

St. Mary Education Committee

December 10, 2025 – 5:00 pm

Meeting Minutes

Members Present: Amanda Wurth, Andrew DuPerrieu, David Gavin, Blake Cvengros, Lynn Thompson, Matt Durbin, Dr. Ed O’Neil, Sheryl Chino, Paul Humm and Austin Smith

Members Not Present: Kristen Stone

Guest – No guests in attendance

Episcopal Vicar Present: Fr. Mike Clark

St. Mary /Diocesan Staff Present: Mary Smith, Kathi Falk, Ashley Wright, Robin Mowers

Meeting Called to Order – 5:00 pm

Opening Prayer – Fr. Mike Clark

Approval of Minutes – November’s meeting was SMEC training. No minutes to approve.

New and Pending Business—

Diocesan Pension Meeting – A summary of the meeting was provided by Blake and Matt.

Additional SMEC Member – Discussion will be tabled until at least the summer.

Parish Announcements - We continue to work towards more visibility for the school in local parishes. Discussed QR codes for St. Mary activities in parish bulletins and promotion of parish activities/holiday masses in and from the school.

Elementary School Mass Changes – We have seen overall positive feedback from the requirement to have children sit with their classes during mass. This provides more comfortable seating for visiting adults while promoting more active participation in mass by students.

First Quarter 2026 SMEC Meeting dates – January 21, February 25 and March 18

Enrollment/Marketing – Videos have been shot. Some are being edited. Elementary School video was shared with the committee and is available online. Digital brochures are in the works.

Middle School Enrichment Curriculum – Kathi Falk is working to improve the Middle School schedule and programming to ensure enrichments occur at the right time of day. For Example, PE classes might reap more benefits bringing movement earlier in the day.

Standing Safety and Security Check-in –

- No updates yet on HS vestibule. Hope to have out for bidding in January.
- Approved for 2024 Homeland Security Grant. Will be used for lighting and PA system updates.
- Hope to apply for a 2025 Homeland Security Grant.

Elementary Early Dismissal – ES was released early due to CO2 alarm, today. Every indication now points to a faulty sensor, but school will be out tomorrow as well. The needed repairs and further diagnostics could not be completed today.

Finance – Robin presented a financial summary and it was approved by the committee.

Episcopal Vicar Update –Tracy Conkright from Owensboro Catholic Schools continue to provide support and resources as needed for the shared director role. Plans for the possibility of a future director search are still being discussed.

Strategic Plan Committee Reports-written notes provided.

Academics – Next meeting January.

Advancement – Marketing video and project progress shared.

Catholic Identity – Immaculate Conception mass, Parish Penance Service schedules shared, Catholic Schools week activities are being planned.

Enrollment-New family in the elementary school after break.

Facilities-Reviewing high utility bills. HVAC water leak in ES was repaired.

Governance –Continues to discuss director role.

Student Life – Holiday Drama and Orchestra performances held, seasonal service projects completed, each school has holiday parties/spirit week activities planned, basketball and cheer seasons have begun.

Finance – Continues to meet frequently.

Administrative Updates

Mary Smith and Kathi Falk provided written report with several highlights in committee notes above.

Robin presented financial updates.

Ashley provided an advancement report of funds raised. Annual report and annual fund letter have been mailed. First parish "Open House" was hosted at St. Francis de Sales on Dec. 7th. Alumni night at the Cork Room was well attended.

Announcements

St. Mary Orchestra trivia night on January 17th at 7pm.

Next SMEC Meeting – January 21st @ 5:30pm

Closing Prayer

Meeting adjourned 7pm.