

School Advisory Board Committee Meeting

June 10, 2025
Ordinary Session
6:30PM
Good Shepherd Room

Current Members

Attendee Names	Term Expires	Term #	Occupation	Current Position	In Attendance
Brian Plamann	6/30/25	1 st	Risk Manager	Chairperson	Yes
Teresa Whitt	6/30/25	2 nd	HR	Co-Chairperson, St. Peter/St Paul Rep	Yes
Anna Schmitz	6/30/27	1 st	Copywriter	Secretary	Yes
Melissa Wloszczynski	6/30/26	1 st	3 rd grade teacher	Member	Yes
Miranda Nikolai	6/30/27	1 st	1 st grade teacher	Member	Yes
Linda Enriquez	6/30/25	2 nd	Speech Pathologist	Member	No
Diane Cross				Trustee	No
Kip Wenninger				Trustee	No
Fr. Michael Warden				Pastor	No
Liz Arbinger				Parish Accountant	Yes
Luke Gietman				Faith Formation Director	No
Elizabeth Hirschy				Administration	Yes
Jacquelyn Engelbert				Administration	Yes

Also in attendance: Christie Zuleger, Monica LaCoursiere, Rachel McCarthy

Meeting Norms:

Start on Time
End on Time
Be open and honest
Respect the ideas, thoughts, and opinions of others
Model good character
Stay on task

“St. Mary of the Immaculate Conception School: Forming disciples of Jesus Christ through quality Catholic Education.”

Know when to hold off on a decision
Respect confidentiality when stated

AGENDA

6:30 Call to Order Brian Plamann

6:31 Opening Prayer Brian Plamann

6:34 Approval of Previous Meeting Notes Anna Schmitz

- 4 approved
- 0 disapproved
- No changes made

6:35 REPORTS

Faith Formation Luke Gietman

- Confirmation was celebrated May 14 with Abbot Dane.
- Summer Programs:
 - Totus Tuus: July 6–11
 - No Vacation Bible School this year

**Administrative Reports Jacquelyn Engelbert/
Elizabeth Hirschy**

- The Kindergarten class celebrated their “Hollywood Ending” on May 23.
- The End-of-Year School Picnic was a success at Jennerjohn Park on June 5.
- May 21 was the Light of Leadership Mass.
- May 30 was the 8th Grade Graduation Ceremony.
- June 2–4: 8th grade students went to Camp Tekawitha.
- Summer school runs Monday-Thursday for 3 weeks, June 16 - July 3
- Mr. Brown will be running leadership workshop for middle school Aug 11-13 from 9am-11:30am
 - 5 students are interested
- 3K only has 7 students enrolled for 2025-2026
- Staffing Needs for 2025–2026:
 - 3K teacher
 - 5th Grade Teacher
 - 6th Grade Homeroom Teacher
 - Guidance Counselor
- Positions filled:
 - Gym teacher
 - Band teacher
 - School secretary

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Pastoral Report**Fr. Michael**

- N/A due to Father being on retreat.

St. Peter and Paul**Teresa Whitt**

- St. Peter and Paul hired a new parish secretary.

6:45**COMMITTEE REPORTS****Marketing and Outreach Committee****Monica LaCoursiere**

- Brainstorming summer challenge for social media
- Designed a postcard to share on social media as well as to send out to local families
- Discussed alumni engagement ideas including:
 - Reunion planning
 - Generational lunches
 - Building an alumni mailing list
 - 150-Year Celebration for St. Mary School
- Mentioned continuing “Welcome, Wildcat!” Yard Signs
- Discussed idea for car window decals

PTO**Elizabeth Hirschy**

- Discussed family dues of \$25/family to offset activity costs
- Plans to bring the “Move-a-thon” back at the end of September.
- Plan to get parents more involved with school activities and functions
 - Possibly have sign-ups at the back-to-school open house

7:15**NEW BUSINESS****Brian Plamann**

- Discussed increase to hot lunch program for the first time in 10 years
 - Keep up with labor and food costs rising
 - Prices increasing per meal from \$3.00 to \$3.25 or \$3.50
- Updating Family Handbook:
 - Increase to athletic fee for 2025-2026 school year to be discussed by finance council
 - Will increase athletic fee per child per sport
 - Include charge for band
 - Band participation fee will be \$150 per student (does not include cost of instrument)
 - Discussed possible volunteer hours for families

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- Would have to figure out logistics of tracking volunteer hours
- Family handbook to be updated over the summer
- Discussed what Act 20 policy means for St. Mary School
 - Since we are a voucher school with voucher students, there is a chance that DPI would audit us, so it is highly recommend that students take the Forward exam, given at the end of 3rd grade

7:45

OLD BUSINESS

Brian Plamann

- Revisited Meeting Schedule
 - No meeting in July
 - Resume meeting in August
 - Aug. 12 at **6:30pm** due to summer Mass schedule

7:50

CLOSING PRAYER

Brian Plamann

7:50

ADJOURN

NEXT MEETING: August 12 at 6:30pm (Ordinary Session)

Notes Taken By: Anna Schmitz

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