



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 – July 25, 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, Jason Smith, Sean Pick, Brandi Klecker, Jed DeWitz, Principal Jennifer Swanson, Father Sauer, Father Connolly

Approval of the Agenda – Sean moved to approve agenda as written, Jed seconded the motion, motion carried.

Approval of previous minutes - will bring copies next month, no meeting was held in June

Parental Participation – Matt & Annie Jessop

PRINCIPAL'S REPORT- Welcome to Jennifer Swanson!

- Started last week Wednesday, all 6 new staff are hired and their bios are on the SMS website.
- Part of MNSAA is new staff orientation, and we will have a new staff orientation before the full staff workshop days.
- New school times are 7:55 am to 2:35 pm – discussed this with the new staff

COMMITTEE REPORTS

- Facilities and Long-Range Planning Committee – The chair of this committee has transferred to Troy Klecker. Several water fountains have been installed around the school. Items of concern due to safety are being looked at around the building and we are getting quotes to get these items repaired. Discussion on forming Vision Committee, and current consensus is to use the existing paperwork that was developed several years ago as part school building addition. Focus more on numbers of students and then design school around that size. Discussed whether the visioning piece should be a separate committee, or is that board driven? Troy is willing to help. Compiling lists of maintenance items, possibly put items on website for people to see.
- Finance – under new business
- CEMF – Board is full and has been meeting monthly, looking at all options available. Received legal advice on funding. Funds are restricted, so they can't be used to fund projects even if the intent is to immediately replenish them. Looking at investment strategies that can yield a higher rate of return, but still be invested safely.
- Enrollment Management – Lynsey is fully in her marketing role. Committee meet earlier today and discussed and is getting ready for upcoming events, Crazy Days, Steele County Fair, Back to School Night, Parent Information Night (formerly Curriculum Night). Advisory Board members will do exit inter-

views with families that have chosen to leave SMS. Follow up calls will be made to current families that haven't registered yet. Lynsey has flyers made on the new staff that are on the school website and will also be posting on a bulletin board outside of school gym. Will look to highlight new SMS families on this bulletin board later in the fall.

- Policy – see old and new business
- Vision – under facilities

OLD BUSINESS

- Policy - SP-4 - Class Size Policy – Discussed how we develop a policy to guide our class size decisions, but to also give flexibility based on needs of students. 18 students per class for Kindergarten is in line with other Catholic schools and one less than public school. Looked at the others grades as well with information from look Catholic schools and the public school. Possibly a plus or minus of 5 students before administration would seek approval from board. Discussed whether the word targeted should be changed, several options discussed. Discussion was held, we did not have our second reading of this policy.

NEW BUSINESS

- Budget – The previous school year we approved a budget with a shortfall of \$32,494.78, but we are forecasting to end the year with an income of \$31,380. Those numbers are currently being audited as part of our annual audit process. The areas where we saw significant deviation were donations received of \$23,558.58 (\$7,500 budgeted and \$8,632.34 received the prior year), utilities came in at \$40,186.57 (\$48,000 budgeted), SAC and preschool wages were below what was budgeted. The finance committee presented the budget for the 2017-18 school year, it is estimated to have a \$39,800 shortfall. The budget for the 17-18 term is based on 286 students in K-8, we currently have 287 registered. Brandi moved and Amy seconded to approve the budget for the 17-18 school year, motion carried.
- E-23 - Discussion was held if policy was needed as it will also be included in employee handbook, temporarily put in place last fall with the 1st reading, Fr. Kevin gave the second reading. Fr. Sauer gave the 3rd reading. Sean moved to accept the policy and approve as a permanent board policy, Jason second, motion carried.
- E-2 – Leaves of Absence – The policy committee is proposing that this encompasses all types of leaves, including sick, personal, vacation, bereavement, military, jury duty, other/professional/sabbatical leaves, as well as time off for school conferences and activities. The section on vacations was not previously addressed and information was used from Mrs. Segna on what our current practices are. Sean gave the first reading of the updated policy.
- E-3 – Family and Medical Leave (FMLA) - used language from Diocese as template in updating this policy. Had first reading of the proposed E-3 policy.

MNSAA - none

EXECUTIVE SESSION - none

CLOSING PRAYER – Hail Mary

Next meeting: August 22, 2017