

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: Regular Meeting

Date: July 1, 2026

Time: 6:30 PM

Location: St. Mary School Cafeteria

1. Attendance

SAC Committee Members Present: Susan Cordes, Sandra Grant, Jesse Gulley, Colin Korson, Paula Korson, Matt Monroe, Doug Rexroat, Laura Tarsa

SAC Committee Members Absent: Chad Borodychuk (Excused), Sean Campillo (Excused)

Other Members Present: Nicholas Hendrick, High School Rep; Tina VanderWulp, Elementary Rep; Lori Schaub, Business Manager; Fr. Siler, Pastor

Other Members Absent: Rachel Amalfitano, Advancement Director (Excused); Megan Glynn, Principal (Outgoing) (Excused)

Quorum: Quorum confirmed. 8 of 10 voting members present.

2. Opening

Chairperson Doug Rexroat called the meeting to order at 6:31 PM. Fr. Siler opened with prayer. A quorum of voting members was confirmed.

3. Agenda Approval

The agenda was approved as presented by unanimous consent.

4. Approval of Prior Minutes

4.1 May 27, 2026 — Regular Meeting

No discussion. Approved by unanimous consent.

4.2 June 16, 2026 — Bylaws Review Session

No discussion. Approved by unanimous consent.

ACTION ITEM: Finalize and forward both sets of approved minutes to Patti. — Jesse Gulley — July 2, 2026

5. Communications

No written communications were received outside of the Advancement Office report addressed under the next agenda item. Conflict of Interest Disclosure: the Chairperson asked whether any voting member had a conflict of interest with items on this agenda; none was disclosed.

6. Advancement Office Update — Rachel Amalfitano, Advancement Director

Enrollment Update & Action Plan for Enrollment Objectives

No written report was submitted in advance of the meeting. Ms. Amalfitano was excused, and a memo was received via email just prior to the meeting. The Secretary read the email into the record. The update noted the office has operated with two staff members working under 20 hours per week each, with efforts focused on donation processing, enrollment support, fundraising (car raffle), and marketing/social media. A new advancement assistant is close to being hired, and Brittany Rosendall (Admissions Officer) is expected to return the following week.

Office Staff Organization Plan

Members requested a more detailed mid-month enrollment report, including specific numbers and progress against goals, as a one-time interim request. Approved by unanimous consent.

ACTION ITEM: Provide mid-month enrollment update (numbers and progress against goals). — Rachel Amalfitano — July 15, 2026

7. Staff Update — Megan Glynn, Principal (Outgoing)

Current Staff Positions — Filled and Vacant

Principal Glynn was excused; her written report was read by the Secretary. Key points: the academic year ended June 4, 2026, with a closing Mass led by Fr. Siler; year-end records were completed June 18, 2026; the Class of 2026 included 12 graduates, all enrolled in college (full- or part-time) or pursuing a skilled trade alongside college coursework; the Class of 2027 (6 students) posted a mean SAT score of 1,055 versus a state mean of 965; ACRE assessment results were Grade 5: 78% (national average 64%), Grade 8: 77% (national average 68%), and Grade 12: 80% (national average 63%); Ms. Glynn is retiring after 15 years as principal; Libby Gorman was hired to the middle school teaching team; open positions include cafeteria aide, science teacher, library assistant, and Spanish teacher (which may be filled internally); year-end enrollment was 127 students (2025–26).

Lori Schaub reported the cafeteria aide posting is pending the Diocese; interviews are underway for the Science, Library, and Spanish positions, with contracts not yet finalized.

Middle School Plan

Class structure (split versus combined 6th/7th, possibly including 8th grade) remains under review pending input from the incoming principal.

End-of-Year Update / Student Assessment Results

Covered above under current staff positions.

Transition Plan and Support for Incoming Principal

Addressed under the Principal Search Update, below.

ACTION ITEM: Post the cafeteria aide opening once the Diocese processes it. — Lori Schaub — TBD

8. Principal Search Update — Fr. Siler, Pastor

The search concluded and is now public. Kelly Coffman has been hired as incoming Principal, effective July 6, 2026. Two finalists emerged from the search, and the decision was made to hire both, with the second candidate to serve in a newly created Vice Principal/Student Services role (contract not yet finalized; name not announced). Fr. Siler reported the search committee's vote to hire both candidates was unanimous. Discussion raised whether the incoming Vice Principal should be added to SAC membership and the bylaws; to be placed on a future agenda.

ACTION ITEM: Add Vice Principal committee/bylaws inclusion to a future agenda. — Matt Monroe — TBD

9. SAC Meeting Calendar — Remainder of Year — SAC Chair / Vice Chairperson

By unanimous consent, the Council will continue meeting monthly (4th Wednesday) through year-end; cadence for 2027 will be revisited later. The next regular meeting is July 22, 2026. The Executive Committee will assemble a tentative schedule at least 10 days ahead of each meeting date to allow for agenda input. A Special Meeting/work session was set for July 15, 2026, 6:30 PM (see Item 11, below). Thanksgiving and Christmas scheduling will be revisited at the October meeting.

10. Reporting Calendar — School Committees — Chairperson

The Council discussed revisions to the standing committee reporting calendar, including moving Elementary/Middle/High School representative reports to three times annually, shifting Athletics' reporting months, folding Business Office reporting into Finance, increasing Enrollment/Advancement reporting to monthly through the start of the school year, and tabling Curriculum, Fine Arts, and Spiritual Emphasis Committee reporting pending the principal transition and committee reactivation. Members also discussed reactivating dormant committees and setting standard expectations for regular committee meeting cadence. Standardizing the Senior Trip approval process was also raised and tabled to a future agenda; no motion was made.

ACTION ITEM: Circulate a revised Committee Reporting Calendar to the full Council. — Paula Korson — TBD

ACTION ITEM: Bring Senior Trip approval process standardization to a future agenda. — Doug Rexroat — TBD

11. Action Plan: Vision Statement & Strategic Plan Review — Chairperson

By unanimous consent, the Council set a Special Meeting/work session for July 15, 2026, 6:30 PM to review proposed bylaws amendments and conduct an initial review of the Mission and Vision Statements. The Mission Statement is to appear on every future agenda and set of minutes per accreditation requirements. Discussion also covered locating the school's most recent diocesan accreditation (NCEA/ACRE) evaluation report for the incoming principal; Lori Schaub will also ask outgoing Principal Glynn for a copy. Members discussed the need for a centralized, electronic records repository for governance documents; no decision was made, and it was flagged as a future discussion item. Further Strategic Plan work was deferred to a later meeting.

ACTION ITEM: Email the current Vision Statement and Strategic Plan materials to all members beforehand. — Jesse Gulley — TBD

ACTION ITEM: Bring the electronic records repository item to a future agenda. — Doug Rexroat — TBD

12. Public Comment

The printed agenda omitted a public comment period; the Chairperson apologized, and it was added at the meeting by unanimous consent. It will be included on all future agendas going forward.

Jozell Rexroat asked whether county- or state-level comparative data is available for the Class of 2027 SAT results and ACRE assessment scores, and voiced support for having seniors plan and fund their own senior trip over multiple years rather than choosing from pre-set options.

Julie Grzyiak, a 4th grade teacher, noted she is currently the only staff member trained on the library system and offered to help with the transition.

Anne Grant, an aide and parent, asked who currently handles enrollment communications (Rachel Amalfitano or Brittany) and requested contact hours for a staff member regarding a transcript request, and echoed support for student-led senior trip planning.

ACTION ITEM: Include Public Comment on all future agendas. — Jesse Gulley — Ongoing

13. Adjournment

The chair moved to adjourn at 7:29 PM. Motion seconded by Laura Tarsa; all in favor. Fr. Siler offered closing prayer.

14. Action Items

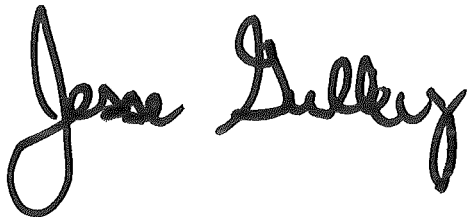
Item	Owner	Due Date
Finalize and forward 5/27 and 6/16 minutes to Patti	Jesse Gulley	July 2, 2026
Provide mid-month enrollment update (numbers + progress vs. goals)	Rachel Amalfitano	July 15, 2026

Item	Owner	Due Date
Post cafeteria aide opening	Lori Schaub	TBD
Add Vice Principal committee/bylaws inclusion to agenda	Matt Monroe	TBD
Circulate revised Committee Reporting Calendar	Paula Korson	TBD
Bring Senior Trip approval standardization to future agenda	Doug Rexroat	TBD
Email current Vision Statement & Strategic Plan to members	Jesse Gulley	TBD
Bring electronic records repository item to future agenda	Doug Rexroat	TBD
Locate diocesan accreditation report for incoming principal	Lori Schaub	TBD
Include Public Comment on all future agendas	Jesse Gulley	Ongoing

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

Date Prepared: July 1, 2026

Approved by: Jesse Gulley

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

Date Approved: July 22, 2026