



Partnering with families to develop a student's full potential in Mind, Body, and Spirit through Catholic values.

St. Mary's School Advisory Board Meeting  
6:30pm – August 30th  
Approved Minutes

**Opening Prayer** - Heavenly Father, we come to you today asking for your guidance, wisdom, and support as we begin this meeting. Help us to engage in meaningful discussion; allow us to grow closer as a group and nurture the bonds of community. Fill us with your grace as we make decisions that might affect the students, staff, faculty, and families of St. Mary's School. And continue to remind us that all that we do here today, all that we accomplish, is for the pursuit of truth for the greater glory of You, and for the service of humanity. We ask these things in your name, Amen.

**Roll Call** – All members present, Sean Pick, Matt Sennott, Megan Ziegler, Emily Thamert, Brandi Klecker, Amy Simmons, Jason Smith, Jed DeWitz, Principal Kathleen Segna, Father Connolly, Father Sauer

**Approval of the Agenda** – Jed moved to approve agenda, Brandi seconded the motion, motion carried.

**Approval of previous minutes** - Sean moved to approve agenda, Jed seconded the motion, motion carried.

**Parental Participation** - None

## **PRINCIPAL'S REPORT**

- Enrollment = 286
- Strategic Plan
- MNSAA site team members will be submitted to site visit chair early Sept. (Sept. 14,15,16)
  - MNSAA will meet with some staff and board members
- Our self study book will be mailed about mid-October
- MNSAA site visit = Nov. 14, 15, 16
- Workshop was yesterday, today, tomorrow and Back to School Night is Thursday from 6:00 to 7:30.
- Installation of projectors is ongoing
- Parking lot – currently waiting for city approval
- Car line – changes are coming, will set up on back to school night on how it will be arranged.
- Kindergarten readiness parents will be asked to use the courtyard for dropoff
- First Aid training is scheduled, Amy Smith will lead training

## **COMMITTEE REPORTS**

- **Facilities and Long Range Planning Committee**
  - Cedar Street door lock installed, will try without key reader to see if we can save that expense
  - Discussed people responsible for filling out capital improvement forms and will take a closer look at the ones submitted
  - Any items that would need to be budgeted for will come before the full board.

- **CEMF (Catholic Education Memorial Fund)**
  - Meets quarterly, has not met since last SMS Advisory Board meeting
- **Finance**
  - Current enrollment is 286 with one potential family coming. Budget is at 289 students.
  - Kindergarten Readiness is currently full at 30 kids, preschool enrollment is 70.
  - Waiting on health insurance numbers as staff have until Sept. 1<sup>st</sup> to elect to take coverage.
  - CliftonLarsonAllen is finishing audit, estimate to have \$20,000 surplus from last year.
  - Fund balance is currently at about 7%, slightly above our target of 6%
- **Enrollment Management committee**
  - Discussed parent satisfaction results from the survey completed this last spring.
  - Specifically looked at action items the Advisory Board can control and improve
  - Discussed how questions we can support leadership and Priests
- **Fundraising**
  - Currently have \$1,200,000 collected and pledged for current capital campaign
  - Have received commitments of \$75,000 since open house

## **OLD BUSINESS**

- Communication covenant- Hold
- Sick leave Policy
  - Minor changes were discussed and made to Employee Sick Leave Policy with Matt and Megan reading the complete policy to the board
  - Sean made a motion to approve, Megan seconded the motion, motion carried
- Fundraising Policy
  - Discussed the need to review our fundraising policy and how we can best work with other committees, Auction, Home & School, to continue working towards the same goals and mission.
- September Board Training, Structure and Vision work- Goals for committees
- Questions for SAB- ongoing need?
- Parking lot- plan for drop off
  - Discussed during Principal's report

## **NEW BUSINESS**

- Officers, committee assignments
  - Will elect new chair next month and look at committee membership

**EXECUTIVE SESSION - none**

**CLOSING PRAYER – Our Father**