

St. John's Academy - School Board Minutes

Monday August 18, 2025

Members Present: Melissa Haas, Tim Perkins, Brady Anderson, Annie Hancock
Chris Aarhus, Ryan Wanzek, Stephanie McMillan, Yvette Yatskis, Father Wilhelm
Marianne Klosterman, Sherri Kleinknecht, Kaysee Price



I. Call to Order @ 7:00 pm

A. Opening Prayer

II. Recommended Actions:

A. Routine Matters:

1. Agenda Additions: none
2. Guests : N/A
3. Board Comments: Chris reminded us that we are an advisory board. Father has the final say. He also advised that we limit our policy review to 1 or 2 policy per meeting to keep meeting time to one hour.

B. Old Business:

C. New Business:

1. Board member committee assignments.
 - a) Buildings and Grounds- Tim, Ryan, and Brady
 - b) Finance- Ryan, Chris, and Steph
 - c) Recruiting and Marketing- Brady and Annie
 - d) Childcare- Annie and Sherri
2. Staff appreciation meal: Planning for some time in September. Tim will check on location, Marianne will create a sign-up, and Melissa will check with the Knights.
3. Board member by-law change for parish/non-parish members: Father suggested changing the board to 7 parish and 1 non-parish since it has been difficult to find people to fill the positions. Ryan motioned to pass, Annie 2nd, motion approved.
4. By-law change for second reading- Tabled

D. Action item: (2nd reading for 1-6)

1. Policy 2014 Universal Precautions- (2nd Reading) Steph motion to pass, 2nd Ryan, motion approved.
2. Policy 2014.1 Universal Precautions Procedures- (2nd Reading) Motion by Annie to pass, Brady 2nd, motion approved.
3. Policy 2015 Medication Administration- (2nd Reading) Annie motioned to pass, Tim 2nd, motion approved.
4. Policy 2015.1 Medication Administration- (2nd Reading) Need to add that any medication left at the school is to be picked up by parent/guardian within one week of the end of school or it will be disposed of properly.
5. Policy 2010 Procurement - Tabled till the next meeting. Waiting to hear back from Earl Wilhelm

E. Pastor's Report:

1. Father shared a song called The Sons of Thunder that will be the patronal song for the Basilica and the Academy.
2. Father will be reviewing the mission of the school with all staff members prior to the beginning of the school year. He would like all classrooms to begin each day with the Morning Offering and end each day with an examination of conscience and Act of Contrition.

F. Information and Proposals:

1. Committee Reports:

a) Building and Grounds

(1) Report:

(a) Caulking Project has been completed.

(b) Wireless access points were updated over the summer. The wireless access points in the office will be updated next summer.

b) Finance:

(1) Kaysee shared that last fiscal year we ended in the red due to various expenses. She also shared ways in which we can decrease some expenses for this year.

c) Long Range Planning

(1) N/A

d) Policy

e) Recruitment and Marketing

(a) Enrollment Update: Numbers are great! Fourth grade is a big class. Mrs. Vandal will have extra resource time to help with her large class size.

f) Grievance: N/A

g) Childcare:

(1) Security update for student pick-up and drop off during the school day. Doors will be locked during the school day. Parents will have access to a radio to contact staff to pick up their child. Families have been notified of the change.

2. Principal's Report:

a) Updating our Safety Procedures with Law Enforcement- our current procedures are out of date. Mrs. Haas will be meeting with an officer to help update the procedures.

b) Middle School Device Rental & Purchase Policy- Some parents were upset about the \$125 rental fee for middle school device rental. We do believe a mistake was made and parents were not notified of the fee prior to receiving the welcome back packets in the mail. The board decided to stick with the policy as written, but see if the fee could be spread out over the course of a few months via FACTS.

III. Future Business:

A. Next Meeting – September 15, 2025

IV. Adjournment: 8:51 p.m.

V. Closing Prayer