



ST MARY EDUCATION COMMITTEE BOARD AGENDA

July 24, 2024

St. Mary School System SMEC Meeting

5:30 PM HS Library

St. Mary, a Christ-centered community rooted in Catholic tradition, empowers students academically, encourages selfless sacrifice, and nurtures learners to become a positive influence on others.

Opening Prayer

Approval of Minutes Action item
June 5, 2024 Meeting

Episcopal Vicar Updates - Fr. Gary

Administrative Updates

Director— Verbal
ES - Verbal
MS/HS - Verbal

Committee Reports

Advancement/Enrollment - Verbal
Building and Grounds - Verbal
Safety Report - Verbal
Finance— Verbal
Booster Club—Verbal

Old Business - Strategic Plan Committees - Assignments

- State of the School September 25, 2024 - confirm and commit

New Business - Potential SMEC schedule changes

- Referral program - discuss potential changes for 25-26 academic year

Next Meeting – August 28, 2024

Closing Prayer

St. Mary Education Committee

July 24, 2024 – 5:30 pm

Meeting Minutes

Members Present: David Gavin, Colleen Stovesand, Amanda Wurth, Father Gary Clark, Andrew DuPerrieu, Kristen Stone, Blake Cvangros

Members Not Present: Krista Lea, Paul Humm

St. Mary /Diocesan Staff Present: Monica Hayden, Doug Shelton, Mary Smith, Ashley Wright, Robin Mowers

Meeting Called to Order – 5:34 pm

Approval of Minutes – Approved by consensus

Episcopal Vicar Update –

Working on finalizing the mass schedule with the other priests. Priests will be scheduled for weekly classroom visits at the elementary school. Will be setting up classroom visits for MS/HS classes. For the MS/HS would like to coordinate with the teachers so these visits can be aligned with their curriculum.

Administrative Updates

Director Updates

The summer has been a busy time for the administration. Lots of work completed and ongoing ahead of another school year. See committee reports for additional updates.

Elementary School

There have been several new hires at the elementary school as outlined in the email sent out on Monday July 22nd. There will be another 5th grade class added this year. Both 2nd grade teachers this year are catholic. Mrs. Smith is excited about the quality of the staff this year with the addition of the new teachers to the existing staff. There are still custodian and pre-k aide positions to be filled.

The vestibule project is ongoing. This project is a P.I.E. supported project. There are new bulletin boards going up, and window clings (safety project). Everything will be complete and ready for the start of school.

A procedure is being developed for the new entry way. This will keep people in the vestibule area unless they need to access the inside of the building.

Diocese of Owensboro is part of the West Kentucky Educational Coop. Teachers from across the system attended a training session with topics that included administration and student engagement, among other learning opportunities.

Appropriate staff will be attending a training at WKCTC for 'gate keepers'. This will be staff who interact with people entering the building.

High/Middle School

Conducted onboarding meeting with new hires.

The Middle School schedule will change this school year to include 6 core classes. There will be one enrichment period that alternates based on days of the week which will allow for 2 enrichment classes. English Language Arts will have an additional focus on writing. ELA will be separated into literature and writing.

Tim Stewart has accepted the position as Athletic Director. Brad Ehlers has stepped down as Athletic Director, but will still hold a teaching position and be in place to assist Tim. Tim will also serve as golf coach.

There will be a part time HS guidance counselor.

Students going to the Hub is a good thing, but makes it more difficult to schedule core classes since students are absent from campus at certain times.

Classrooms are ready for the return of students.

Committee Reports

Advancement/Enrollment

There is a record number of new students this year, with new students entering each grade level.

Retention has been more of a struggle than normal. However, 12 of the students lost from last year are from just 3 families.

Lisa Zakutney, administration and families have done an excellent job bringing in new students.

The school has been above 90% retention for many years running. Will have hard numbers on where retention is at the next meeting after students return to school.

There will be 2 classes for each grade level this year in P3-5. This gives more flexibility to support student needs.

There is a doctor/therapist who is a member of St. Thomas More that can assist at the school if necessary. Fr. Gary will reach out to him.

There may be a possibility of obtaining a grant for a part time counselor through Four Rivers Behavior Health. This will be investigated to see if it is available.

Building & Grounds

The EANS projects for HVAC and the sound system have been completed.

The soccer field is almost complete.

The elementary school parking lot needs some attention. We will ask for a quote on patching to make repairs now. The estimated cost for complete repaving is \$90,000. Fr. Pat Reynolds has a family connection to a paving company. Will check with him to see if they can provide a quote.

Safety

Have added cameras at the elementary school. Want to add additional cameras in the HS/MS.

The new key fob system for the doors will include an alarm if a door is left open or propped open.

Finance – None

Will review finances at the next SMEC meeting.

Booster Club

Robin has met with Tim Stewart to review the finances. There is a preliminary budget in place.

Old Business – Strategic Plan Committees – Assignments

A list of Strategic Plan domain chairs will be sent out to SMEC. Members will let Mrs. Hayden know what domain they would like to be on. We would like to have 4 members on each domain, and would like one SMEC member per domain.

State of the School System Meeting September 25, 2024 – confirm and commit

Will move forward with planning a State of the School informational meeting for September 25th in the commons.

New Business – Potential SMEC schedule changes

Proposal to change SMEC meeting to every other month, with alternate months to be for Strategic Plan Committee meetings. SMEC bylaws would have to be changed to reflect this schedule. Moving forward the SMEC committee reports would become Strategic Plan domain reports.

Referral program – discuss potential changes for 25-26 academic year

Would like to make modifications to the referral program. Currently the referring family gets a \$1,500 credit for referring new students. This \$1,500 is spread across two years. The family being referred gets discounts of 30% the first year and 20% the second year. The current retention rate of students entering the system through referral program is 54%

Would like to modify the system by the start of the 25-26 academic year. Referrals made under the current plan will be honored under existing program. New families can apply for tuition assistance.

Next Meeting – August 28, 2024

Closing Prayer – 6:54