



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 – October 25, 2016  
Approved Minutes

**Opening Prayer – Amy**

**Owatonna Foundation Presentation** – Steve Smith stopped to share with the board the work that the Owatonna Foundation does throughout the community.

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

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

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

**Parental Participation** - none

**PRINCIPAL'S REPORT**

- Grandparent's Day was a big success, lots of grandparents/special friends. 9
- Had a request of a parent to have an interpreter for grandparents/special friends' day concert.
- MNSAA self study is done along with most of the collection of evidence almost finished too.
- We do need a flow chart of School Advisory along with bylaws and or constitution and roles and responsibilities of membership.
- I also need to do job descriptions, submit crisis management plan, record of school drills, and immunizations records from nurse.
- The self-study book has been mailed to MNSAA and Marsha. Tomorrow the book will be mailed out to the 9 member team of MNSAA and to the two member Catholic Identity team.
- Our site visit is Nov. 14-16, there will be a welcome reception on that Monday morning to welcome the MNSAA team, school staff and board members are invited.
- We did have a family visit our school today with a potential 3<sup>rd</sup> and 6<sup>th</sup> grader, moving from Minnetonka.
- Volleyball season ends this Saturday.
- Basketball season will soon begin, a coaches meeting was held yesterday.
- Thursday the staff will be doing a Virtus refresher course.

**COMMITTEE REPORTS**

- Facilities/ Long Range Planning
  - Kitchen & Cafeteria – John from ASTR was in to give us an update on work that will need to be done.
- CEMF
  - Looking for a member for St. Joe's Parish and also one from REP to have a full board again

- Finance
  - K-8 enrollment increased from 292 to 294 with a possible 2 more
  - 11 more families are behind on tuition at this point versus same point last year
  - Added 3<sup>rd</sup> Grade Aid and additional counselor hours, budget is still on track to what was approved.
  - Committee is going to re-exam the non-parishioner tuition rate and look at some of the research available.
- Enrollment Management
  - Received 40 responses from survey sent to REP families
  - Discussed potential Ambassador program
  - Board members are also completing interviews with families who left last year to discuss their experiences and look for opportunities for improvement.
- Fundraising
  - Scot Berkley to join the group
  - Sacred Heart's campaign should finishing up
  - Parking lot is complete, that was part of the campaign project.
- Policy
  - Discussed the Fundraising policy, Fr. Sauer gave the first reading. Additional discussion and Sean gave the third reading. Sean moved to accept fundraising policy, Brandi seconded the motion, motion carries.

#### **OLD BUSINESS**

- Fundraising Policy
- Board Training- Marsha Stenzel at November Meeting
- Committee assignments
- MNSAA standards/ committee goals
  - The updated Strategic Plan will be e-mailed to the full Advisory Board.

#### **NEW BUSINESS**

- Interpreters/ADA – Discussed the need for interpreters for events, and also what is required and what is expected. Board members will reach out to Justice Department and the Diocese to to make sure we understand the requirements and we can then look at the possibility of expanding from there. A board member and Mrs. Segna will also visit with the family that made the request to ensure we continue to discuss as we move forward.

#### **EXECUTIVE SESSION - none**

#### **Upcoming meeting dates**

November, Tuesday, 22<sup>nd</sup> 6:30pm

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

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

#### **CLOSING PRAYER –Hail Mary**