



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 – May 23rd, 2017
Approved Advisory Board 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, Jason Smith, Sean Pick, Brandi Klecker, Jed DeWitz, Principal Kathleen Segna, Father Sauer, Father Connolly

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

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

Parental Participation – Matt Jessop, Chandra Wray-Raabolle

Questions and concerns were discussed with the staffing decisions for the upcoming school year and also questions on how the job postings were written. Suggestions were offered for future job postings.

PRINCIPAL'S REPORT

Interviewed one candidate for kindergarten readiness, two for kindergarten, and religion. One Kindergarten teacher has accepted, still waiting for an answer from the other kindergarten position. Kindergarten readiness teacher candidate stated salary wasn't enough for them at this time.

Religion position has had applicants, but an offer hasn't been extended yet.

We will have two kindergarten teachers/sections for next year, two first grade teachers/sections, The one 6th grade teacher that will be part-time, will move to fourth grade for part of the day for instruction with reading and math.

Minnesota Dept. Health Dept.

- Measles, Nurse Janice has sent out literature to our families.

Health and Wellness Policy

- This has been written with the help of Public Health Nurse Mary Urch and committee members: school nurse, school social worker, P.E. teacher, food service directory, and myself. Currently it is in the final stage of review.

- SMS wellness committee will need to meet three times/year.
- I applied for another water filling station for the 1st floor of elementary, it has been approved through Health and Wellness state money.
- I also asked the Public Health Nurse if we could apply for Boost Room equipment and she thinks materials will be granted. Therefore I will be submitting a list of equipment to her office. ☺

MNSAA & Catholic Identity

- Response and revised strategic plan have been sent to the MNSAA office and to Marsha Stenzel. I have attached them both to this email for your reference.

Interviews

- Interviews have been conducted for k-readiness, kindergarten and the Jr. High religion teacher. Thus far offers have been extended for a k-readiness and 2 kindergarten positions. One candidate has accepted for kindergarten.

Erate

- The FY15 Cat2 BEAR form has been approved. SMS will receive a deposit for \$2179.60. This funding is from the year of 2015 and was through Wifi. Sincere thanks to Valley Computer Solutions for providing the needed receipts and invoices.

Discussed and decided that a MNSAA bullet point should be included on the board agenda to make sure it remains a living document that we use.

COMMITTEE REPORTS

- Facilities and Long Range Planning Committee
 - Stacy Mulet is working on rigging and lighting quotes and determining the options available. We are also getting quotes to expand playground onto the next lot where the garage currently sits. Chromebooks obtained for next year for 6th grade. Interpreter available upon request may need to be in handbook?
- Finance
 - At last count we have 265 K-8 grade students enrolled for next year, this month 274, Connie math equals 289 which is what the proposed budget was on. There are about 4 additional students that have shown some interest. In the Preschool, we have 71 students enrolled for next year. The budget forecast is looking to come in slightly ahead of the \$-32,000 budget that was approved for the current school year. The Night of Knights Auction netted \$112,000 to the general fund, not including the amount raised for the 'Spirit of the Knight' give and the amount that goes to Home & School.
- CEMF
 - They are currently meeting monthly. The board interviewed one attorney last month, and will interview another firm this month as far as guidance they can provide. Both have been asked to present proposals and options for investments going forward.
- Enrollment Management
 - Registration and get more families to complete and continue to reach out to more families. Parent Satisfaction Survey's will be concluded this week. The committee will regroup and form goals based on the feedback from parents.
- Policy
 - Please see notes in old and new business.
- Vision
 - Amy and Troy looking at paperwork, Troy will be coming on as committee chair.

OLD BUSINESS

- Principal Search
 - We advertised as widely as we could, including reaching out to the Diocese for a list on sites to advertise on. We had eight candidates apply. Tomorrow (5-24-17) the teachers/staff will meet with the final two candidates, Bill Bunkers and Shawn Hogan. Teachers/staff will be asked to fill out forms and put together a series of questions for the candidates. They will be rated and each teacher/staff member will fill out their own form. All current, both returning and not returning, staff are invited. Discussed how parents could be involved and when they would be able to meet the new principal.
- Policy C-5 - 1st reading was done in Feb, and C-10 will be incorporated into it. Sean gave the 2nd reading of this policy. Emily gave the 3rd reading. Sean moved to accept C5, Jed seconded that, motion carried.

NEW BUSINESS

- Policy SP-4 – Fr. Connolly gave the first reading. Suggestions were made with comparisons to local public and private schools.
- School times. Owatonna Public Schools are changing the times that they are starting school next year and that will impact busing times and our start times. Mrs. Segna Busing – 7:55 – 2:30, Public school is changing times next year.
- Megan Ziegler will be stepping down from the board this summer, but will continue to work with the policy committee. Thank you Megan for sharing your time and talents with us.

EXECUTIVE SESSION – Executive session was held.

CLOSING PRAYER – Hail Mary

Next meeting: June 27, 2017
July 25, 2017