



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 – March 28th, 2017  
Approved Minutes

### **Opening Prayer**

Lord, guide our hearts and our minds in the spirit of fairness, right thought and speech. Impart your supreme wisdom upon our activities so that our affairs may reach a successful conclusion. Thank you for being our source of guidance today. Amen

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

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

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

**Parental Participation** – Amy Smith, Lynn Hasara, Becky Berkley, Beth Oltmans, Chandra Wray-Raabolle, Brian & Sarah Haggerty, Matt & Annie Jessop

Numerous parents were in attendance to discuss concerns with recent staff changes at St. Mary's. (Mr. Smith has accepted a position in Rochester and Mrs. Segna is retiring at the end of the school year) Parents expressed that these are large roles to fill and had questions about the process in which they were going to be filled. The structure of the principal search committee was discussed and the role that staff will play. Marsha Stenzel has agreed to be available at the next meeting as well as the priests as it was expressed that several parents would like the conversation to continue.

### **PRINCIPAL'S REPORT**

- Next fall our Food Service will undergo a state visit. This visit is usually done every 3 years.
- Currently SMS is working with Mary Urch, Public Health Nurse, to review and update our Health and Wellness Policy. The team working with Mary Urch on this is Head Cook, Nurse, P.E. teacher, a Primary and Jr. High teacher, and myself.
- With the updating of our wellness policy we have the opportunity to possibly receive a \$500 student grant and a \$500 staff grant to implement health and wellness opportunities.
- I attended the 1:00 Immigration Workshop on Sunday, March 19<sup>th</sup> at Sacred Heart following the Hispanic Mass. An immigration lawyer spoke as well as an Owatonna police officer. There was also an interpreter. The workshop lasted until about 3:15 pm.
- The 2015-16 end of year school report was sent out last week.
- The MNSAA steering committee is working on the required response we received from MNSAA following their visit, it is due on or before June 30<sup>th</sup>.

- MNSAA response needed from Pastors and School Advisory:
  - a written process for evaluating the administration team and implementing this process on an annual basis.
  - Advisory Board develop and execute a plan for reviewing and rewriting policies to reflect the current school climate.
  - This year the teacher/staff annual retreat will be hands on; we will be attending Feed My Starving Children in Eagan. We are scheduled from 9:30 to 11:30. Final details to be worked out.
- Mrs. Berg and I will be attending the Minnesota Independent School Forum awards on Sunday, April 30<sup>th</sup>. We will be receiving a sustainability grant check award for \$1,457.20. The program will be held at St. Thomas with registration and social hour from 4:00 to 4:45. Dinner and awards are from 4:45 to 7:00 pm.
- Pre-school will also be holding an additional open house in April.
- Following is enrollment as of last Monday, April 17<sup>th</sup>.
  - Kindergarten – 25, Grade 1 – 19, Grade 2 – 22, Grade 3 – 26, Grade 4 – 18, Grade 5 – 33, Grade 6 – 39, Grade 7 – 32, Grade 8 – 28, 2-Day Preschool – 5, 3-Day Preschool – 12, 4-Day Preschool – 10, Kindergarten Readiness - 21

## **COMMITTEE REPORTS**

- Leadership – meet several times in the last month and have worked on developing the job posting on the principal position and worked with the Diocese to get that posted. Surveyed comparable Catholic schools to see how we compared in terms of leadership structure and discussed with current staff the pros and cons of our current administration structure. Committee recommendations on the religion teacher position will be presented to the priests recommending that this be a full time position.
- Facilities and Long Range Planning Committee – submitted ideas to auction committee and are receiving quotes on the staging & rigging system for the gym stage as that is the direction the committee is leaning. Have received 2 quotes and is waiting on a 3<sup>rd</sup>.
- Finance – Have study and reviewed the faculty requests and a written response will be going out to all staff this week.
- CEMF – St. Mary's received that check for CEMF, \$14,000.
- Enrollment Management – Sent thank yous to families attending open houses, looked at Pre-School enrollment and will hold another open house. Jed & Brandi spoke at the Ministerium meeting in March, and looking at updates for the annual parent satisfaction survey and options going forward for improving the registration process. The committee is also looking for ways to incorporate an paid marketing position into the school budget.
- Policy – please see notes below in old business.
- Vision – has not met since last meeting.

## **OLD BUSINESS**

- Policy C-5, Matt gave the first reading of this policy and discussion was held. Will review again at next meeting.
- Policy C-3: will hold for next meeting

## **NEW BUSINESS**

- none

## **CLOSING PRAYER – Hail Mary**

## **EXECUTIVE SESSION – Executive session was held.**

Next meeting: April 25th