

St. Mary Education Committee

July 16, 2025 – 5:30 pm

Meeting Minutes

Members Present: Amanda Wurth, Andrew DuPerrieu, David Gavin, Blake Cvengros, Fr. Mike Clark, Kristen Stone, Lynn Thompson, Matt Durbin, Sheryl Chino, Paul Humm, Dr. Ed O'Neill

Members Not Present: Austin Smith

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

Meeting Called to Order – 5:35 pm

Opening Prayer

Approval of Minutes – Approved by consensus with the omission of the last two pages, an attachment.

Episcopal Vicar Update – Fr. Mike introduced new members Sheryl Chino, representing St. Francis De Sales, and Dr. Ed O'Neill, representing St. Thomas More. We now have a full SMEC. He also welcomed Middle and High School principal, Kathi Falk to her first SMEC meeting. This was followed by introductions of existing members.

Guest – No guests in attendance

Administrative Updates

Director Updates – Mary Smith and Kathi Falk will share the duties and responsibilities of the director through at least the first semester as an interim solution to the director vacancy. Meetings have been held to realign reporting structure for staff as well. Weekly meetings have been planned to keep communication open and address issues as they arise. There will be a meeting in 3 months with David Kessler and Mary Hall from the diocesan offices to assess the interim solution and begin crafting needs for the director role.

Elementary School – Mary Smith shared that the elementary school is fully staffed with the exception of one pre-school aide position offer pending acceptance. The elementary gym updates are complete and the floor is scheduled to be cleaned in the next week.

High/Middle School – Kathi Falk shared the middle and high school are fully staffed as well. All offers have been accepted. There will be a staff retreat July 30th. She noted they would ideally like to add a campus minister and theology at some point. She shared a book for the

SMEC members to read *The Catholic School Playbook* by Michael Ortner and Kimberly Begg. Kathi and her husband will be picking up new to the school furniture from Fort Cambell including whiteboards and desks in the next few weeks. Kathi noted they will be using Planbook.com to facilitate more accountability for lesson plans as well as oversight of content. She has insisted on including more Catholic identity in all subjects.

Committee Reports

Advancement/Enrollment - Ashley provided a printed report of enrollment as of July 15th. We now stand at 334 students overall 16 days from the start of school.

Finance - Robin Mowers noted the first tuition payment had been collected yesterday. The HVAC repairs seem to point to further issues in the unit. Repairs are still a work in process.

Strategic Plan Committee Reports-no written notes provided.

Academics - Sheryl Chino was appointed as a future representative from SMEC.

Advancement - Kristen Stone noted they had not met since the last meeting

Catholic Identity - Amanda Wurth noted there had not been a meeting since the last SMEC meeting.

Enrollment-needs a new chair/SMEC representative as Blake Cvengros has accepted the chair position on SMEC.

Facilities- David Gavin shared Utilities Dynamics will be conducting a lighting efficiency audit. The HVAC Chiller repairs seem to point to further issues in the unit, another \$5,000. Repairs are still a work in process. The compressor in the orchestra room also needs a repair, estimated at \$3,500. The ES gym and a couple of classrooms are not regulating temperature well.

Governance-no report We passed around a sheet to create a roster for SMEC members. The committee discussed adding more non-Catholic representatives as they now make up 35% of the population.

Student Life-no report

Finance-Matt Durbin and Andrew DuPerrieu highlighted the upcoming budget year could use bolstering. The committee discussed the need for a multi-pronged approach, a mix of local fundraising, grants, and donations. There was a suggestion for a meeting in September and between fall break and Christmas. Robin Mowers shared a financial review paid for by a donor was expected to begin August 18th.

Old Business

Kathi and Mary have been holding meetings on the handbooks of the school taking note of suggestions from SMEC members while creating consistency from school to school and the diocesan handbook. Paragraphs were added on parental responsibility from the Catholic Catechism. Kathi mentioned a plan to email parents the new handbooks once complete with changes highlighted as well as a separate document specifically listing the changes including uniform changes. She noted comments provided on the wording of the mission and vision statements would be vetted and addressed more carefully in the coming year as part of the regular accreditation process.

New Business

Meeting Schedule-SMEC proposed shifting the meeting schedule to Wednesdays to avoid conflicts with sports

Next Meeting – August 13th @ 5:30pm

Closing Prayer

Meeting adjourned at 8:34 pm