

MEETING MINUTES

St. Mary Catholic School Advisory Council

Meeting Type: Regular Meeting — Inaugural Session

Date: April 15, 2026

Closed Session: 6:00 PM

Open Session: 6:30 PM

Location: St. Mary Catholic School

1. Attendance

SAC Committee Members Present: Chad Borodychuk, Sean Campillo, Sandra Grant, Jesse Gulley, Paula Korson, Colin Korson, Matt Monroe, Doug Rexroat, Laura Tarsa

SAC Committee Members Absent: Susan Cordes, Sarah Morio

Executive Committee Present (Non-Voting): Fr. James Siler (Pastor), Megan Glynn (Principal, Outgoing)

Administrative Staff Members Present: Rachel Amalfitano (Advancement Director), Lori Schaub (Business Manager)

Elementary Staff Rep Present: Tina VanderWulp (Elementary Staff Rep)

Quorum: Quorum confirmed. Nine (9) of eleven (11) voting members present. Sarah Morio and Susan Cordes absent.

2. Closed Session (6:00 PM — prior to open session)

The council convened in closed session beginning at 6:00 PM. The following matters were addressed.

2.1 Confidentiality Agreement

All members present reviewed and executed the St. Mary Catholic School Advisory Council Privacy and Confidentiality Clause. Signed agreements were collected by the Secretary for archiving.

2.2 Officer Elections

The following officers were elected for the current term:

- Chairperson: Doug Rexroat — Nominated by Paula Korson. No additional nominations. Motion carried unanimously.
- Vice Chairperson: Paula Korson — Nominated by Doug Rexroat. No additional nominations. Motion carried unanimously.
- Secretary: Jesse Gulley — Self-nominated. No additional nominations. Motion carried unanimously. Backup Secretary: Laura Tarsa — Designated by consensus.

Secretary Jesse Gulley reported election results to the full council upon return to open session.

2.3 Meeting Protocols — Discussion

The following operational norms were discussed and agreed upon for future meetings:

- Paula Korson proposed a 5-minute time limit per topic. Doug Rexroat noted that some topics may warrant extended time; the council agreed to use judgment rather than a rigid rule.
- Committee reports are to be submitted in advance and read prior to each meeting. Reports will only be discussed if a member raises a specific question or concern.
- Expectations for timely committee report submission to be communicated to all committees. A reporting calendar and frequency schedule to be established.
- Goal: arrive prepared; keep meetings focused and efficient.

2.4 Parish School Governance — Board of Directors Notebook Review

Members reviewed the Parish School Governance documentation. The bylaws document on hand was identified as an older version. Lori Schaub confirmed a 2020 version exists and will be obtained and distributed. Members are to review the updated bylaws and come prepared with questions or suggested amendments at a future meeting.

The council returned to open session at 6:30 PM.

3. Opening

3.1 Opening Prayer

Fr. Siler led the council in opening prayer.

3.2 Call to Order

Chairperson Doug Rexroat called the open session to order at 6:30 PM.

4. Agenda Approval

Doug Rexroat began reading the agenda. Motion to approve the agenda as presented: Sandra Grant. Motion carried unanimously. No nays.

The following additions were motioned and accepted:

- Doug Rexroat motioned to set a fixed recurring meeting date and time.
- Paula Korson motioned to add member introductions to the open session agenda.

5. Member Introductions

Reporting members introduced themselves to the council:

- Lori Schaub — Business Manager
- Megan Glynn — Principal, 15 years of service (Outgoing)
- Tina VanderWulp — Elementary Representative
- Rachel Amalfitano — Advancement Director
- Fr. James Siler — Pastor

Voting members also provided brief introductions. One public attendee was present: Cory Schaub.

6. Fr. Siler — Vision & Direction

Fr. Siler addressed the council with an overview of his vision for St. Mary Catholic School:

- Goal: Build upon what is already here. Three-year vision — 250 students and a waiting list.
- Build a structure that is the school's own. Eliminate reliance on public school co-op programs.
- Primary mission: Get all students to heaven. The school operates as a sacramental community.
- The SAC serves in an advisory capacity to Fr. Siler and the Principal. Fr. Siler retains final authority, particularly on matters of faith and morality.
- Fr. Siler is asking the council to make the vision a reality, with his full authority and backing.

6.1 Religious Sisters — Staffing Exploration

Fr. Siler shared that the following options for religious sisters to serve in teaching and staff roles are under consideration:

- Sisters of Nashville / Saint Cecilia — Four currently in TC; not available. The Diocese cannot assign two groups of sisters to the same small diocese simultaneously.
- Sisters of Mercy of Alma (education and medicine) — Under consideration.
- Mary, Mother of the Eucharist — Ann Arbor (Marian) — Under consideration.

7. Meeting Cadence

Motion to establish a fixed recurring meeting schedule: Doug Rexroat. Second: Colin Korson.
Motion carried unanimously. No nays.

- Regular meetings: Fourth Wednesday of each month at 6:30 PM.
- Closed session (officers/voting members only): 6:00 PM on meeting nights, as needed.
- Next meeting: May 27, 2026.
- Fr. Siler retains authority to call special or emergency sessions as circumstances require.

8. New Business

8.1 Principal Search (Fr. Siler)

Fr. Siler provided an update on the nationwide principal search, launched Monday, April 12, 2026.

Posting platforms: Diocesan website, Record Eagle, LinkedIn, Indeed, Monster.com, Catholic Jobs, and NCEA. Fr. Siler is awaiting a callback from NCEA to finalize the posting upload; the order has been placed.

A principal search committee is being assembled to manage the process from application through final interview. The following individuals have been confirmed:

Committee Member	Role / Affiliation
Joe Carlson	Principal, TC St. Francis
Penny Clemens	Diocesan Superintendent
Pete Morio	Northport Principal, Parish Member and School Parent
Pat Goddard	Community Member
Tina VanderWulp	Elementary Staff Rep, St. Mary SAC
Mark Dunphy	High School Faculty (outreach initiated)
Pete Miller	Community Member
Serena Bean	School Parent
Colin Korson	SAC Representative (voted; all ayes, no nays)

Fr. Siler (Executive Committee) overseeing the search, with Rachel Amalfitano and Lori Schaub (Administrative Staff) supporting candidate communications. Lori Schaub will head candidate communications. All applications and materials will flow through a single source to ensure no candidate is overlooked.

The search committee will establish criteria for the initial candidate screening. Executive and expert committee members will conduct the initial weed before presenting candidates to the full committee.

8.2 Enrollment Update (Rachel Amalfitano)

Rachel Amalfitano presented the current enrollment data and outlook.

Note: Brittany, who supports the advancement office, is on maternity leave and is expected to return June 30.

Current Enrollment — 2026-2027

- Applications received: 91 enrolled, 2 applications pending, 12 inquiries.
- Projected loss: 12 graduating seniors. Only 3 Pre-K students currently enrolled.
- If all current students return, projected enrollment: 123.
- Enrollment is down across county schools generally.
- 28% of current St. Mary students are non-Catholic.
- Rachel to reach out to other area parish schools to benchmark enrollment trends.

Homeschool & Non-Traditional Family Outreach

- Fr. Siler has met with homeschool families twice. Over 200 homeschool families in the area.
- Homeschool families have historically sought individual subject enrollment (math, science). Fr. Siler's vision is full-time enrollment.
- The Pathfinder program was noted as a missing outreach channel.
- Montessori-leaning families are a target segment; Matt Monroe noted that some appear to be choosing TC-area alternatives.

Scholarship & Enrollment Incentives

- New scholarship: \$2,000 off tuition per student, per year, for two years — new families only.
- Existing families qualify if a sibling transitions from Pre-K to Kindergarten.
- Referral incentive program in place: families who refer enrolling families receive a tuition credit. Incentives are tiered and have been emailed to current families multiple times.
- Website revamp anticipated for June. Scholarships currently advertised on the website, Facebook, Instagram, and LinkedIn.
- Video advertisement in final production — expected to launch within approximately one week.

Enrollment Retention Discussion

- Matt Monroe proposed a reverse tuition / loyalty credit concept: a growing discount for each year a family remains enrolled. Rachel Amalfitano referred this concept to the Tuition Committee for the 2027-2028 school year.
- Doug Rexroat proposed reinstating exit interviews using a disinterested third party, as was previously done (formerly administered by Lisa Miller). Rachel Amalfitano expressed support.

Neighboring Parish Outreach

- Sean Campillo identified an opportunity on May 10 at 1:30 PM at a First Eucharist retreat at St. Michael and St. Philip — approximately 20 Catholic families in attendance. Rachel Amalfitano to develop an outreach program for the event.
- The council discussed reinstating a neighboring parish representative model. Laura Tarsa to serve as Holy Rosary parish representative. Jesse Gulley to reach out to Samantha Drow regarding representation for St. Michael's parish.
- Fr. Siler is planning a town hall at each neighboring parish.
- Discussion on targeted social media advertising aimed at teenagers and families questioning whether Catholic school is the right fit.

8.3 Strategic Plan — Draft Review (Fr. Siler)

Fr. Siler presented the current three-year Strategic Plan draft. The plan is a working document, not finalized. It was developed in collaboration with community members and reflects the school's foundational goals around enrollment growth, staffing, finances, and mission.

Key priorities outlined in the plan include: enrollment growth to 250 students by 2029; elimination of co-op reliance through in-house staffing; teacher compensation sustainability; advancement and fundraising growth; and capital planning.

Teacher compensation moves have already been initiated: the diocese-recommended salary scale was approved by the Finance Council on March 23, 2026.

- **ACTION** — All SAC members: Read the Strategic Plan in full. Come to the May 27 meeting with written comments and proposed amendments. Add to next agenda.

8.4 Committee Assignments (Chairperson Rexroat)

The following committee leader assignments were proposed and accepted:

Committee	Lead	Status / Notes
Finance	Colin Korson	Active
Parish	Sandra Grant	Active
Athletics	Matt Monroe	Active
Building & Site	Lori Schaub	Interim — pending formal board member
Academic / Curriculum	TBD	Work in progress. Megan Glynn to form structure before departure.
Advancement / Enrollment	TBD	Work in progress. Rachel Amalfitano to develop. Brittany returns June 30.

Additional discussion:

- Matt Monroe asked about the five-year strategic planning function. Colin Korson confirmed this is the primary purpose of the SAC.
- Doug Rexroat asked about the Building & Site committee's capital planning work. Lori Schaub confirmed it is in progress and coordinating with the Finance Committee.

8.5 Future Potential Topics

Middle School Teaching Staff

Discussion on the need to fill a middle school teaching position:

- An endowment grant exists for this position. Fr. Siler prefers not to use endowment funds for this purpose if avoidable.
- The position has not yet been advertised. Doug Rexroat and Lori Schaub recommended posting immediately given contract timeline pressures (letters of intent typically due in March).

Motion to post the middle school teaching position immediately: Doug Rexroat. Motion carried. All ayes, no nays.

Discussion on the longer-term goal of a defined 6th-8th grade middle school structure was noted as a future agenda item — not an immediate action.

Teacher Raises & Staff Communication

Tina VanderWulp shared that the elementary staff are committed to the school but have experienced significant anxiety and uncertainty regarding salary changes, leadership transitions, and school direction. Information about the approved salary scale reached staff through unofficial channels rather than through administration, causing unrest.

Fr. Siler committed to meeting directly with teachers within the week to communicate the current plan and direction. Doug Rexroat emphasized that salary and compensation information must come from administration only. The confidentiality agreement signed by all members is critical to maintaining trust and preventing the spread of misinformation.

Counselor

Identified as a future topic. No funding authorized at this time. No action taken.

School Safety

Megan Glynn raised the need for a parent working group to review and prioritize the school safety plan. Matt Monroe has professional experience in emergency response and active violence planning and offered to assist.

Megan Glynn to form the school safety parent working group in coordination with Matt Monroe. A proposal to be brought to the May 27 meeting. School safety added as a future agenda item.

Accreditation

Megan Glynn provided an overview of the school's accreditation status:

- Accreditation is through the Michigan Catholic Conference and the Michigan Association of Nonpublic Schools (MANS). The process follows a multi-year cycle with an annual review and a formal site visit every five years.
- The next site visit is anticipated for the 2028-2029 school year. The school is currently in approximately year three of the current cycle.
- The incoming principal will need to begin working on accreditation preparation immediately upon appointment. Meaningful overlap and mentoring between Megan Glynn and the incoming principal on this process is a stated goal.
- Megan Glynn offered to share the NCEA standards document electronically (59 pages). Lori Schaub to email the link to Jesse Gulley; Jesse to distribute to all members.

Additional Future Topics Identified

The following topics were identified for future agenda consideration:

- PLCs (Professional Learning Communities) — shared curriculum approach across subject areas
- Faith programs and outside speakers
- Academic programs
- Athletics programming
- Budget
- Parent engagement
- School safety (add to next agenda — see 8.5 above)

- Maintenance

9. Committee Reports

9.1 Finance Committee (Colin Korson)

No formal report submitted. Colin Korson noted that the Finance Council has been functioning as an interim advisory body until this SAC was formally constituted.

Key financial context shared:

- Endowment: Approximately \$5.5 million.
- Endowment committee agreed to a two-year grant to support teacher salary investment.
- The investment in teacher compensation is significant and carries potential for operating in the red.
- Colin Korson's position: There is no standing pat. Now is the time to act. The SAC has significant work ahead.

10. Operational Decisions

10.1 Agenda Building Process

The following process was established for building future meeting agendas:

- Input from Fr. Siler, the Principal, and any SAC member forwarded to the group, including Doug Rexroat.
- Doug Rexroat to schedule formal time with administration approximately two weeks before each meeting to finalize the agenda with benchmarks and progress updates.

10.2 Committee Reporting Protocol

The following protocol was established for committee reporting to the SAC:

- Any committee that convenes between SAC meetings will forward its meeting minutes or a written summary to a single point of contact (Secretary), who will compile a packet for distribution no later than one week prior to the SAC meeting.
- Members are expected to read the packet in advance. Committee reports will only be discussed at the meeting if a member raises a specific question or concern. Reports will be noted in the minutes as received.
- Report format: concise — "Reader's Digest" version. Detailed frequency and format guidance to be developed by Doug Rexroat and Paula Korson.

10.3 Staff Engagement & Community Communication

Paula Korson raised the question of staff expectations of the SAC. Tina VanderWulp raised the question of how a parent with a concern that exceeds the principal level should route that concern.

Fr. Siler and the council affirmed the following:

- The SAC operates as it has historically — transparent, discussion-based, and not unilateral in decision-making.

- SAC members serve as ears of the community. Contact information will be published. Members listen, direct appropriately, and bring concerns forward professionally through the proper channels.
- Community concerns should be acknowledged and directed — not debated publicly or repeated beyond appropriate channels.
- The council speaks positively about the school and its direction at all times.

11. Action Items

Action Item	Owner	Due
Read Strategic Plan; bring written comments to next meeting	All Members	May 27
Send most current Bylaws to Jesse for distribution	Lori Schaub	ASAP
Email NCEA accreditation link to Jesse for distribution	Lori Schaub	Next day
Distribute NCEA accreditation document to all members	Jesse Gulley	Upon receipt
Establish committee reporting calendar (frequency/timing)	Doug / Paula	May 27
Identify high school and middle school faculty liaisons	Doug Rexroat	TBD
Post middle school teacher position	Lori Schaub	Immediate
Form school safety parent working group; bring proposal to next meeting	Megan Glynn	May 27
Formalize Advancement/Enrollment committee structure	Rachel Amalfitano	TBD
Meet with teachers to communicate plan and direction	Fr. Siler	Within 1 week
Work with Rachel on Google Drive folder setup	Jesse Gulley	TBD
Develop agenda for May 27 meeting	Doug and Group	~May 13
Reach out to Samantha Drow re: St. Michael's parish representative	Jesse Gulley	TBD

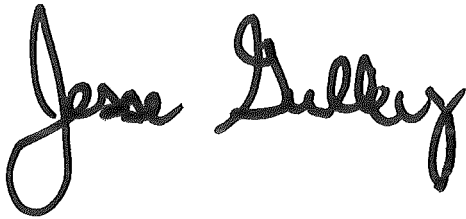
12. Adjournment

There being no further business, Chairperson Doug Rexroat proposed to close. Father Siler led the closing prayer. Meeting adjourned.

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

Date Submitted: 05/27/2026

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

A handwritten signature in black ink that reads "Jesse Gulley". The signature is written in a cursive style with a large initial 'J' and a long, sweeping underline.

Date Approved: 05/27/2026