



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  
6:00pm – August 2, 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. 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 member present, Matt Sennott, Megan Ziegler, Emily Thamert, Jed DeWitz, Brandi Klecker, Sean Pick, Amy Simmons, Principal Kathleen Segna, Father Connolly, Father Sauer

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

**Approval of previous minutes** – Jed moved to approve the previous meetings minutes, Matt seconded the motion, motion carried.

**Parental Participation** – Ron & Kim Kubicek attended and had questions on how the nursing & social work position would be handled and why the changes were being made. The board is putting together a parent communication to answer some of these questions parents may have.

### PRINCIPAL'S REPORT

- **Enrollment:** K = 21, 1=25, 2 = 28, 3 = 19-21, 4 = 39, 5 = 39-42, 6 = 34-37, 7 = 32-33, 8 = 37-39
- Total = 274 (285)
- **Preschool:** 2 day = 12, 3 day = 18, 4 day = 12, **Total** = 42, 5 day = 27
- **Hires:** All positions are filled except the school nurse.
- **Preschool:** Karen Adams is returning and will take the larger class along with Amber Konz.
- Lynn Smith will take the smaller class.
- **SAC:** Shari Baldwin will be taking the position. Her husband just took a job in St. Paul and they will be relocating in Owatonna.
- **Social Worker:** hired through the public school, her name is Deb Westphal and she is from Waseca, she will be working Tuesday and Thursday for us. Her hours per/week will dependent on the no. of students we have, we are hoping
- **Administrative Assistant:** Laurie Fisher will be working at the front desk for us, 30 hours/wk.
- **Move** – Kath has completed three semis, they have one more to go!
- **Teachers** lots of boxes, will have a lot to do.
- **Building** is starting to come together. Whoo-hoo!
- **Workshop week** will be the last week in August.

- **Mon.**, August 29<sup>th</sup> = Catechetical Day, August 29<sup>th</sup>, Lourdes High School, Rochester.
- **Tuesday**, August 30 = 8:00 = Mass, introductions of new staff, MNSAA strategic plan, announcements, etc.
  - 10:00 – 11:30 = FBI Presentation, Active Shooter
  - 12:30 – 1:30 Mandated Reporting
- **Wed.** Continue with Fac. Workshop
- **Thurs.** – Back to School Night

## COMMITTEE REPORTS

- **Facilities/ Long Range Planning**
  - Keyed locks are getting switched out, Knox-Box will be updated
  - Rocon is renumbering windows and doors and will be resurfacing courtyard
  - Will work with Sacred Heart to look at re-configuring parking to aid with the drop off line.
  - Developing more capital request sheets, any item over \$500 will have a sheet, some items included so far are kitchen equipment, stage equipment, playground, mulch
- **CEMF (Catholic Education Memorial Fund)**
  - Funds that are available to be distributed are down due to low interest rates.
  - Discussion continues on other investment options that might produce higher returns but are consistent with Catholic values.
- **Finance**
  - Received notice this summer that health insurance rates will increase 18% for next year
  - The committee has reviewed the preliminary budget and will present to the full board at the next meeting
- **Marketing and Promotions**
  - Finishing up satisfaction survey and will share results with parents
  - Will be a student of the month with year, working with John Conner to find advertisers
- **Fundraising**
  - Will kick off round 2 at the open house on 8-14-16 with announcements in the paper and bulletins, will encourage participation with Scrip raffles.
  - Owatonna Foundation donation will be recognized, application has been submitted to Bremer Foundation
  - Next committee meeting is 8-10-16
- **Policy Committee**
  - Discussed if it is time to update the employee handbook and how those changes should be made
  - Discussed the new Classroom/Facilities Modification Policy and the concerns that were brought up to protect the investment of the new work that has been done in the building. Also discussed the process to be put in place if staff want to make changes.

## OLD BUSINESS

- Pillsbury – nothing to discuss at this time
- Auction Big Give- communication
  - Board will set out a communication to parents on how the Big Give (Spirit of the Knight) dollars are being used.
- Fundraising Policy – tabled to next meeting
- September Board training- Committee assignments, vision, Chair

## NEW BUSINESS

- Had the first reading of the Classroom/Facilities Modification Policy. Sean moved to approved the policy, Matt seconded the motion, and the motion carried.

## **EXECUTIVE SESSION**

- Executive session was held.

## **CLOSING PRAYER – Our Father**

### Upcoming SMS Advisory Board meetings

- August 30<sup>th</sup>, 6:30
- September 27<sup>th</sup>, 6:30
- October 25<sup>th</sup>, 6:30
- November 22<sup>nd</sup>, 6:30