



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 – February 28, 2017  
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, Lord God, as we make decisions that might affect the students, staff, and friends 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** – Members present, Matt Sennott, Sean Pick, Megan Ziegler, Emily Thamert, Brandi Klecker, Amy Simmons, Jed DeWitz, Principal Kathleen Segna, Jason Smith, Father Sauer, Members absent, Father Connolly

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

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

**Parental Participation** - none

**PRINCIPAL'S REPORT**

- Last week I sent out a discernment letter to staff asking them to share their intentions for the 2017-18 school year. They are due back Friday, March 10<sup>th</sup>.
- I am currently doing the yearly required formal observations of teachers teaching religion; if they are a specialist it will be in their subject area.
- School climate – put our work with Marsha into a template, it needs to be reviewed my teachers and needs a little more work.
- We are seeking a head cook for next year as well as food service workers, am concerned with finding food service workers due to low wages.
- Concerned with low pay for educational assistants.
- Continuing work on e-rate.
- Have been working with John Jurichko from ATSR via email for kitchen upgrade plan.
- Planning to work with Mohs Construction on the kitchen project. Will need to figure out where the money will come from.
- Teachers are continuing to work on Ace Curriculum through the diocese.
- The teachers will have a speaker this coming Wed., March 1<sup>st</sup> on multi-age teaching. The speaker will be Mrs. Mindy Reeder from Nativity in Bloomington. She did multi-age when she was Principal in Montgomery.
- Mr. Smith will also do a presentation for the school advisory during our meeting on Tuesday evening, Feb. 28<sup>th</sup>.

## COMMITTEE REPORTS

- **Facilities and Long Range Planning Committee**
  - Repairs recently made, some sidewalk repaired, fuse replaced, PA system repaired
  - Kitchen planning continues and are receiving bid specs to complete
  - Presented several ideas to the Auction Committee for the Spirit of the Knight give
    - Gym curtains, Stage rigging and lighting, boost room, kitchen project
- **Finance**
  - Enrollment has stayed the same from last month
  - Our current year budget the Advisory Board approved a \$32,000 deficit, and at this point we are on track to have a deficit of \$56,000, looking at options to trim
  - Enrollment for next year is ahead of pace of last year with currently 179 enrolled in K-8. Currently have 294 and budgeting for 284.
  - SAC rates have been reviewed and will remain the same for next year.
  - Have a potential bequest that could cover kitchen project
  - Collecting information on staff requests and will have that information finalized in March so the Advisory Board can make a recommendation and also give staff an opportunity to review.
- **CEMF**
  - Will have a Visioning Session on March 16<sup>th</sup>
  - Stephen Nelson's son who is a lawyer that represents non-profits will attend to provide advice
- **Enrollment Management**
  - School open house and kindergarten round-up are complete, hand written thank you's are going out to all of the new families that attended
  - A testimonial letter written by Kim Kubicek has been sent to all parents with children in pre-K
  - Will have 2 parents attend the March Ministerium meeting with Fr. Sauer to promote St. Mary's in Owatonna
  - Continue to work with new families to enroll students online.
- **Policy**
  - See notes in old business
- **Vision**
  - Nothing new at this time

## OLD BUSINESS

- Policy C-3
  - Sean gave the 1<sup>st</sup> reading of this revised policy
  - Discussion was held with minor changes suggested, will bring back next meeting for 2<sup>nd</sup> reading.
- Policy C-5 – Tabled until next meeting due to time constraints.
- Policy SP10 – which was incorporated into the new SP-19 policy last month, was removed from board members binders.

## NEW BUSINESS

- None

## EXECUTIVE SESSION – None

## CLOSING PRAYER – Amy lead us in the Our Father.

Upcoming meetings: March 28<sup>th</sup> at 6:30pm- (spring break) – Some members will be absent, but a better date was not available.

April 25<sup>th</sup> at 6:30pm

May 23<sup>rd</sup> at 6:30pm