ST. MARY SCHOOL ADVISORY COUNCIL
OFFICIAL MEETING MINUTES

I. MEETING INFORMATION

Organization: St. Mary School Advisory Council
Meeting Type: Special Session — Bylaws Discussion
Date: Tuesday, June 16, 2026
Time: 6:28 PM – 8:55 PM
Location: St. Mary School Cafeteria
Presiding: Doug Rexroat, President
Minutes Prepared by: Laura Tarsa (Notes) / Jesse Gulley, Secretary (Compilation)

II. MEMBERS PRESENT & ABSENT

Name	Role	Present	Absent / Excused
SAC Committee Members			
Borodychuk, Chad		✓	
Campillo, Sean			Excused
Cordes, Susan		✓	
Grant, Sandra	Parish Council Rep	✓	
Gulley, Jesse	Secretary		Excused
Korson, Colin	Finance Committee	✓	
Korson, Paula	Vice Chairperson	✓	
Monroe, Matt	Athletic Committee	✓	
Rexroat, Doug	Chairperson	✓	
Tarsa, Laura	Holy Rosary Rep	✓	
Ex-Officio Members			
Amalfitano, Rachel	Advancement Director		✓
Glynn, Megan	Principal (Outgoing)		✓
Schaub, Lori	Business Manager	✓	
Siler, Fr. James	Pastor		✓
Other Members			
Hendrick, Nicholas	MS/HS Representative	✓	

VanderWulp, Tina	Elementary Representative	✓	

SAC Committee Members Present: 8 of 10   Quorum Established: Yes

III. CALL TO ORDER

The Special Session of the St. Mary School Advisory Council was called to order at 6:28 PM by Doug Rexroat, President. A quorum was present.

IV. APPROVAL OF PRIOR MINUTES

Not applicable. This is a Special Session convened solely for bylaws review and was not preceded by a regular meeting requiring approval of minutes at this session. Prior minutes remain pending and will be addressed at the next regular meeting.

V. AGENDA ITEMS

The agenda was amended by unanimous consent prior to approval with two additions: (1) Formation of a Bylaws Subcommittee, inserted as Item 1A; (2) Discussion of a potential confidentiality concern related to the principal search, added as Other Business (Item 4B). Agenda approved as amended by unanimous consent.

1. Opening Prayer

An opening prayer was offered to begin the session.

2. Attendance / Roll Call

Roll call was conducted. Results are reflected in Section II above.

3. Approval of Agenda

The President proposed two amendments to the agenda by unanimous consent:

> Amendment 1: Add Item 1A — Formation of a Bylaws Subcommittee, to be addressed first so that designated subcommittee members could take closer notes during the bylaws discussion.
>
> Amendment 2: Add Item 4B (Other Business) — Discussion of a potential NDA/confidentiality issue related to the principal search, at the request of a board member.

The agenda was approved as amended by unanimous consent. No division.

1A. Formation of Bylaws Subcommittee

The President requested, by unanimous consent, that the board appoint a three-member Bylaws Subcommittee to compile the discussion from this session into a draft of revised bylaws for presentation at the next Bylaws Special Meeting. The subcommittee's role is to document and draft — not to make independent policy decisions.

Nominated members: Matt Monroe, Chad Borodychuk, and Paula Korson. Lori Schaub agreed to provide the current bylaws in Word document format to the subcommittee by end of day Thursday, June 19, 2026. The subcommittee will aim to have a draft available prior to the next Bylaws Special Meeting, to be scheduled in July 2026. Matt Monroe noted he would not attend the June 24 regular meeting but could assist with draft preparation in advance of that date.

MOTION

> That Matt Monroe, Chad Borodychuk, and Paula Korson be appointed as the Bylaws Subcommittee, with the charge of compiling tonight's discussion into a draft of revised bylaws for presentation at the next Bylaws Special Meeting.
>
> **Moved by:** Approved by unanimous consent   **Seconded by:** N/A
> **Vote:** Unanimous consent — no division
>
> **Outcome:** ☑ CARRIED

1B. Bylaws Discussion — SAC Bylaws (March 2020)

The President led the board through a page-by-page review of the current SAC Bylaws (March 2020). The following is a summary of discussion, direction given, and actions recorded by article and section. Detailed member-attributed notes appear in the corresponding meeting notes document. All actions listed below are assigned to the Bylaws Subcommittee unless otherwise indicated.

GOVERNANCE MODEL

The board confirmed that St. Mary's operates under the "Pastor with School Advisory Council" model — not the "Board of Directors" model used in some other diocese structures. All instances of "Director" in the bylaws are to be replaced with "Member" throughout the document.

ARTICLE I — TITLE

No changes.

ARTICLE II — PURPOSE

§2.1: No changes.

§2.2 — Purpose of the SAC: The board affirmed that the SAC functions as a 30,000-foot visionary governance body — policy-driven, not event-driven. The SAC sets direction, goals, policy, and framework; detailed planning flows to standing committees. Sandra Grant's framing was adopted: the SAC's scope encompasses "everything that affects the well-being of the student." A mission statement placeholder is to be inserted before the Preamble on Page 1.

§2.2(b) — Performance Review: The SAC's role is to ensure the principal review occurs as required, be informed of the outcome, and confirm diocesan guidelines are followed. The SAC does not directly evaluate the principal. Items (ii–iv) were noted as relating to the current school accreditation process; this relationship is to be referenced in the bylaws.

§2.2(d) — Financial Oversight: The SAC receives quarterly or annual reports from the Finance Council/Business Manager and exercises oversight — it is not a budget-setting body.

§2.2 — Things the SAC is NOT Responsible For: Items C and J noted as confusing; language to be improved. No additions to the list.

ARTICLE III — RELATIONSHIP WITH OTHER GROUPS

§3.1: No changes.

§3.2: A reference to mandatory reporting obligations (as outlined in the school handbook) is to be added. Escalation procedures for community concerns discussed; general framework to be included or cross-referenced.

§3.3: Confirmed there is no second entity called the "Executive Committee." The administration's staff meeting is not the SAC Executive Committee and holds no SAC governance functions.

§3.4: No changes. Language regarding joint meetings at pastor's discretion is appropriate.

§3.5 — Parent Organization: Section to be struck. Parent and activity organizations are standing committees under §8.1, not governing body relationships. Item §4.2-2 (parent organization representative) also to be struck.

§3.6 — Faculty: Language allowing faculty/staff to be invited to present is appropriate and not limiting. The final sentence ("The Council shall have no role in hiring, evaluating, terminating, or renewing teachers") is to be struck — this is already addressed in §2.2.

ARTICLE IV — MEMBERSHIP

§4.1: "Director" replaced with "Member" throughout. Membership range revised to no fewer than 7 and no more than 11 voting members.

§4.2 — Ex-Officio Members: Item 2 (parent organization representative) struck. New ex-officio non-voting members to be added: Advancement Director, Elementary Representative, Middle School/High School Representative, and Business Manager. Clarifying language to be added that "ex-officio" means non-voting.

§4.2-1 — Administrative Support: After discussion, the board retained the original language designating the Principal as the administrative officer to the council, with authority to delegate. Subcommittee to finalize exact wording.

§4.3 — Nominations: Opening sentence referencing an "internal policy" to be removed. The section itself is the policy. Language to be added allowing community members to submit interest/applications to the nominating committee.

§4.4 — Exclusions: The blanket family member exclusion is to be replaced with an "immediate household" standard. Members in the same household as a school/parish employee must comply with an Article X disclosure and recusal framework; they may be seated by majority vote and affirmed annually. Extended family members in separate households are not automatically excluded.

§4.5 — Terms: Staggered three-group term structure to be retained. Establishing term assignments for the current membership is a separate to-do item for the full council.

§4.6: No changes.

§4.7 — Vacancies: "Principal" struck from the recommendation process; replaced with "Chairperson" (with pastor holding final authority).

§4.8 — Absences: Current 3-consecutive-meeting threshold inadequate given the board's increased meeting frequency. Subcommittee to revise with a percentage-based attendance requirement; board votes to retain or remove members; pastor holds final authority.

ARTICLE V — OFFICERS

§5.1: No changes.

§5.2: "In June" struck. Officer elections occur at the Annual Meeting (to be defined). No inaugural exception language to be added; the council operates in perpetuity.

§5.3 — Executive Committee: Retained. Purpose clarified as agenda-setting and informational gathering; no independent decision-making authority. Language to be added: "The Executive Committee may be involved in informational gathering functions."

§5.4 — Officer Duties: No inaugural exception language to be added for the chairperson's two-year prior service requirement (the current council was formed by Fr. Siler's directive, which is sufficient). §5.4(d) to use "The Principal" consistently (same resolution as §4.2-1).

§5.5 — Officer Terms: "June" removed; officer term specified as 12 months. Two-consecutive-term limit applies to the Chairperson only.

ARTICLE VI — MEETINGS

§6.1: No changes. Board will work toward a sustainable regular meeting cadence.

§6.2 — Special Meetings: Pastor to receive communication before any special meeting is announced publicly. Language to be added: "Every attempt shall be made to set a date that allows for maximum member attendance." An internal written process for calling special meetings to be established.

§6.3 — Annual Meeting: "Annual Meeting" to be defined in the bylaws. Purpose includes officer elections and attendance by the diocese Superintendent of Schools.

§6.4 — Closed Sessions: To be reworded. Define "closed session," specify who is excluded, and reference appropriate conditions. Subcommittee to consult Penny Clemens (diocese) for guidance.

§6.5 / New §6.6: Final sentence of §6.5 ("All Executive Committee meetings shall be closed to the public") to be moved to a new standalone §6.6 to eliminate confusion with Executive Session.

ARTICLE VII — PARLIAMENTARY AUTHORITY / VOTING

§7.1 / §7.2: The board adopted a framework for public comment: agenda-specific comment allowed at the start of every regular meeting (3-minute limit) and open-topic comment at the close of every regular meeting (3-minute limit; board has no obligation to respond at that session). The board may adjust timing as experience warrants.

§7.3: Language preventing decisions at the meeting where an item is introduced affirmed. In genuine emergencies the board retains the practical ability to act; no formal exception to be written into the bylaws. The 24-hour reflection principle was endorsed.

§7.4 — Quorum: Language to be added: "A simple majority of the voting members must be present to constitute a quorum."

ARTICLE VIII — STANDING COMMITTEES

§8.1: Existing language to be replaced with collaborative-relationship language. The SAC and the following committees work together to support the mission of St. Mary's School; committees report meeting minutes to the principal's office and provide reports to the SAC on a schedule set by the SAC. Committees to be listed: Athletic, Enrollment, Academic, Parent Activity, Faculty/Staff, Fine Arts, Curriculum, Advancement. Committee creation or dissolution may occur by majority vote of the SAC without a full bylaws amendment.

§8.2: Struck in its entirety.

§8.3 — Ad-Hoc Committees: Retained.

ARTICLE IX — COMPENSATION

"Director" replaced with "Member." No other changes.

ARTICLE X — CONFLICT OF INTEREST

"Director" replaced with "SAC Member." Conflict-of-interest disclosure to be added as a standing agenda item, appearing after Approval of the Agenda at every meeting. SAC members serving on other committees must self-report and recuse from related votes.

ADDITIONAL — SIGNATURES / NDA

Members should sign a non-disclosure/confidentiality agreement upon joining the SAC. Suggested placement: §4.3(c). Printed name lines to be added alongside all signature lines.

4. Closing of Bylaws Discussion

Having completed the page-by-page review, the President thanked the board for a productive session. The Bylaws Subcommittee (Monroe, Borodychuk, Korson P.) will compile the foregoing into a revised draft for presentation at a Bylaws Special Meeting to be scheduled in July 2026.

4B. Other Business — Principal Search Confidentiality Concern

A board member raised a concern, tabled from agenda approval, that specific information about a principal search candidate had been circulating in the community, suggesting a possible breach of the confidentiality agreements signed by interview committee members.

Discussion established: (1) the interview committee has three members plus the pastor; no committee member present confirmed sharing candidate information; (2) the information may have originated from the candidate(s) themselves or from community conjecture rather than a deliberate breach; (3) the SAC has no role in the interview or hiring process and cannot act on an alleged leak. The board reached consensus to bring the concern to Fr. Siler's attention informally and recommit individually to confidentiality obligations. No formal motion was made.

5. Closing Prayer

A closing prayer was offered.

VI. ACTION ITEMS

Action Item	Owner	Due Date
Insert Mission Statement at top of Page 1 (before Preamble)	Bylaws Subcommittee	Prior to next Bylaws Meeting
Replace "Director" with "Member" throughout the bylaws	Bylaws Subcommittee	Prior to next Bylaws Meeting
Strike §3.5; add Parent Activity Committee to §8.1	Bylaws Subcommittee	Prior to next Bylaws Meeting
Strike §4.2-2 (Parent Org Rep); add Advancement Director, Elementary Rep, MS/HS Rep, Business Manager as ex-officio	Bylaws Subcommittee	Prior to next Bylaws Meeting

Update §4.2-1: retain "The Principal shall act as..." — principal responsible, may delegate	Bylaws Subcommittee	Prior to next Bylaws Meeting
Strike final sentence of §3.6 ("Council shall have no role in hiring...")	Bylaws Subcommittee	Prior to next Bylaws Meeting
Reword §4.4: immediate household exclusion standard; Article X disclosure/recusal framework	Bylaws Subcommittee	Prior to next Bylaws Meeting
§4.5 TO-DO: Establish staggered term assignments for current SAC membership	Full Council	TBD
Strike "Principal" in §4.7; replace with "Chairperson"	Bylaws Subcommittee	Prior to next Bylaws Meeting
Revise §4.8: percentage-based attendance requirement; board discretion; pastor final authority	Bylaws Subcommittee	Prior to next Bylaws Meeting
Clarify §5.3 Executive Committee purpose: agenda-setting and informational gathering only	Bylaws Subcommittee	Prior to next Bylaws Meeting
Update §5.4 per discussion; clarify §5.4(d) to use "The Principal"	Bylaws Subcommittee	Prior to next Bylaws Meeting
§5.5: Remove "June"; specify officer term = 12 months	Bylaws Subcommittee	Prior to next Bylaws Meeting
Add public comment framework to §7.1/7.2 (start and end of meeting; 3-minute limit)	Bylaws Subcommittee	Prior to next Bylaws Meeting
Add quorum language to §7.4	Bylaws Subcommittee	Prior to next Bylaws Meeting
Establish written process for calling Special Meetings; add maximum-attendance language to §6.2	Bylaws Subcommittee	Prior to next Bylaws Meeting
Reword §6.4: define closed sessions; consult Penny Clemens (diocese) for guidance	Bylaws Subcommittee	Prior to next Bylaws Meeting
Move final sentence of §6.5 to new §6.6	Bylaws Subcommittee	Prior to next Bylaws Meeting
Rewrite §8.1: collaborative language; list standing committees; allow creation/dissolution by majority vote	Bylaws Subcommittee	Prior to next Bylaws Meeting
Strike §8.2; retain §8.3	Bylaws Subcommittee	Prior to next Bylaws Meeting
Article X: replace "Director" with "SAC Member"; add conflict-of-interest as standing agenda item	Bylaws Subcommittee	Prior to next Bylaws Meeting
Provide digital Word document of current Bylaws to Subcommittee	Lori Schaub	End of day Thu, 6/19/26
Prepare draft revised bylaws for presentation at next Bylaws Special Meeting	Bylaws Subcommittee (Monroe, Borodychuk, Korson P.)	Prior to next Bylaws Meeting

Bring principal search confidentiality concern to Fr. Siler's attention	Sandra Grant	TBD

VII. COMMITTEE REPORTS

Not applicable. This Special Session was convened solely for bylaws review. Committee reports are deferred to the next regular meeting.

VIII. EXECUTIVE COMMITTEE REPORTS

Not applicable for this Special Session.

IX. PUBLIC COMMENT

Public comment was not held at this session. Per the agenda, this Special Session was limited to the bylaws item. The board discussed and adopted a framework for public comment at regular meetings to be codified in the revised bylaws.

X. ADJOURNMENT

There being no further business, the President declared the meeting adjourned.

Moved by: Doug Rexroat, President **Seconded by:** SAC Committee
Time of Adjournment: 8:55 PM
Next Meeting: Regular Meeting — Wednesday, June 24, 2026, 6:30 PM, St. Mary School Cafeteria

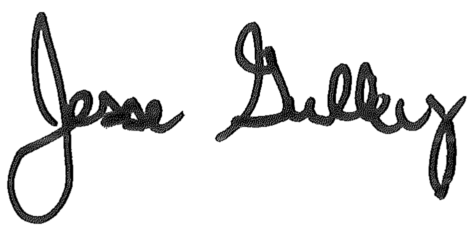
XI. CERTIFICATION

These minutes are a true and accurate record of the proceedings of the St. Mary School Advisory Council Special Session held on June 16, 2026. They are submitted for approval at the next regularly scheduled meeting.

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

Date Submitted: 07/01/2026

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



Date Approved: 07/01/2026