



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 – December 19, 2016
Approved minutes

Opening Prayer -

Mary Immaculate, Our Queen, Our Mother, obtain for us we humble pray, the gifts of the Holy Spirit. Graciously be near us in our present needs and help us by thy intercession that Almighty God may be pleased to grant us the favor for which we pray. May the Holy Spirit guide each of us and Your Holy Churches, St. Mary's School, and the Religious Education Program in making prudent and wise decisions for our families, both present and future to renew St. Mary's School for all your glory. Amen

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

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

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

Parental Participation - none

PRINCIPAL'S REPORT

- We enrolled another student last week and another will be enrolling after Christmas.
- Ms. Boss will not be returning after Christmas, she wishes to spend time with her husband and do activities together in their retirement.
- Ms. Nicole Burgmaier will be filling in for us. Ms. Burgmaier did her physical education student teaching here in Owatonna and just graduated this month from Mankato University. Ms. Burgmaier came in to observe Ms. Boss on December 13th and subbed for Ms. Boss on December 14th. We are happy to welcome Ms. Burgmaier.
- Christmas concert was great, big crowd!
- Our last day of school is this Thursday, Dec. 22nd and we will resume on Tuesday, Jan. 3rd.
- We are into the Christmas programs by Ms. Jane and her preschoolers, Mrs. Wolfe, Mrs. Kasper and their students.
- We have started making plans for Open House; it will be Sunday, January 29th.
- We are accredited with MNSAA and that accreditation is good for 7 years.
- Mrs. Nylund's subs for her maternity leave will be Elizabeth Malo and Cassie Wipperfurth.

COMMITTEE REPORTS

- **Facilities and Long Range Planning Committee** – They have collected the capital improvement requests and created a binder of those items. Some of those items include replacing the stage lights/rigging system, a separation curtain for the gym, a boost/activity room, replacement of bleachers, and a technology replacement plan. Several options have also been given to the Auction Committee to discuss as options for the Spirit of the Knight give. The FLRP Committee is looking to move into a visioning process and trying to determine how the school should look in 30 years. Jed moved, Brandi seconded that the Advisory Board create a separate Vision subcommittee of the board to begin to lay that vision out, motion carried.
- **CEMF** (Catholic Education Memorial Fund) – none (meet quarterly)
- **Finance** – The Finance Committee presented the budget for the 2018-2019 school year. It is based on a projected enrollment of 289 students K-8 with 26 kindergartners. Several scenarios for tuition levels were presented and discussed. Jed moved to accept the finance committee's recommendation of a 3% tuition increase for next year, Jason seconded the motion, motion carried.
- **Enrollment Management** – Discussed several more items from the recent Preschool parent satisfaction survey to continue to find areas where we can improve. Pick-up & drop off times was an item that received a big response, discussion was held, but no changes recommended at this time. Also discussed the options parents have to use the SMART bus this year and about 10 families are using that service and response has been positive. Committee is still looking into the possibilities of automatic re-enrollment and how to make that possible. The open house is scheduled for January 29th from 9am-noon with the teachers in the gym again this year and the free will KC's breakfast.
- **Fundraising** – Has several new members joining and will look to find opportunities to finish the pledge portion of the campaign.
- **Policy** – We have looked at updated the SP-19 policy and tonight the policy committee presented a rough draft for the board to review. Emily read the new policy draft for the First reading. Discussion was held. Fr. Connolly gave the Second reading of the policy.

OLD BUSINESS

- None

NEW BUSINESS

- SP-19 – (see committee notes)
- Non-parishioner tuition rate – Discussed the upcoming tuition change for non-parishioners and how to communicate and promote to families. Letters will be drafted and sent directly to non-parishioner families and then also to all school families. Discussed options to connect with other Christian Churches in area and also Fr. Sauer will touch base at the next ministerial lunch in town.

EXECUTIVE SESSION – No executive session was needed.

CLOSING PRAYER – Amy lead us in the Our Father to close the meeting.