



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 – September 27, 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 members present, Sean Pick, Matt Sennott, Megan Ziegler, Emily Thamert, Brandi Klecker, Amy Simmons, Jason Smith, Jed DeWitz, Principal Kathleen Segna, Father Connolly, Father Sauer

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

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

**Parental Participation** - none

### **PRINCIPAL'S REPORT**

- We hired an educational assistant for our kindergarten, Shari Baldwin.
- We also hired another student helper for SAC, lots of little ones, currently we have 4 adults and 3 high school students.
- We are looking for help in the cafeteria for monitoring the students and excusing them. We have a volunteer on T. Th. and one of our EA's on Friday but no one on M. & W. We are hoping to get another volunteer for M & W.
- The Marathon Committee is doing an excellent job of igniting the fire for our annual school marathon.
- We have had trouble with the rain. Water coming into the cafeteria and also by the fire doors near boys bathroom off cafeteria and bandroom.
- We had an unexpected fire drill last week due to courtyard work.
- We are still doing NWEA fall testing.
- We have had a lot of problems with our phones and connectivity to internet in different parts of the building. Valley Computer Solutions of Winona, the company we use did come on Monday, Sept. 26. The phones in the office and 1<sup>st</sup> floor of jr. high wing were down on Friday and again Monday morning. Battery backup in Mac Lab needs to be replaced, monitoring the one in the office, that one too may need to be replaced. Also replaced access point in music hallway.
- Currently working on job descriptions for teachers/staff.
- Upcoming workshops –
  - Three teachers & myself will be attending the Science Ace Collaborative on Friday, Oct. 7 .
  - Four teachers & myself will be attending the NWEA workshop on Wed. Oct. 12 .
  - Three teachers & myself will be attending the Math Ace Collaborative on Friday, Oct. 14<sup>th</sup>.
- We had a kitchen inspection, we were cited on floor.

- The kitchen cooler has been installed, with a cost of \$19,470. we were awarded a grant of \$18,970.

## COMMITTEE REPORTS

- **Facilities/ Long Range Planning**
  - Meets bimonthly, next meeting is in October
- **CEMF (Catholic Education Memorial Fund)**
  - Nothing new to report, will have its next quarterly meeting in October
- **Finance**
  - Received an update on the audit that was in the process of being completed by CliftonLarsonAllen. They go straight to the bank to get statements for review, they tested deposits, payroll disbursements, and vendor expenses. Should be completed by the end of the week, and so far only minor clarifications have been needed.
  - K-8 enrollment has increased from 286 to 292 and have also added 4 to preK since last meeting.
  - The budget surplus from last year was about \$67,000 which increased our fund balance to 9.6%, traditionally our target fund balance has been around 6%.
  - Finance committee presented to the board the budget for the 2016-2017 school year. This has a projected deficit of \$33,933 and which would reduce the fund balance to 7.6%. Jed moved and Brandi seconded that we accept the Finance Committee recommended budget, motion carries.
- **Enrollment Management**
  - Reviewed letter that will be sent to welcome new families to St. Mary's
  - Discussed affordability & preschool/non-parishioner rates,
  - Next meeting is October 3<sup>rd</sup>.
- **Fundraising**
  - Currently have about \$1.3 million raised or pledged.
- **Policy**
  - Read, reviewed, and discussed sick leave policy to discuss and clarify
  - Megan moved to adopted the clarified policy, Sean seconded the motion, motion carried.

## OLD BUSINESS

- Fundraising Policy
  - Had the first reading and discussion on the updated fundraising policy.
  - Will discuss more at our next meeting
- Board Training- rescheduled
- Committee assignments, Vision/ Goals, Chair
  - Committee assignments for next year
    - Chair – Transitioning from Amy to Matt
    - Finance – Amy, Matt, Sean to transition off and Brandi to transition on
    - Facilities/Long Range Planning – Sean, Jason, Amy, Matt to transition off
    - Enrollment Management – Brandi, Jed
    - Fundraising – Sean, Megan
    - Policy – Megan, Emily

## **NEW BUSINESS**

- MNSAA standards/ boards goals
  - Reviewed SMS Strategic Plan and offered input in the areas the Advisory Board had responsibility.

**EXECUTIVE SESSION** – no executive session was needed

Next Meeting: October 25 – Owatonna Foundation

November 22- Thanksgiving week?

December meeting- off?

**CLOSING PRAYER – Our Father**