



Partnering with families to develop a student's full potential in Mind, Body, and Spirit through Catholic values.

**St. Mary's School Advisory Board  
Annual Meeting  
June 23, 2023, 8:00 am - 12:00 pm  
St. Mary's School - Mrs. Ginskey's Room**

## **Meeting Minutes**

### **Opening Prayer - Our Father**

### **Meeting called to order- Roll call**

Members: Roger Bailey, Brian Haggerty, Von Petersen, Dave Thamert, Jen Swanson (non-voting)

Outgoing: Missy Koch, Kim Kubicek, Beth Oltmans

Incoming: Julie Schultz

Absent: Bridgette Bowar (incoming), John Nelson (incoming), Ray Bissen, Father Starasinich, Father Swamy

### **\*Everyone bring Policy Binders**

### **Approval of the Agenda**

Roger motioned to approve, seconded by Dave

Approval of previous minutes—May

Dave motioned to approve, seconded by Kim

### **PRINCIPAL'S REPORT**

### **REGULAR BUSINESS**

Topics	Champion	Desired Outcomes	Allotted Time
<u>Enrollment/Marketing Update</u>	Jonathon	Informational	15 minutes
<ul style="list-style-type: none"><li>• Largest Kindergarten since pre-covid</li><li>• Free lunches means that the half-day pre-schoolers get lunch too (benefit)</li><li>• 64% of our aggressive annual Fundraising Goal<ul style="list-style-type: none"><li>○ We targeted a portion of expected expenses versus a feasible reality</li><li>○ It was a known aggressive goal (too high)</li><li>○ Only counting funds directly related to the fundraising committee, not the Big Give and not the large anonymous donor</li><li>○ There were some major headwinds this year too (charity was down across the country this year)</li></ul></li></ul>			

<a href="#">Survey summary</a> <ul style="list-style-type: none"> <li>100% of the 97 respondent families believe we are fulfilling our mission</li> <li>School uniform topic is simply a discussion item, nothing more at this time</li> <li>Suggestion to send the same survey to the staff (TBD)</li> <li>Yard signs if desired</li> </ul>			
Fundraising Committee	Roger	Informational	5 minutes
<ul style="list-style-type: none"> <li>Recapped briefly, but discussed during Jonathon's update</li> </ul>			
Finance Committee	Dave	Informational	5 minutes
<ul style="list-style-type: none"> <li>Did not meet in June</li> <li>5 year projection (new approach)...very valuable tool for us to use/tweak/adjust going forward</li> </ul>			
<a href="#">Policy Committee</a>	Kim	approval	10 minutes
<ul style="list-style-type: none"> <li><a href="#">SP-21</a> –2nd reading <ul style="list-style-type: none"> <li>Brian motioned to approve with minor tweak, seconded by Beth</li> </ul> </li> </ul>			
Facilities Master Plan Update	Von	Informational	10 minutes
<ul style="list-style-type: none"> <li><a href="#">Concept Plan</a></li> <li>Remodel and creating a level 2-story school (avoid the up/down stairs process between middle school and elementary) <ul style="list-style-type: none"> <li>Single Elevator</li> <li>Segment ages of students better</li> <li>Other ideas/concepts: <ul style="list-style-type: none"> <li>Marian Drive</li> <li>Early childhood playground</li> <li>Potential for more green space as well (knock down a garage)</li> <li>Replace the boiler</li> </ul> </li> </ul> </li> </ul>			
Board Member replacement update	Von	Informational	5 minutes
<ul style="list-style-type: none"> <li>Outgoing: Missy Koch, Kim Kubicek, Beth Oltmans</li> <li>Incoming: Julie Schultz (Sacred Heart)/Bridgette Bowar (St. Joe's)/John Nelson (Sacred Heart)</li> </ul>			

## ANNUAL BUSINESS

Topics	Champion	Desired Outcomes	Allotted Time
Review <a href="#">terms of service</a> for each board member (see Policy C-2)	Von	Board Review	5 minutes
<ul style="list-style-type: none"> <li>Verify cell phone numbers - <a href="#">Done</a></li> </ul>			
Select board officers (see Policy C-5 & C-11)	Von	Decision	15 minutes
<ul style="list-style-type: none"> <li>Chair (<a href="#">Von Petersen</a>)</li> </ul>			

<ul style="list-style-type: none"> <li>○ Roger motioned to approve, seconded by Dave</li> <li>● Vice-Chair (Roger Bailey) <ul style="list-style-type: none"> <li>○ Von motioned to approve, seconded by Dave</li> </ul> </li> <li>● Secretary (Brian Haggerty) <ul style="list-style-type: none"> <li>○ Von motioned to approve, seconded by Roger</li> </ul> </li> <li>● Suggestion that we reassess school policy related to board membership in this upcoming year (potential for 1 “at-large” membership from a non-Owatonna parish...or non-Catholic potentially)</li> </ul>			
Board member training session (see Policy C-23)	New Chairperson	Decision	5 minutes
<ul style="list-style-type: none"> <li>● Wait for new Superintendent for direction</li> </ul>			
Set time and place of meetings (see Policy C-17)	New Chairperson	Decision	5 minutes
<ul style="list-style-type: none"> <li>● Recommitment to the 4th Tuesday at 6:00 (adjust as needed)</li> </ul>			
Committees Review	New Chairperson	Discussion	15 minutes
<ul style="list-style-type: none"> <li>● What’s working, what’s not working? <ul style="list-style-type: none"> <li>○ Seems like the aligned committee’s aren’t in lockstep enough, especially related to actionable work</li> <li>○ Marketing/Enrollment: Great value historically, but Jonathan’s role didn’t exist at the time <ul style="list-style-type: none"> <li>■ Advisory board could/should suggest goals for enrollment and fundraising and with Jen/priests decision-making, then Jonathan executes that goal</li> </ul> </li> <li>○ Fundraising: Organized (Trailblazer) and spread the net wider, but going forward is a board-aligned committee necessary (needs are now known)</li> <li>○ Facilities/Long Range Planning committee as already combined with Finance this year</li> <li>○ MNSAA is very good at determining our school’s long term goals</li> <li>○ “Hot Topics” aspect of the agenda could/should be used more for discussion (Jen and the priests to hear out the opinions of the advisory board members)</li> <li>○ Discussion of an “Events” group/committee</li> <li>○ Jonathan and Connie...should they attend board meetings occasionally to report and discuss actions</li> </ul> </li> <li>● Suggest starting year with only Policy and Finance (Facilities as needed) <ul style="list-style-type: none"> <li>○ Agreed</li> <li>○ Finance deserves more attention within Advisory Board discussions</li> <li>○ Separate (non-advisory board aligned) committees that are still needed: Home and School, Auction Committee, and CEMF</li> </ul> </li> <li>● Ad Hoc Committees as needs arise</li> </ul>			
Appoint members to board committees (see Policy C-3 & C-4) - <i>see list of committees below</i>	New Chairperson	Decision	15 minutes
<ul style="list-style-type: none"> <li>● Policy - TBD when all members are present</li> <li>● Finance - Dave <ul style="list-style-type: none"> <li>○ Discussion about potentially removing the policy to mandate the Advisory Board chair to be on Finance (TBD)</li> </ul> </li> <li>● Facilities - Von</li> </ul>			
Review <a href="#">Mission</a> and <a href="#">Philosophy</a> Statements	Jen	Review	5 minutes

<ul style="list-style-type: none"> <li>• <a href="#">Read aloud and recommitted to</a></li> </ul>			
Board Meeting training	Jen	Informational	15 minutes
<ul style="list-style-type: none"> <li>• <a href="#">Overview</a> of Advisory Board</li> <li>• <a href="#">Board meeting preparation</a></li> <li>• What to expect at meetings</li> <li>• Changes for the year to come</li> </ul> <p><a href="#">Postponed to a meeting in which all board members are present</a></p>			
Year in Review	Jen	Informational	15 minutes
<ul style="list-style-type: none"> <li>• <a href="#">Presentation</a></li> <li>• Feedback/thoughts               <ul style="list-style-type: none"> <li>◦ <a href="#">Discussed our year-over-year enrollment, costs to educate, budgeted vs. actuals, etc...</a></li> <li>◦ <a href="#">Discussion about Marian Drive safety concern</a></li> </ul> </li> </ul>			
MNSAA School Strategic Plan– <a href="#">draft Response</a> to Team Recommendations	Jen	Informational	30 minutes
<ul style="list-style-type: none"> <li>• Board responsibility</li> <li>• Board member to help revise the SSP</li> <li>• Resource with experience in strategic planning to help with revising the plan to be visionary and connected.               <ul style="list-style-type: none"> <li>◦ <a href="#">Handwritten listing of brainstormed ideas for what our strategic focus we should have</a></li> </ul> </li> </ul>			
Back to School ice cream floats?	Von	Decision	5 minutes
<ul style="list-style-type: none"> <li>• Thursday, August 31st at 4pm?</li> </ul>			

**Closing Prayer - Glory Be**

**Next Meeting:**

## 2022-2023 Committee Membership

- Facilities and Long Range Planning—(combined with Finance 22-23 SY)
  - Troy Klecker, chairperson
  - Von Petersen\*
  - Jen Swanson
  - Custodian (past years has been on committee)
- Finance
  - Dave Thamert\*
  - Von Petersen\*
  - Jen Swanson
  - Connie Lembke
  - Brandi Klecker
  - Fr. Swamy
  - Fr. Jim Starasinich
- Policy
  - Kim Kubicek\*
  - Jen Swanson
  - Matt Sennott
- Marketing and Enrollment
  - Beth Oltmans\*
  - Missy Koch\*
  - Julie Schultz
  - Bridget Hayes
  - Jonathon Scheeler
- Fundraising
  - Roger Bailey\*
  - Ray Bissen\*
  - Amber Lacher
  - Ron Kubicek
  - Jonathon Scheeler
- MNSAA Self Study
  - Jen Swanson
  - Becky Berkley
  - Jennifer Hall
  - Cheryl Kasper
  - Board member
- CEMF representative - Brain Haggerty\*

*\*advisory board member*