



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 – November 22, 2016

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. 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** - Members present, Matt Sennott, Megan Ziegler, Emily Thamert, Brandi Klecker, Amy Simmons, Jed DeWitz, Principal Kathleen Segna, Father Connolly, Father Sauer, Members absent, Sean Pick, Jason Smith

**Approval of the Agenda** - Jed moved to approve agenda, Matt seconded the motion, motion carried.

**Approval of previous minutes** – Brandi moved to approve agenda, Megan seconded the motion, motion carried.

**Parental Participation** - none

**Marsha Stenzel**- Board Training

- Marsha Stenzel, the Director of Catholic Schools in the Diocese gave a helpful presentation on the role of the Advisory Board in a Catholic School. She answered questions for members and also provided input to the board on how other schools are doing in the Diocese and how St. Mary's compares.

**Chris Smith presentation**- non-parishioner tuition

- Chris Smith and the Finance Committee have been studying the non-parishioner tuition rates of St. Mary's, how they compare to other similar schools, and the budgetary impact if any changes were made.
- The finance committee recommended that we lower tuition for non-parishioners to try to encourage more families to attend St. Mary's.
- We would need an additional 4-5 students to attend for this to break even and it would cost about \$15,000-\$20,000 if we do not gain any extra students.
- Historically we have charged non-parishioners 150% of the parishioner rate.
- We have also historically had 50-60% of Catholic families in Owatonna choose to send their children to St. Mary's.
- Discussion on this motion was held and Brandi moved to accept the committee's recommendation to lower the tuition for non-parishioners, Matt seconded the motion, motion carried.

**PRINCIPAL'S REPORT**

- Discussed security improvements made and opportunities for additional improvements
- The full MNSAA report came back today as well as Catholic Identity Report, provided board with validations and challenges.

- The play was a huge success, took in over \$800 with the free will offering at the door.

## COMMITTEE REPORTS

- **Facilities/ Long Range Planning** – Has not met since the last board meeting, will met next Wednesday. Sean and Jason are joining this committee and Matt is transitioning off. Will be looking at the kitchen project coming up and the possibly that the kitchen floor could be sealed concrete.
- **CEMF** – The position from St. Joe's has been filled, still looking for a representative from REP.
- **Finance** – Preschool enrollment increased from 74 to 76 this month. K-8 enrollment down 1 student to 293. We approved previously a \$32,000 shortfall in the budget this year, and the current projections are that it will be a \$28,000 loss. There is also more outstanding tuition at this point than versus last year.
- **Enrollment Management** – Scott Kubicek presented to this committee this month and discussed his companies sales process and challenged the committee to think about its recruiting efforts and the purposes for each step. The committee is also looking for a process to automatically re-enroll families that are planning to come back and they will also have a representative speak at a noon Rotary meeting in January.
- **Fundraising** – Working to complete plaque for Owatonna Foundation.
- **Policy** - Will present the board with a revised draft of the SP-19 policy.

## OLD BUSINESS

- Interpreters/ ADA – Emily made several calls to clarify if we are in compliance with current ADA, Justice Department, and MN statutes. We had a recent request for an interpreter and want to ensure we understand what is required so we have a background to make fair policy moving forward.

## NEW BUSINESS

- none

## EXECUTIVE SESSION - none

December meeting date: Monday, December 19<sup>th</sup> at 6:30 pm.

## CLOSING PRAYER –Hail Mary

### Upcoming meeting dates

December, Monday, 19<sup>th</sup> 6:30pm

January, Tuesday, 24<sup>th</sup> 6:30pm

Open House – January, 29<sup>th</sup>

February, Tuesday, 28<sup>th</sup>, 6:30pm