

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 22, 2026

Time: 6:30 PM

Location: St. Mary Parish Hall

1. Attendance

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

SAC Committee Members Absent: Sean Campillo

Other Members Present: Rachel Amalfitano, Advancement Director; Kelly Coffman, Principal; Nicholas Hendrick, High School Rep; Lori Schaub, Business Manager; Fr. Siler, Pastor; Tina VanderWulp, Elementary Rep

Quorum: Quorum confirmed. 9 of 10 voting members present.

2. Opening

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

3. Agenda Approval

The Chairperson proposed adding one item, Information Distribution, for brief discussion. By unanimous consent, with no objections, the item was added to the agenda; it was ultimately taken up between Agenda Items 8 and 9. The agenda was approved as amended by unanimous consent.

4. Approval of Prior Minutes

4.1 July 1, 2026 — Regular Meeting

Approved by unanimous consent.

4.2 July 15, 2026 — Special Meeting

Approved by unanimous consent, with one minor correction: the minutes are corrected to reflect that Paula Korson, not Lori Schaub, offered the opening prayer.

ACTION ITEM: Finalize and forward both sets of approved minutes to Patti — Jesse Gulley — July 23, 2026

5. Communications

No paper communications were received by the Secretary. The Chairperson, Doug Rexroat, addressed the Council with a message on the direction of the school, stating that he has never been more optimistic about St. Mary's future than he is today. He pointed to the strength of the new leadership team, progress filling staffing gaps, and a strengthening curriculum as evidence the school is on a path toward becoming the premier Catholic educational institution in the region — an education rooted firmly in the Catholic faith. He

called on every member, staff person, and family to help share that story: a personal account of why a family chose a St. Mary education, he noted, is more persuasive than any advertisement the school could run. He urged the council and public to spread the word now, before enrollment reaches capacity, and closed with a quote from Edmund Burke on the value of individual action - "nobody made a greater mistake than the one who did nothing because they thought they could only do a little".

6. Bylaws Update — Matt Monroe

Edits and recommendations from the July 15, 2026 Special Meeting work session were reviewed and are reflected in those minutes. The Bylaws were considered substantively finalized, pending professional formatting. Nikki Ackley volunteered to handle formatting of the final document. The latest edits will be emailed to the full Committee prior to finalization.

ACTION ITEM: Format the finalized Bylaws document — Nikki Ackley — TBD

ACTION ITEM: Email the latest Bylaws edits to the full Committee — Matt Monroe — TBD

7. Vision Statement & Strategic Plan — Chairperson

The Council discussed convening a work session — with Fr. Siler, Kelly Coffman, Leslie Summers, and the Advancement Office (Rachel Amalfitano) — to develop the Mission and Vision Statements, to be followed by a separate work session on the Strategic Plan with input from the Finance Council (Colin Korson) and Parish Council. By consensus, the Secretary will send invitations to schedule the Mission/Vision work session to be had after the August 26, 2026 meeting but before the September 23, 2026 meeting.

ACTION ITEM: Send invitations to survey the Mission/Vision Statement work session — Jesse Gulley — Before August 26, 2026

8. Committee Reporting Calendar — Vice Chairperson

The Secretary presented a revised Committee Reporting Calendar with minor adjustments. Reporting for the Fine Arts Committee was tabled pending confirmation the committee will continue into the new school year. The reporting frequency and presenter for the Spiritual Emphasis Committee (previously led by Mark Dunphey) remain unresolved and were referred to Principal Kelly Coffman to confirm. The calendar was otherwise considered finalized.

ACTION ITEM: Email the revised Committee Reporting Calendar to the full Committee — Jesse Gulley — TBD

ACTION ITEM: Confirm Spiritual Emphasis Committee reporting frequency and presenter — Kelly Coffman — TBD

9. Information Distribution — Chairperson

The Chairperson raised concerns that SAC and school announcements are not reaching all Committee members and families consistently, and requested consent for the Executive Committee to meet with the Development/School Office to establish a more consistent process for distributing information — including agendas, minutes, and announcements — to Committee members and prospective families. Discussion covered moving the weekly “Happenings” newsletter to a standing link to the SAC webpage, rather than a link to each individual agenda, to reduce administrative upkeep, with Brittany assuming responsibility for website updates going forward; and gaps in some members receiving certain school and parish announcements. By unanimous consent, the Executive Committee was authorized to work with staff to resolve these gaps and report back.

ACTION ITEM: Meet with the Development/School Office to establish a consistent process for distributing SAC and school information — Doug Rexroat — TBD

10. Committee Reports: Elementary & High School — Tina VanderWulp / Nicholas Hendrick

Ms. VanderWulp reported on behalf of the Elementary committee, raising concern over significantly increased costs for the annual Mackinac Island field trip (3rd and 5th grades), including rising ferry costs, and recommended that new administration evaluate the trip's format and cost sustainability going forward. She also reported strong staff morale and enthusiasm following the hiring of new administration (Kelly Coffman and Leslie Summers). Mr. Hendrick reported that high school staff are enthusiastic for the coming year and welcomed back science teacher Kate Paulson.

11. Enrollment & Advancement Update — Rachel Amalfitano, Advancement Director

Ms. Amalfitano reported that enrollment remains steady compared to the end of the prior year. Brittany returned to the office on July 6 and has generated strong tour and outreach activity; an Open House is scheduled for August 11, 2026. Approximately three to four returning students are considered at risk of not re-enrolling, with two additional families indicating intent to enroll today. Approximately 20 families had not yet completed re-enrollment as of the meeting; outreach is ongoing. The Council discussed the current late-enrollment fee policy (currently increasing from \$160 to \$180 after the deadline) and possible incentive structures for preschool families transitioning to kindergarten. Members requested that future enrollment reports include additional strategy and operational detail, not solely enrollment numbers, along with running totals.

On the Advancement Office more broadly, Ms. Amalfitano reported the Annual Report is due at the end of October, provided an Endowment update, and reported on Golfathon fundraising, including a goal to at least match last year's auction total. Going forward, Enrollment and Advancement Office reporting will be combined into a single agenda item.

12. Senior Trip Approval & SAC Involvement — Chairperson

Discussion began at approximately 7:34 PM. The Council held an extended discussion on the senior class mission trip planning process. Mr. Hendrick outlined scheduling constraints that make full student-led planning difficult under the current schedule, noting recent trips have largely been teacher- and parent-planned. Options discussed included allowing students to choose from a set of pre-established trip options based on class fundraising; separating the tradition into a local service mission and a separate senior trip; and identifying a parent volunteer to guide student planning. No motion was made. By consensus, the Council directed high school administration and staff to evaluate the options and bring a recommendation back to the Council, with staff indicating they hope to have something ready for the September 2026 Regular Meeting.

ACTION ITEM: Evaluate senior trip planning structure options and bring a recommendation to the Council — Kelly Coffman — September 2026 Regular Meeting

13. Staff Update — Kelly Coffman, Principal

Principal Coffman reported on staffing: an interim Athletic Director structure, with Nick Papes handling scheduling, hiring, and communication with coaches and officials, and Nicholas Hendrick serving as on-site event manager; officials and schedules are in place for fall sports. A search is underway for a Spanish teacher (with a goal of phasing out the online foreign-language option); few applicants to date. Deb Gulley will join as WIN support staff, grades K–5, approximately 150 minutes per class per week, with possible expansion to other grade levels. The school has Bishop's approval to host religious sisters from Mary Mother of the Eucharist on campus in a future school year, with housing under discussion at the St. Wenceslaus Rectory. The school is pursuing conference realignment; Fr. Siler is meeting with Nick this Friday to discuss.

Fr. Siler also shared a vision for a Spiritual Care Coordinator position connecting parish and school spiritual care; a candidate with special education and Theology of the Body / John Paul II Institute training was discussed, which would complement (not replace) Mark Dunphey's role. The school is still hiring a lunch aide and volleyball coach, is developing a library staffing plan, and continues part-time/contracted art, gym, and music instruction.

14. SAC Communications — Secretary

The Secretary reported that the SAC distribution email (SAC@StMarysLL.org) is functioning and reaches all sixteen Committee/Other Members; members were reminded to route committee reports through that address. The Council discussed improving public awareness of the SAC email address, including a recurring parish bulletin listing and a direct communication to school families. Jesse Gulley and Rachel Amalfitano will draft the family communication; Lori Schaub will coordinate a recurring bulletin listing.

ACTION ITEM: Draft a communication to school families about the SAC email address — Jesse Gulley & Rachel Amalfitano — TBD

ACTION ITEM: Coordinate a recurring parish bulletin listing for the SAC email address — Lori Schaub — TBD

15. Diocesan Accreditation Report Status — Chairperson

The status of the diocesan accreditation report remains unresolved; Principal Coffman will follow up with Megan Glynn, Principal (Outgoing), who is understood to have the report, to obtain an electronic copy. The report is intended for internal strategic-planning use, not public distribution. Separately, the Council noted that not all members have submitted a signed confidentiality agreement, and discussed what SAC discussion content members may appropriately share with school colleagues. Both items were referred to the Executive Committee for a future agenda.

ACTION ITEM: Obtain an electronic copy of the diocesan accreditation report from Megan Glynn — Kelly Coffman — TBD

ACTION ITEM: Add confidentiality agreement / information-sharing expectations to a future Executive Committee agenda — Doug Rexroat — TBD

16. Public Comment

Limited to three minutes per speaker; agenda-specific topics only. Comment period began at approximately 8:10 PM.

Nikki Ackley spoke in support of the Advancement Office's efforts and Brittany's work, and shared observations from her own experience as a senior-trip chaperone — including a mission trip to Green Bay, Wisconsin — in support of continued student involvement in trip planning.

Jozell Rexroat spoke on the variability of past senior trips and differing motivation levels across class years, and suggested the Council consider a strengths-based team assessment (e.g., StrengthsFinder) for SAC and staff, noting a benefactor has offered to sponsor the cost.

17. Adjournment

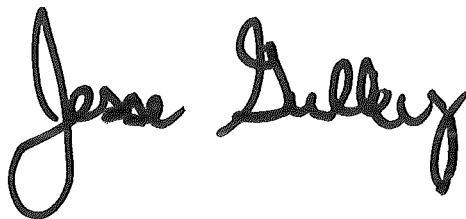
The chair moved to adjourn at 8:16 PM. Motion supported; all in favor. Fr. Siler offered the closing prayer.

18. Action Items

Item	Owner	Due Date
Finalize and forward both sets of approved minutes to Patti	Jesse Gulley	July 23, 2026
Format the finalized Bylaws document	Nikki Ackley	TBD
Email the latest Bylaws edits to the full Committee	Matt Monroe	TBD
Send invitations to survey the Mission/Vision Statement work session	Jesse Gulley	Before Aug. 26, 2026
Email the revised Committee Reporting Calendar to the full Committee	Jesse Gulley	TBD
Confirm Spiritual Emphasis Committee reporting frequency and presenter	Kelly Coffman	TBD
Meet with the Development/School Office on distributing SAC and school information	Doug Rexroat	TBD
Evaluate senior trip planning structure options and bring a recommendation	Kelly Coffman	Sept. 2026 Meeting
Draft a communication to school families about the SAC email address	Jesse Gulley & Rachel Amalfitano	TBD
Coordinate a recurring parish bulletin listing for the SAC email address	Lori Schaub	TBD
Obtain an electronic copy of the diocesan accreditation report from Megan Glynn	Kelly Coffman	TBD
Add confidentiality agreement / info-sharing expectations to a future Executive Committee agenda	Doug Rexroat	TBD

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

Date Prepared: July 23, 2026



Approved by:

Date Approved: August 26, 2026