



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 – April 25th, 2017  
Approved Minutes

### **Opening Prayer**

Lord, guide our hearts and our minds in the spirit of fairness, right thought and speech. Impart your supreme wisdom upon our activities so that our affairs may reach a successful conclusion. Thank you for being our source of guidance today. Amen

**Roll Call**, Members present, Matt Sennott, Megan Ziegler, Emily Thamert, Amy Simmons, Jed DeWitz, Principal Kathleen Segna, Jason Smith, Sean Pick, Brandi Klecker, Father Sauer, Father Connolly. Also in attendance was Marsha Stenzel, Superintendent of Catholic Schools, Diocese of Winona

**Approval of the Agenda** - Jed moved to approve the minutes from the previous meeting, Brandi seconded the motion, motion carried.

**Approval of previous minutes** - Brandi moved to approve the minutes from the previous meeting, Matt seconded the motion, motion carried.

**Parental Participation** – Parents in attendance, Matt Jessop, Brian and Sarah Haggerty, Amy Smith, Julie Schultz, Chandra Wray-Raabolle. Several parents in attendance brought a request that a K-5 staff member and also a Junior High staff member be placed on the principal search committee. Marsha shared with us her concerns and issues she has seen this cause in the past. Current plan will remain that the committee will present 2-3 candidates to all of the teachers and for them to ask questions and to rank each candidate. Another concern discussed was the involvement of priests in the school. Good discussion was had and several ideas suggested. The priests also asked that if parents have any concerns going forward to bring them to them to discuss.

## **PRINCIPAL'S REPORT**

### **Minnesota Dept. of Health**

- Food service and kitchen reviewed on April 18<sup>th</sup> by the MN Dept of Health. We did not have any orders issued during the hot lunch time, everything was in fine order.
- We did get reissued the violation to have SMS replace the floor. This was first issued in Sept. 2013. It was share with Michael the inspector, the next phase of our kitchen is to include counters, cabinets, flooring, etc.
- The report stated: 4/18/17: Reissued. Establishment will be replacing floor within the year. *Issued on: 09/17/13*

### **Health and Wellness**

- We are working on a Health and Wellness Policy for SMS with Public Health Nurse – Mary Urch. At our last meeting she stated there was money left in this year's fund for schools. Another water fountain has been ordered and we should receive reimbursement approx. 2 weeks after we submit our bill. This fountain will be put on the 2<sup>nd</sup> floor of the elementary.

- Another fountain is also ordered to replace the one in the cafeteria after school is out. Kitchen money will be used to pay for this one.

### **NWEA Testing Workshop**

- This is part 2 of the fall workshop. It will be held on May 2<sup>nd</sup> at Cascade Environmental Learning Center in Rochester. Three teachers will be attending; these teachers will be doing a presentation to the other teachers on May 24<sup>th</sup>.

### **Track Meet**

- On May 2<sup>nd</sup>, (rain date on May 5<sup>th</sup>) we will be hosting our own track meet for the students in grades 1-8 of SMS. This is different than the one we usually do. This is an individual competition. The one we will be doing on May 26<sup>th</sup> is the conclusion of St. Mary's Spirit Groups and is more of a fun, end of the year activity.

### **New Hires**

- We have two individuals replacing former employee Michelle Nelson, they work from 10:00 to 1:00 on a rotating basis.
- Shari Baldwin will be replacing Rita Fisher as food service director for SMS for 2017-18 school year. She will be doing a week of training in the kitchen followed by a week of training in the kitchen office before the end of the school year. We did check with the MN Dept to see if our hiring of Shari met their guidelines, we received approval.

### **Presentations**

- In our response back to MNSAA they ask that our teachers become more knowledgeable of and put into practice differentiated instruction within the classrooms. Three teachers have been sent to a workshop in Rochester and the instruction committee will be giving a presentation to the teachers on Wed. April 26<sup>th</sup>.
- Also in our response back to MNSAA the team encourages the staff to use the ACE model to drive instruction, assessment and professional development. The assessment committee will be giving a presentation to the teachers also on Wed. April 26<sup>th</sup> on formative, summative testing and traditional and performance-based testing. Four teachers have been asked to attend the Lang. Arts Ace Collaborative in June.

### **Catholic Identity**

- In our Catholic Identity report back from Marsha she asked that a cross be put up in the gym. A tapestry with a cross on it has been ordered for the gym.

## **COMMITTEE REPORTS**

- **Facilities and Long Range Planning Committee** – Project to finish kitchen upgrades is scheduled for summer of 2018.
- **Finance** – Budget forecast for next school year was based on 289 students, current enrollment is at 265, with 20 more committed, but not enrolled, and 4 more possible. Unpaid tuition at this point for the current school term is slightly better than last year, will continue to work to collect. Currently on track to beat the budget forecast for the 2016-2017 school year. Letters were sent to staff to address concerns that some of the staff brought to the board concerning compensation and also to inform them of the 1.5% salary increase for next year.
- **CEMF** – Currently they are meeting monthly and reviewing old minutes/documents to analogize them. Also working with an attorney they works with non-profits as the board looks to see if there are more viable investment strategies.
- **Enrollment Management** – Made personal calls to current families not registered base on feedback received from teachers. Pre-school staff held another open house for perspective families. Ads have been generated to put in local bulletins advertising St. Mary's. Home & School has offered to help with the promotional items for Owatonna's Crazy Days. Working on finalizing survey questions for end of year parent satisfaction surveys.

- Policy – See old business.
- Vision – Nothing new at this time.

### **OLD BUSINESS**

- Principal Search – Timeline has been sent out to parents and applications have been received and reviewed. April 28<sup>th</sup> is target to begin to interview candidates and the committee is looking to select 2-3 to present to the teachers.
- Policy C-5 reading – Matt conducted the 2<sup>nd</sup> reading of this policy, discussion was held. Sean conducted the 3<sup>rd</sup> reading of this policy. Sean moved to accept this policy, Matt seconded the motion, motion carried.
- Policy C-3: will hold for next meeting
- Kitchen – Will look to finish kitchen project summer of 2018.

### **NEW BUSINESS**

- Looking to develop a board calendar for the upcoming school year to assist with planning.

### **EXECUTIVE SESSION - none**

### **CLOSING PRAYER – Hail Mary**

Next meeting: May 23, 2017