



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 – November 28, 2017  
Approved Minutes

**Opening Prayer - Hail Mary**

**Parental Participation/ Comment - none**

**Meeting called to order- Roll call -** Members present, Matt Sennott, Emily Thamert, Brandi Klecker, Amy Simmons, Jason Smith, Jed DeWitz, Principal Jennifer Swanson, Father Connolly, Father Sauer, Members absent, Sean Pick

**Approval of the Agenda – no changes**

**Approval of previous minutes –** Amy moved to approve the previous meetings minutes, Brandi seconded the motion, motion carried.

## **PRINCIPAL'S REPORT**

- Repairman were at the school yesterday to work on the boiler. Still trying to narrow down the cause of the issue and extent of the repairs.
- We had our first online payment using the school website for apparel sales. This went really well. We had around 30 orders, but it was very user friendly and had many positive comments about using online payments. We are looking at other online payment possibilities either through Option C or the website. We could also set up for donations.
- Facility usage: Emily prepared a flow chart as a starting point on how we could decide if outside groups can use our facilities. Discussed with Laurie Fisher and plan to use it as we make decisions when we have requests. Will get clarification on who an authorized person is.
- The Leadership team is working on clarifying how we communicate with parents via the website and Option C. The team is creating guidelines for what should be on the teacher's page on the website (public information) and what should be on Option C (only for SMS parents).
- Working with the faculty to develop our vision at SMS. These are some of the questions we are asking ourselves.
  - What does it look like if we are fully staffed?
  - What is our program? What makes us special?
  - What are we missing?
  - What is our philosophy of education?
  - What is our behavior plan?
  - What is our social/emotional program?
  - What does it mean to be a full-time teacher?
  - What are positions with stipends?

## **COMMITTEE REPORTS**

- Facilities and Long Range Planning Committee
  - Has not meet since last Advisory Board meeting. We meet tomorrow to discuss the boiler, ideas for the 'Spirit of the Knight', and also the Capital Improvement Fun.
- Finance
  - The Finance committee has spent a considerable amount of time looking at salary scales and how we can adjust out entry level salaries to be more in line with comparable schools.
  - The committee also has been looking at various tuition options for the upcoming school year and discussion was held
    - Amy moved to approve a 4% tuition increase for the 2018-19 school year, Jed seconded the motion, motion approved.
- CEMF – nothing new to report at this time.
- Enrollment Management
  - Lynsey has been working with the Owatonna People's Press and there will be a 12 page insert in the paper in January. St. Mary's will need to write the articles, and the People's Press will find businesses for the ads to cover the cost.
  - There will be a new family survey going out to those families to get there feedback on their SMS experience so far.
  - Open House will be Sunday of Catholic Schools Week, 1-28-17
- Policy
  - Policy E-3 and C-22 will be discussed later in agenda.
- Vision
  - Committee will meet again in January and Lynsey Hulloper will be joining the committee with Troy Klecker and Amy Simmons.

## **OLD BUSINESS**

- Policy E-3
  - Held the second reading of policy E-3, Family and Medical Leave. Readings done by Principal Swanson, Jed, Fr. Connolly, and Jason. Discussion was held.
  - Held the third reading of policy E-3, Family and Medical Leave. Readings done by Fr. Sauer, Emily, Brandi, and Matt.
  - Amy moved to approve this policy, Brandi seconded the motion, motion carried.
- Committee assignments
  - Amy will move to chairing the Finance committee going forward.

## **NEW BUSINESS**

- Policy C-22
  - Discussion was held on the policy clarification.
  - Matt gave the first reading of this policy.
  - Brandi moved to accept the updated policy, Amy seconded the motion, motion carried.

## **MNSAA**

- Mrs. Slotsve will come to the January meeting to touch base with the board on MNSAA.

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

**CLOSING PRAYER – Our Father**

Next meeting: **Tuesday, January 16<sup>th</sup>**