

St. Mary Education Committee

January 21, 2026 – 5:30 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 Kristen Stone

Members Not Present: Austin Smith

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 – 5:30 pm

Opening Prayer – Fr. Mike Clark

Approval of Minutes – December’s meeting minutes were approved.

New and Pending Business—

Open Director Position – A job description is being finalized. A majority of SMEC members prefer a separate director to the current split position with the two principals due to the demands of the position. While the temporary solution is working, the position requires a focus on fund raising and recruitment as well as demands off campus that is stretching our current employees. The job will be posed once description is received from diocesan staff. At least 7 people will be on the selection committee and SMEC members may submit questions to Blake before the next meeting. The goal is to have interviews completed before April.

Catholic Schools Week – While a full week of activities has been planned, they may be postponed to the following week due to the snow expected in the next week. Activities will be faith based or service based. They include a recognition of veterans and adoration on Friday. A schedule will go out to parents.

Parish Announcements - We continue to work towards more visibility for the school in local parishes. The orchestra is scheduled to perform at St. Francis’ 8:30am mass this weekend. Each parish plans to hand out bookmarks expressing a thank you for supporting the school and

may have a student speaking prior to mass. Students will be encouraged to wear their uniforms with a non-uniform day incentive. These activities will be postponed, if necessary, due to snow.

Inclement weather - NTI Preparations are underway to prepare for expected weather interruptions to the standard school schedule on January 26th.

Strategic Plan Tracking Rubric – Blake introduced a rubric for reporting strategic plan committee activities and progress to SMEC. The tracking workbook should continue to be updated as well.

Possible Summer Camps – Austin has connections with a school in Tennessee offering summer camps on campus. He and Blake plan to seek more information on the offerings to see if something after that model could be offered on our campus. The elementary has offered camps in the past.

GPA Scale – The GPA scale is approved at the diocesan level and has been tweaked over the years. Other OCS schools are pushing to put the scale more in line with public schools. We will have to wait for an approval from the diocese if any.

Next SMEC Meeting dates – February 25, March 18 and April 15th

Standing Safety and Security Check-in –

- Approved for 2024 Homeland Security Grant. Bids were collected and the finance committee made their selection. The paperwork has been submitted, and the next phase will begin once it is received back.
- The 2025 Homeland Security Grant application has been submitted. The application includes the high school vestibule and additional lighting.

Strategic Plan Committee Reports-written notes provided.

Academics – The committee met 1/12 and discussed mentoring, curriculum mapping that would focus on math, reading and English.

Advancement – Marketing video and brochure edits are nearing completion.

Catholic Identity – Catholic Schools week will be packed with activities.

Enrollment-Ed O’Neill stated Elementary is doing well. We are continuing to increase visibility in the parishes and carefully considering how to approach Faith Formation for recruitment. A 4th grade mix and mingle is schedule for 1/22 to lay out expectations for middle school and hear any concerns from parents. The sports teams need coaches to stay for more than a year.

Facilities- A new facilities manager with administration experience has been hired. He has passed employment checks and starts on February 2nd.

Governance – Will be involved in director interviews. Kevin Kauffeld has agreed to speak to the committee.

Student Life – Austin highlighted Catholic Schools Week events coming up. Homecoming and a middle school dance are also coming up.

Finance – The parish subsidies will not increase this year, but we hope the method of subsidy calculation may be reevaluated one day. The continuous enrollment letter is expected go out 1/22. New student enrollment will open 2/2. A small tuition rate increase is expected. The technology fee will increase to \$125 to offset some of the technology cost increases not just Chromebooks, but school-wide Wi-Fi and other infrastructure. Registration fee will increase to \$100 per student but will be applied to next year's tuition. Preschool rates will increase in line with the rest of the community preschools.

Episcopal Vicar Update – Fr. Mike read from a passage on Christian Unity

Administrative Updates

Mary Smith and Kathi Falk provided a written report. Kathi would like to change the HS/MS library set-up to facilitate dual enrollment proctoring and better use for classes. Donations have been secured for the project.

Ashley provided an advancement report. We are beginning to see additional funds for this fiscal year. The HS video final edits are scheduled to be completed this week. The brochures online will be used for future open houses.

Robin presented financials reviewed by the finance committee and recommended for approval by SMEC. Outstanding AP is mostly due to the scheduled Orchestra trip. AR will come down once semi-annual and quarterly payments are received. SMEC approved the financials. The Forvis Mazaars financial review is expected by the end of January.

Announcements

St. Mary Orchestra trivia night held on January 17th seemed a success with a full house.

Next SMEC Meeting – February 25th @ 5:30pm

Closing Prayer

Meeting adjourned 7pm.