



## ST MARY EDUCATION COMMITTEE BOARD AGENDA

June 5, 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  
April 24, 2024 Meeting

### **Episcopal Vicar Updates - Fr. Gary**

### **Administrative Updates**

Director— Verbal and Written- Strategic Plan Update, EANS Update  
ES - Written/Verbal  
MS/HS - Verbal

### **Committee Reports**

Advancement/Enrollment - Written  
Building and Grounds - Written  
Safety Report - Written  
Finance— None  
Booster Club—None

### **Old Business -**

**New Business** - State of the School System Meeting September?

**Next Meeting** - TBD

### **Closing Prayer**

## **St. Mary Education Committee**

**June 5, 2024 – 5:30 pm**

### **Meeting Minutes**

**Members Present:** David Gavin, Stefanie Wilcox, Colleen Stovesand, Amanda Wurth, Father Gary Clark, Andrew DuPerrieu, Paul Humm,

**Members Not Present:** Chris Miller, Michael Eck, Krista Lea, Kristen Stone

**St. Mary /Diocesan Staff Present:** Monica Hayden, Doug Shelton, Mary Smith

**Meeting Called to Order – 5:33 pm**

**Approval of Minutes – Approved by consensus**

#### **Episcopal Vicar Update –**

Fr. Gary Clark has expressed his intention to be actively involved in the school as episcopal vicar. He attended a catholic school for 9 years. Has an admiration for special ed teachers and students. Wants to see the school grow in numbers and spirit. Is in the planning stages for a retreat for facility and staff to be held before school starts in the fall if possible. Stated his appointment as Episcopal Vicar stated is for a 4-year term.

#### **Administrative Updates**

Director Updates – Verbal and Written – Strategic Plan Update, EANS Update

The Strategic Plan was sent out in advance of the meeting for review so SMEC could approve the plan before the implementation step begins. The Plan is vision statements and corresponding objectives for each domain. Once approved, the vision statements will be sent out to stakeholders/community. The objectives and issues will not be a part of this communication. The issues are not a part of the plan, just on the version reviewed by SMEC to show why objectives are states as they are.

A revised Strategic Plan will be sent out to reflect the changes request by SMEC and reflecting Fr. Garys change to have the word catholic in each vision statement.

The next step in the Strategic Plan process is to develop SMART goals. Timing and financial considerations will be part of this step. Now that we have the plan there is a need to communicate it to ensure there is follow through. Want to have a SMEC member on each of the committees of the Plan.

EANS funding period officially ends in September. There is currently \$110,000 to be spent. \$60,000 to be used for technology -Chromebooks, licensing, smart boards, etc. \$10,000 to be held in reserve for the HVAC replacement. The remainder (\$40,000) to be used on projects and school supplies for the upcoming year.

Monica and Ashley met with a foundation that has been a long-time supporter of our school and give \$100,000 annually. They said to ask for an additional \$25,000 in funding for both maintenance, and to pay for a financial audit.

#### Elementary School – Written

Currently have 2 pre-k positions to be filled, one part time evening custodian position, and several aftercare positions that are available. These positions are posted on the website for anyone interested in applying. The part time positions would be under 20 hours per week.

#### High/Middle School – Verbal

Wrapped up a busy end of year schedule with closing mass and graduation. Many other activities including the drama program.

Have hired a part time guidance counselor and part time middle school math teacher.

Winter sports are starting up with meeting and practices. Will be hosting other sports camps over the summer. Had a tennis player go to State.

Looking at the schedule and staffing for next year. Looking to make the middle school and exclusive experience. Trying to keep the staff from crossing over.

School choice vouchers could be on the ballot in November. If this passes it would/could be a game changer for our school system.

### **Committee Reports**

#### Advancement/Enrollment – Written

Scrip will be handled by a new person this year. Gift cards can be sold at the parishes which might generate more sales.

#### Building & Grounds – Verbal and Written

Soccer field work is ongoing.

#### Safety – Written

Finance – None

Booster Club – None

### **Old Business –**

#### **New Business – State of the School System Meeting September**

Want to have a meeting in September that is open to all parents. Will hold this meeting in the High School commons.

Stephanie Wilcox has finished her second term on SMEC and this was her last meeting. Thank you for all you service during your two terms.

**Next Meeting – TBD**

**Closing Prayer – 6:31**

# St. Mary Elementary Principal SMEC Report

## May/June 2024

Each year I find that we make wonderful progress within our buildings for our students. The summer time gives an opportunity for further reflection and planning for the upcoming school year and is a wonderfully busy time! I am grateful for a great group of dedicated faculty and staff and feel confident in God's plan for our school and system.

### May and June Notes Below

#### Faith/Spiritual

- May Crowning and Mother's Day Prayer Service- This was a beautiful service that all PK-5th grade students participate in.
- Several class retreats took place in May.
- 5th & 8th grade Transition Mass
- Closing mass for the system
- We enjoyed recognizing students who received their First Communion throughout the months of April and May.

#### Academics

- Review of Spring MAP data took place in May. Notes were made based on needs for summer and next school year.
- Report cards and MAP reports were sent to families this week.
- Teachers have made notes and preparations to transition student academic records for next school year.
- Several field trips took place in May connecting to students learning outcomes for the year. - Discovery Park, LBL Nature Station, Barn Yard Buddies

#### After School/Extra Curricular Activities

- Wizard of Oz Play- Mrs. Lyles and a group of 2nd-5th graders successfully put on the performance.
- STEAM Clubs wrapped up for the school year.
- Basketball and Tennis Camp opportunities in May and June for our students

#### Other Activities

- Preschool Promotional Program- These took place to wrap up the year for our 4P kiddos.
- Variety Show-On the last day of the year, our students were given the opportunity to share their talents with the school in our annual variety show. It was great to see our students' God given talents!
- We closed the year with our FUNDrun fundraiser. We are thankful for the support of our families. As we shared, we have big plans of interior face lift needs that will support the learning environment for our students and staff. We are planning this in conjunction with the vestibule project.
- FUNDrun incentives and end of year activities were lots of fun for students.
- The school partners with the Kiwanis Club and Bike World to support the Read to Ride- Bike Giveaway program. Two bike winners were chosen from a bucket of tickets. Miles Cahill and Kyson Clark were our spring semester winners.

- We celebrated the retirement of staff members Cecelia Farrell and Michele Chandler. Both will be greatly missed but assure that they will continue to support the school system.

### Upcoming

- Summer Interventions
- Planning for upcoming year trainings
- Strategic Plan updates and planning
- Making purchases for upcoming year
- Vestibule, interior, and exterior projects
- Overall campus organization and cleanup.
- Arranging staffing and hiring for next school year
  - Part Time Custodian
  - Elementary Teachers
  - Preschool Teachers
  - Preschool Aides
  - Afterschool Care

Blessings,

Mary Smith

**Advancement Report for SMEC  
June 2024**

**Annual Fund and Tuition Assistance:**

2023-24 Goals:

- Annual Fund includes Viking Society contributions and runs from July 1, 2023- June 30, 2024.

<b>Fundraising 2023-24 (July 1-June 30)</b>	<b>Goal</b>	<b>As of 6/3/24</b>
Annual Fund (Including Viking Society)	\$300,000	\$225,000
Fr. Lew White ( <i>Catholic Only Tuition Assistance</i> )	\$40,000	\$59,760
General Tuition Assistance ( <i>Catholic and Non-Catholic Tuition Assistance</i> )	\$100,000	\$105,450
<b>Total</b>	<b>\$440,000</b>	<b>\$390,210</b>

- As of 6/3/2024, we have raised \$359,335 in Restricted Gifts (soccer field renovation, safety upgrades, Adopt-a-Class/Adopt-a-Subject, updates to playground equipment, grant funding for drama production, donations for the construction of the Auxiliary Gym, etc.)
- As of 6/3/2024, Booster Club has received \$59,661 in sponsorships and team specific donations.

**Fundraising Events:**

**St. Mary Alumni and Enrollment Report**  
**SMEC June 2024**

**Alumni**

A lot is happening with alumni ! I attended the Class of 1964's reunion on Friday night and met many of the alumni from the St. Mary's Academy class. Brother Mike Murphy is in town, and we had a get together at Purple Toad last night (approximately 30 people were there) and we will get together again tonight at Pizza by the Pound. I am working on an alumni night at the Cork Room for July. Our monthly breakfast continues to be well attended. We changed venues to Kirchhoff's in June. It's been a nice change and hopefully we will continue to encourage more alumni to join.

I continue to reach out to alumni on a daily basis for various reasons: graduations, weddings, new babies, etc. I try to contact a wide range of classes. There are several classes working on reunions: 1959, 1969, 1974, 1979, 1984, 1994, and 2004.

**Enrollment**

We have the following new students registered in K-8 for next year (16):

Kindergarten: 7 new students (meaning they were not enrolled in our preschool). Four of those students are from alumni families.

1st Grade: 3 new students (2 from alumni families)

2nd Grade: 2 new students (1 from an alumni family)

3rd Grade: 1 new student (alumni family)

4th Grade: 1 new student

5th Grade: 1 new student

6th Grade: 1 new student

High School (5):

We enrolled two 8th graders two weeks before school ended. They will roll into the high school this year. Two 9th graders are in the process of enrolling and one 12th grader. There is the potential that we will get a 6th grader, 8th grader, two 9th graders and an 11th grader.

Additionally, we have a family that would like to enroll their four children and are working with their parish--St. Henry's to aid them. Their children are going into 5th grade, 6th grade (twins), and 9th grade. Lots of good things are happening!

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Lisa Zakutney,  
Admissions and Alumni Coordinator



SMEC June 5, 2025

#### Building and Grounds

- HVAC commons area - Started work on June 4. Expected to take a few weeks to complete. There are some additional costs that will be sent to KDE to use EANS funding.
- Bleachers - Inspecting the HS bleachers as well as the ES bleachers. There are potential repairs needed on the ES bleachers as they are not moved regularly. This is covered with EANS money and any repair costs will be submitted to KDE as well. Scheduled for the week of June 10.
- Sound system - Upgrades to HS gym, HS commons and ES gym, and new sound system in the Aux gym, to be completed week of June 17. This is funded with EANS money.
- ES entry to begin on June 17. There is a delay on the interior doors, and we opted not to pay the additional \$3200 to expedite them. They are hoping they will come in by the end of July, but if not we will need to work around the entry or delay that portion to the fall break.
- Monica met with Jetts to discuss gathering an inventory list of all equipment as part of the SP for facilities. They started on June 4.

#### Safety

- Monica and Ashley submitted grants for the ES (\$100,000) and the MS/HS (\$150,000) through the KY Department of Homeland Security, for security based on potential threats to a faith-based operation. The grants includes new PA system for both buildings, exterior lighting and additional door controls and alarms. We will be notified by September.