fund child education. Irene and Audrey said tuition cost for one child is \$4500 but it costs \$7100 to educate one child.
- All our technology and all textbooks have been paid for by large donors in the last three years, Dr. Cummins said.
- Sixty children of the 127 in k-8 do receive some kind of scholarship. Most receive \$1,000 to \$1,200. Our grants are up around \$37,000. Mrs. Moreno said as a parishioner she would like to see numbers, and show others that 50% of our kids are receiving scholarships. Johanna suggested that tuition could be added as an auction item at the parish festival.
- Father Dennis said he would like to take buddy groups to the next level and incorporate OLG organizations. Glenda Moreno suggested the First Friday group. Discussed taking St. James

kids to OLG masses. Dr. Cummins said bus drivers are hard to find. Audrey Franz said parents could drive them. Agreed to advertise for bus drivers in St. James and OLG parish bulletins.

- Father Dennis said hospitality committee members from the parish are available on Sundays to give tours of the school.
- Need to add corporate sponsors to the website.
- Lynda Ploetz asked about changing banner that from 3k to 2k or 18 months, and changing phone number to local 379-2878. Lynda said she would take the banner to Dixie Flag in San Antonio for repairs.
- Johanna Lopez made a motion for School Council to sponsor a month of KWED radio advertising. Glenda Moreno seconded. All in favor.

Old Business:

Johanna Lopez suggested we do exit interviews with families who have left St. James and ask people why they left. Irene suggested that Johanna call. Dr. Cummins to get list of parents who left and provide to Johanna with an exit interview form.

School directory – Audrey asked about school directory. Dr. Cummins expressed concern whether office personnel would have time to do it.

Organization needs for supplies, funds. Make this action item for September.

Add Athletics events / Upcoming Events to church bulletin.

The Catholic School Council of St. James Catholic School
Regular Meeting
MINUTES
Page 1 of 2

The second meeting of the 2015-2016 Catholic School Council of St. James Catholic School convened on September 21, 2015, in the Spiritual Board Room at 6 p.m.

Opening Prayer

Members of the St. James School Council opened the meeting with a prayer led by Dr. Cummins.

Members Present

Audrey Franz, Irene Gil, Sami Kuhn, Monica Dugi, Lynda Ploetz, Rebecca Hamilton, Glenda Moreno, and Johanna Lopez.

Visitors Present

Sarah Anderson

Members Absent

None

Approval of Minutes

Glenda Moreno made a motion to approve the minutes. 2nd motion by Irene Gil. All in favor.

Visitor Comments

There was no PTC representative so Lynda Ploetz gave report.

PTC officers for the 2015-2016 school year are:

President	Ally Vigil-Moore
Vice President	Penny Bright
Treasurer	Tommye Engelke
Secretary	Jennifer Gauna
Parliamentarian	Angie Skrobarcek

- Recent activities have included: PTC shed cleaned out, Christmas program booked at Texas Lutheran University, Spirit Night held Sept. 17, and planning under way for
- Guadalupe County Fair.

Pastor's Report

Audrey Franz gave report for Father Dennis regarding recent \$25,000 anonymous donation for scholarships.

Principal's Report

- See attached memo.
- Dr. Cummins added a portion of scholarship money from recent donation is earmarked for students in grades 1-8 from the Our Lady of Guadalupe parish. (\$1,000 each).

President's Comments - No report.

Standing Committee Reports

Nominating – No report.

Finance Report - Irene Gil reported the finance committee is working to finalize the budget with new enrollment numbers and will provide budget to archdiocese by September 30.

- See finance report.

Buildings & Grounds – No report.

Policy & Planning – No report. Dr. Cummins requested edits to Domain 3 to Monica Dugi by Oct. 15.

Marketing Report – Sami Kuhn/Rebecca Hamilton

- Marketing activities in October to include float in Guadalupe County Fair Parade, putting up banner during the fair week.
- Need to add corporate sponsors and parent testimonials to the website.
- Lynda Ploetz said the banner was fixed to reflect local phone number and children 18 months for pre-K.

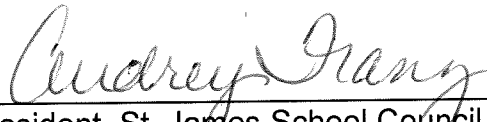
Old Business:

- OVASE training took place, which brought good attendance to PTC meeting. First PTC didn't seem well-attended. Lynda suggested having classes and groups attend future PTC meetings to draw more parents.
- Totes being sold as sports program fundraiser progressing but need to sell more totes for an order of 100. Members agreed to promote the totes at the parish festival.
- Chocolate sales – Early numbers reflected a net of \$14,000.
- Buddy Groups – Guadalupanas assigned to third grade class.
- Glenda Moreno reported high school seniors and juniors from Our Lady of Guadalupe will begin joining St. James students on Wednesday nights, as well as other outreach activities in the community as a way to build bridges between the two churches.
- School directory – Monica Dugi agreed to begin work on this project with Sarah Lerma.
- Audrey Franz plans to contact school organizations to learn their needs for supplies, funds.
- Add Athletics events / Upcoming Events to church bulletin – Audrey to coordinate artwork and format with church office.
- Ads seeking bus driver and aide have been advertised in church bulletin and on facebook. Visitor Sarah Anderson suggested calling John Paul II for possible names of approved bus drivers.


New Business

- Add the Buddy Group to the Class for the church bulletin. Audrey will get with Father Dennis and Maritza to work it out.

Approved Minutes



President, St. James School Council



Date

The Catholic School Council of St. James Catholic School
Regular Meeting
MINUTES
Page 1 of XX

The third meeting of the 2015-2016 Catholic School Council of St. James Catholic School convened on October 27, 2015, in the Spiritual Board Room at 6 p.m.

Opening Prayer

Members of the St. James School Council opened the meeting with a prayer led by

Members Present

Audrey Franz, Irene Gil, Sami Kuhn, Monica Dugi, Lynda Ploetz, and Johanna Lopez.

Visitors Present

Sarah Anderson

Members Absent

Glenda Moreno, Rebecca Hamilton

Approval of Minutes

Johanna Lopez made a motion to approve the minutes. 2nd motion by Monica Dugi. All in favor.

Visitor Comments

PTC report was presented by PTC President Allie Vigil-Moore.

- PTC is working to develop a PTC "guide book" to assist new officers and include policies to address questions/concerns
- Campus work days will be communicated as "Cougar Cleanups" to present a more positive message and include pizza
- PTC credits will be awarded for volunteers at Thanksgiving luncheon
- Planning is ongoing for Casino Night.
- PTC Hamburger Booth earned a \$700 increase over 2014.

Pastor's Report – No report.

Principal's Report

- See attached memo.
- Dr. Cummins is planning to test two potential new students.

President's Comments - No report.

Standing Committee Reports

Nominating – No report.

Finance Report – Irene Gil.

- 96 totes have been sold so far. 125 were ordered.
- Budgets were submitted to the Archdiocese.

- The scholarship program from anonymous donor will be extended through November 30.
- See finance report.

Buildings & Grounds – Audrey Franz.

- Cleaning gutters in the elementary classroom buildings will be top priority.

Policy & Planning – Monica Dugi.

- Monica attended Archdiocese training event for PTC and school council members.

Marketing Report – Sami Kuhn

- Committee looking at facebook data to schedule posts for increased views
- Plan to involve pre-k parents and teachers to increase posts and involvement
- Family testimonials should be added to school website
- Marketing committee members would like to speak to PTC meeting to help generate interest in marketing and recruiting for the school, let parents know how they can help and ask for their help.

Old Business:

- Johanna Lopez has made calls to contact families of 47 students who left St. James following the 2014-2015 school year and has conducted exit interviews with those families that chose to participate. She will share information with Dr. Cummins and Father Dennis before presenting to the council.
- Monica Dugi continues work on the school directory with Sarah Lerma.

New Business

- Consider forming specific committee for Texas Hold 'Em tournament at Casino Night.
- Continue to seek bus drivers among faculty, parents, grandparents, and the parish. If no bus driver is found, council suggested parents can transport students.
- Sami Kuhn mentioned that some potential pre-K parents choose traditional daycare because St. James has a more traditional school calendar and inquired whether any employees would be interested in having holiday care similar to summer care. Dr. Cummins said no employees would be interested.
- Sami Kuhn inquired about St. James school year calendar and asked why St. James did not follow the public school calendar for holidays as has been done in the past since many families have children at St. James and older students in public school. Dr. Cummins said public school only has 175 days while St. James is required to have 180 school days. No action.
- Reading Aides was discussed following a parent inquiry. This program was a project of a St. James former principal in which older students, St. Anne's members, and room parents read with younger students. No action.
- Lynda Ploetz asked about bulletin boards for the elementary campus.
- School Council should begin gathering suggested catering, menus, etc., for upcoming accreditation visits, which will include one dinner, three breakfasts.

The next meeting will be held November 17, 2015 in the Family Center at 6 p.m.

Approved Minutes _____

President, St. James School Council

Date