

MEETING MINUTES

St. Mary Catholic School Advisory Council

Mission Statement

St. Mary Parish and School exists to glorify God, form disciples of Jesus Christ, and serve families by providing Catholic education rooted in the Eucharist, guided by the Church, and committed to truth, virtue, and the salvation of souls.

Meeting Type: Special Meeting

Date: July 15, 2026

Time: 6:30 PM

Location: St. Mary School — Cafeteria

1. Attendance

SAC Committee Members Present: Chad Borodychuk, Susan Cordes, Colin Korson, Paula Korson, Matt Monroe, Doug Rexroat, Laura Tarsa

SAC Committee Members Absent: Sean Campillo (Excused), Sandra Grant (Excused), Jesse Gulley (Excused)

Other Members Present: Nicholas Hendrick (High School Rep), Lori Schaub (Business Manager), Tina VanderWulp (Elementary Rep)

Other Members Absent: Rachel Amalfitano (Advancement Director), Kelly Coffman (Principal), Fr. Siler (Pastor)

Quorum: Quorum confirmed. Seven (7) of ten (10) SAC Committee Members present.

2. Opening

Opening prayer was led by Paula Korson, Vice Chairperson.

Chairperson Doug Rexroat called the meeting to order at approximately 6:36 PM.

3. Agenda Approval

Prior to approval, the Chair noted that Item 5 (Vision Statement & Strategic Plan Review) would be placed on hold, per Fr. Siler's request and due to his absence this evening. With that understanding, the agenda was approved as presented by unanimous consent at approximately 6:40 PM.

6. Update: By-Laws Review — Matt Monroe, Bylaws Subcommittee

Overview

Matt Monroe presented the Bylaws Subcommittee's (Chad Borodychuk, Matt Monroe, Paula Korson) consolidated draft of proposed Bylaws amendments, continuing the review begun at the June 16, 2026 Special Session. The Committee proceeded section by section for comment ahead of a final vote at a future meeting. Members noted this was being conducted as a working/review session; consistent with Article VII (policy matters may not be acted upon at the meeting where first introduced), no formal motion or vote on the Bylaws draft was taken this evening.

Mission Statement

Confirmed unchanged; not open for discussion at this meeting.

Article II — Purpose

Editorial cleanup only: in Section 2.2(c)(1), struck a duplicate, confusing reference to accreditation standards that properly belongs with items (2)-(4); no substantive change to the Council's purpose or oversight role.

Article III — Relationship with Other Groups

Struck Section 3.5 (Parent Organization) in its entirety; subsequent sections renumbered. In the renumbered Faculty section, struck the sentence "The Council shall have no role in hiring, evaluating, terminating, or renewing teachers" as duplicative of the powers-reserved language elsewhere in the bylaws.

Article IV — Membership

Revised voting membership range to no fewer than 7 and no more than 11 members (previously up to 17); replaced "Director" with "Member" throughout. Confirmed ex-officio liaisons (e.g., Finance Council, Parish Council representatives) are voting SAC members, not a separate non-voting category; clarified that "ex-officio" itself denotes non-voting status. Struck the "Dean of Students" title and added two separate ex-officio titles — "Director of Student Services" and "Vice-Principal" — to allow the role to be held jointly or split in the future. An open question was raised on whether a liaison is required from each standing committee (e.g., the Building Site Committee, historically a voting liaison but not specifically named in the bylaws); not resolved, flagged for clarification.

Article IV — Nominations & Exclusions

In Section 4.1, struck the phrase "appointed by the pastor" per Colin Korson's suggestion, since the appointment process is addressed more clearly elsewhere in the bylaws. Removed the reference to a separate internal nominations policy, since the process is now written directly into the bylaws. Consolidated the definition of "immediate household" into a single location in the exclusions section; confirmed the exclusion applies to school/parish employees and their immediate household members, and that no more than one member of the same immediate household or family may serve on the Council concurrently. Members agreed on this concept; exact wording to be finalized by the Subcommittee.

Article IV — Terms, Vacancies & Absences

No substantive change to staggered terms beyond "Director" to "Member"; assigning current members to term groups remains an open to-do item for a future meeting. In Section 4.6, caught and corrected a leftover "Director" reference, simplified to "Chairperson." Removed the Principal from the vacancy-recommendation process, which now rests with the Chairperson (pastor retains final approval). Replaced the fixed three-meetings-per-year absence threshold with a percentage-based standard: a member unexcused-absent from more than 33% of scheduled regular Council meetings within any consecutive 12-month period is deemed to have resigned, unless reinstated with the pastor's approval. This threshold applies to regular Council meetings only; absences from special meetings or work sessions — including this one — do not count toward the percentage.

Article V — Officers

Removed the fixed “June” election timing; officers are now elected “at the Annual Meeting.” Clarified that the Executive Committee's role is limited to setting the agenda and gathering information, with no independent decision-making authority; added the Vice Principal to Executive Committee membership. Retained “Principal” as the administrative-support designee. Clarified that one officer term equals 12 consecutive months.

Article VI — Meetings

Regular meetings to be held at least every other month (previously “at least four times per year”; the group replaced “bi-monthly” with “every other month” specifically to avoid ambiguity over its meaning); “Directors” changed to “Members.” For special meetings, added language committing to scheduling for maximum member attendance, and agreed in concept that written notice should go to Council members and ex-officio members before the general public is notified — specific day-counts (proposals included 2 days to members/ex-officio, then an additional 5 days before the general public) were discussed but not finalized. Set the Annual Meeting for August each year, with flexibility if another date is agreed. Simplified the process for outside presentations to require Executive Committee approval only (removing a redundant separate reference to the Chair, since the Chair already sits on the Executive Committee); the existing restriction limiting the process to “person[s] other than a council member” was retained, not removed.

Article VI — Closed Meetings

Clarified that all Council meetings (regular and special) are open to the public unless the Chair, the pastor, or the Council by majority vote determines a closed session is necessary. Defined two categories: sessions closed to the public but open to all regular and ex-officio members, and Executive Sessions open only to Executive Committee members.

Article VII — Parliamentary Authority

Minor grammatical correction in Section 7.1 only (“so” corrected to “to”). Corrected the reference to “Robert’s Rules” in Section 7.2. Reaffirmed existing Section 7.3 language without wording changes: policy or major decisions may not be made at the same meeting at which they are first introduced, meaning the first meeting a matter is raised — not merely its appearance on a previously circulated agenda. No change to Section 7.4; a simple majority of SAC Committee Members continues to constitute a quorum.

Article VIII — Other Committees (formerly Standing Committees)

Removed the enumerated list of standing committees from the bylaws text; committees will instead be listed in a new Appendix A, maintained outside the formal bylaws-amendment process. Clarified these committees are not subordinate to the Council but work with it in a collaborative relationship. Added a requirement that committees forward copies of their approved meeting minutes to the SAC Secretary. Retained the ad hoc/special subcommittee provision.

Article IX — Compensation

No substantive change; reimbursement of bona fide expenses as approved by the Council.

Article X — Conflict of Interest

Replaced “Director” with “Member” throughout; no other substantive change discussed.

Articles XI-XII

No substantive changes; brief discussion clarified terminology in Article XI only, and a formatting/spacing correction was noted in Article XII.

ACTION ITEM: Include a suggested calendar of committee reporting times in Appendix A.

ACTION ITEM: Bylaws Subcommittee (Borodychuk, Monroe, Korson P.) to incorporate the Committee's feedback from this session and prepare a finalized Bylaws draft for formal presentation and vote at a future meeting.

7. Vision Statement & Strategic Plan Review — Lori Schaub

Background

Before discussion, the Chair noted that, per Fr. Siler's request, no formal action would be taken on this item this evening. Lori Schaub, speaking as the original drafter of the materials, provided background on their origin — including the draft Vision Statement, Strategic Plan, and related materials (a competitive-landscape summary and an operational-priorities document) — explaining they were prepared independently as a starting point for discussion after the Council opted not to engage an outside consulting firm, and were not intended as final recommendations.

Process & Roles

Members thanked Lori Schaub for the work and agreed that review and refinement should involve the Finance Council and the Development/Advancement and Admissions offices, given the materials' financial and enrollment content. Consensus: the Council's role is to review the materials at a high, policy level and provide recommendations, not to draft or finalize the plan itself.

By unanimous consent, formal action on this item was struck from this meeting's agenda. The Chairperson will coordinate with Fr. Siler at the next Executive Committee meeting to convene a dedicated Special Meeting on the Vision Statement and Strategic Plan Review, to be held in August, following the July 22, 2026 Regular Meeting. Key participants are to include SAC, Finance, Development/Advancement, and Admissions; the Secretary will canvass member availability for a date.

Additional Discussion (Off-Agenda) — Not a Formal Agenda Item; No Action Taken

Tina VanderWulp raised how the Council should handle direct questions from the public during future Public Comment periods — for example, providing a brief factual response versus deferring to staff follow-up. Laura Tarsa suggested building a short “Committee Comment” period into the agenda near the end of future meetings. Members agreed further discussion would be helpful; Matt Monroe suggested adding the topic to the agenda for the next work session. No decision was made.

18. Action Items

Item	Owner	Due Date
Bylaws Subcommittee to incorporate 7/15/2026 Committee feedback and prepare a finalized Bylaws draft for formal presentation and vote	Bylaws Subcommittee (Borodychuk, Monroe, Korson P.)	[CONFIRM]
Include a suggested calendar of committee reporting times in Appendix A	Bylaws Subcommittee (Borodychuk, Monroe, Korson P.)	[CONFIRM]
Acquire a copy of the current Accreditation Report	Lori Schaub	[CONFIRM]

Item	Owner	Due Date
Canvass member availability and schedule a Special Meeting dedicated to the Vision Statement & Strategic Plan Review, with Finance, Development/Advancement, and Admissions representation	Jesse Gulley, Secretary	Between July 31
Coordinate Special Meeting timing with Fr. Siler at the next Executive Committee meeting	Doug Rexroat, Chairperson	August 14, 2026
Acquire an updated Enrollment report for the July 22, 2026 Regular Meeting	Rachel Amalfitano	July 22, 2026

19. Adjournment

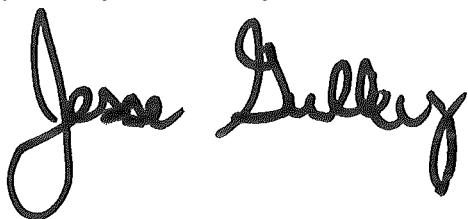
The chair moved to adjourn at 8:36 PM. Motion adopted by unanimous consent. Doug Rexroat, Chairperson, offered closing prayer in Fr. Siler's absence. Meeting adjourned at 8:36 PM.

Acting Secretary at Meeting: Laura Tarsa

Prepared by: Jesse Gulley, Secretary — St. Mary Catholic School Advisory Council

Date Prepared: July 18, 2026

Approved by: Jesse Gulley



Date Approved: July 22, 2026