



St. Mary School

~ Meeting Minutes ~

School Advisory Council

September 11, 2024, 6:30 pm | School Library

Members in Attendance: Fr. Ben Martin, Megan Glynn, Lori Schaub, Barb Platts, Sandy Grant, Amanda Kohler,
Tina VanderWulp, Absent: Toby Wegener, Cory Schaub

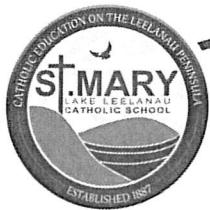
MISSION STATEMENT:

St. Mary Catholic School educates preschool through 12th grade students in an environment based on Gospel values. St. Mary School guides students to recognize their God-given potential and develop their talents to become leaders who are committed to their faith, lifelong learning, and service to others.

- Opening Prayer
- Public Comment
 - None
- Administrative Updates
 - School-Megan Glynn
 - [SAC Principal Report 09.11.24.pdf](#)
 - Finance-Lori Schaub
 - [Business Office Report 9-11-2024.pdf](#)
 - Advancement-Barb Platts
 - [Advancement Office Update July-August 9.11.24.pdf](#)
 - Athletics-Toby Wegener
 - [SAC Athletic report 9.11.24.pdf](#)
- Progress with School transportation
 - **Fleet-Lab** We are working with Fleet-Lab to help solve our transportation issue due to bus driver shortage. Fleet Lab leases vans, trains drivers for certification, helps create routes, and provides software for safety monitoring. Ideally, Fleet-Lab will work in conjunction with our bus route. The project has been approved for Federal grant money. The money will be directly released to Fleet-Lab before the vehicles will be leased. Estimated time is 21 days after money is received.
 - **Bus Driver-** We will continue to post for the bus driver position. Many people in the community are spreading the word of our need for a driver.

School Lunch Program Review-Kitchen Manager needed

- Review of Survey Responses for Afterschool Care
 - SAC recognizes the need and benefit of afterschool care. However, staffing is difficult and cost of a program may be prohibitive.



St. Mary School

~ M E M O ~

To: SAC

From: Megan Glynn, Principal

Date: September 11, 2024

RE: Principal Report SAC Meeting September 11, 2024

Enrollment

K-12	158
Preschool	10

New Hires:

Fourth Grade Teaching Partners: Julie Gawrysiak and Deb Gulley

Open Positions:

Bus Driver

Kitchen Manager

Upcoming Openings

Maintenance- Mark Shoulund is retiring Nov. 1, 2024

Upcoming Activities:

- **Annual curriculum night** will be held on September 18th for all families with students in grades 6-12. Curriculum Night is designed to help parents partner with St. Mary School faculty and staff. Curriculum night provides a great opportunity for parents to visit classrooms, meet with teachers, and learn more about our class offerings.
- **On the PATH program with Peg Dubrowski** On August 29, Peg led a Faculty/Staff encouraging all to *Pursue All Things Holy*. Her presentation included insight to the development of Middle School and High School student development and aligned it with Virtues and Fruits of the Holy Spirit. She returns on Friday, September 20 to meet with our students.
- **High School Retreat at Holy Rosary** is scheduled for Sunday, September 29th and Monday, September 30th. Mr. Dunphey, Theology teacher, is the lead advisor for this activity. This year's theme and t-shirt design is *Jesus the Redeemer*.
- **Middle School Retreat** is being planned by Kate Paulson and Anne Walter.

NWEA Testing Window is September 9-October 18. The test is administered to students in grades 2-10 each fall. The purpose of the assessment is to determine what a student knows and his or her level of academic knowledge. Data is gathered and can be measured to determine growth. Teachers then can use this data to adapt instruction where needed.

PSAT/NMSQT will be administered in October to our 10th and 11th grade students. The PSAT/NMSQT® (or Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test) is, as the title suggests, a preliminary version of the SAT.

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St. Mary School

~ BUSINESS REPORT ~

To: St. Mary School Advisory Council

From: Lori Schaub, Business Manager

Date: September 11, 2024

Re: Business Office Report

Staffing:

Across the campus, we are short staffed in many areas. Many of the personnel are wearing multiple hats to ensure that services are still provided for our students, staff and families. Vacancies include:

Admissions & Public Relations:

Brittany & Richard welcomed their daughter Isla on August 26. Brittany will be on maternity leave until November 18. Patti, Megan, Debbie, and Barb have assumed the day to day operations of the admission office. Brittany had taken on a number of Public Relations tasks due to that staffing vacancy. Debbie & Barb are managing the Public Relations responsibilities while Brittany is on leave. The Enrollment committee continues to provide invaluable assistance to both the Admissions and Public Relations efforts.

Bus Driver

Despite wide spread advertising and word of mouth, the bus driving position has not yet been filled. We have received a number of inquiries but all have declined to submit to the process of driver certification. We continue to appeal for a bus driver. In the meantime, we are in the process of leasing vans through a program called Fleet Lab. We will be recruiting van drivers to take on the daily bus routes and sports transportation.

Kitchen Manager

With the sudden resignation of Jackie Herman, the food service program is being managed by the business office with Amber Couturier and Pam Kearns serving as head cooks. The business office has been opening and closing the daily cash register, posting payments, handling parent communications and working with Amber on menu planning and ordering. Business Office was in the process of changing the food service software program but with the change in personnel, we put the change on hold. I reviewed a number of software programs that would allow for online access to parents to review their children's spending and allow for online payments. Advertising has just been started on replacing the Kitchen Manager.

Maintenance Supervisor

Mark Sholund announced that he will be retiring on November 1. A search for a replacement will commence soon.

SAC
Advancement Office Update
Submitted by Barb Platts, Advancement Director
July - August 2024

Endowment & Grants

- Stained Glass Society Campaign – As of March 2024, 14 names were needed to complete the third window located in the school lobby. Ten names have been added to date. We only need four more names to complete the window. A minimum contribution of \$2500 to the St. Mary School Endowment will ensure your family or loved one is honored. Payment options are available. The Advancement Office will continue to solicit donations to complete this campaign.
- Received \$1000 grant from the TBACU for STEM resources (library).
- Four other grants pending; (2) for March for Life, (1) for AEDs, (1) for a music presentation.

Fundraisers

- Classroom Needs/Summer Ask Campaign – Goal \$50,525. To date donations \$47,215. This is an 85% increase over the last campaign in 2022. Need \$3310 in donations to reach our goal.
- Golf Classic – September 28, 2024. Planning underway to secure hole sponsors and golfers. Goal is to raise \$11,500 in hole sponsorships, a 9% increase over last year.
- Auction – November 9, 2024. Theme is Casino Night. We have volunteers soliciting donations from businesses in Cedar, Empire, Glen Arbor, Lake Leelanau, Leland, Maple City & Traverse City. Looking for volunteers to solicit donations in Suttons Bay & Northport. Also looking for donations from school families.

Marketing

- Sign Patrol Campaign – Campaign ended on September 10, 2024. We are encouraging families to keep their signs up until the snow flies.
- Car Raffle – Sold all 2400 tickets. Provided publicity for campaign through social media posts, email blasts, advertisements, and notices in local church bulletins.
- Eagles Wings Annual Report – Expected to be mailed out in October.
- Ongoing - Weekly press releases, social media posts, Catholic School Corner, Happenings, marketing/publicity campaigns that support projects, programs, events happening across the campus.



St. Mary School

PO Box 340 | 303 St. Mary Street | Lake Leelanau, MI 49653

Toby Wegener, Athletic Director | GO EAGLES!

Attn: SAC
Re: Athletics
Date: 9/11/24

Summer Camps: Volleyball, Basketball, and XC saw over 40 total students participate at various levels during July.

Fall Sports: CO-OP sports include middle school (co-ed) soccer and football, as well as JV/V football with Suttons Bay. We have 13 students playing football and 5 playing soccer. Volleyball has 10 girls for the MS team, 7 for the JV team and 10 for the Varsity team and all three teams have had early season success. The XC team (elementary through high school) is off and running with good numbers and personal "bests" already being recorded.

Winter Sports: Jim Bunk will be the varsity boys' coach and Matt Barnowski will be the varsity girls' coach this winter. Both teams had an excellent summer of competition.

Final Thoughts: The Hail Mary Run will be 10/12/24 at Veronica Valley and we could always use some volunteers on that day. AC will be meeting to discuss the hall of fame idea, boys' locker room paint ideas, and numbers for our athletic teams at the middle school level and future high school numbers.

God Bless and Go Eagles!

Toby Wegener, Athletic Director

- WE BUILD CHARACTER, TRAIN CHAMPIONS AND DEVELOP LEADERS -

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231.256.9676 PreK - 12th Grade | Email: Athletics@StMarysLL.org | Website: www.StMarysLL.org