

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: August 26, 2026

Time: 6:30 PM

Location: St. Mary School — Cafeteria

1. Attendance

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

SAC Committee Members Absent: Sean Campillo, Susan Cordes

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

Other Members Absent: Rachel Amalfitano, Advancement Director (Excused — written report submitted and read into the record by the Secretary)

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

2. Opening

Chairperson Doug Rexroat called the meeting to order at approximately 6:30 PM. Fr. Siler opened with prayer. A quorum of voting members was confirmed.

3. Agenda Approval

The Chairperson noted that Rachel Amalfitano would not be present and that her report would be read into the record by the Secretary, and requested unanimous consent to add two items after Item 7 (Bylaws — Final Approval): “Communications”, a discussion item distinct from the standing Communications item, and “Dress Code.” There being no objection, the additions were adopted. A member asked whether Items 6 and 14 (both “Public Comment”) were duplicates; the Chairperson clarified that Item 6 is limited to agenda-specific topics and precedes the substantive agenda items, while Item 14 is open to any subject and follows them, each limited to three minutes per speaker. The agenda was approved as amended by unanimous consent at 6:34 PM.

4. Approval of Prior Minutes

4.1 July 22, 2026 — Regular Meeting

Approved by unanimous consent at 6:34 PM; no changes or objections were raised.

5. Communications

No written communications were reported by the Secretary.

6. Bylaws — Final Approval — Matt Monroe

Vice Chairperson Paula Korson circulated the final revision of the Bylaws on August 19, 2026, with formatting and cleanup assistance from Mary Ann Korson. Mr. Monroe reported no substantive objections and recommended the Bylaws be accepted as submitted, while noting further alterations may still prove necessary as the document is put into use. Discussion addressed the signature-page footer, which requires a formal acceptance date and signature line; final approval of the Bylaws rests with the Diocese of Gaylord (Superintendent of Schools), not the SAC. Three pages were also noted to have minor formatting inconsistencies that do not affect content; these will be corrected before diocesan submission. By unanimous consent, the Bylaws were accepted as submitted, subject to (a) diocesan review and formal approval, and (b) final formatting corrections.

ACTION ITEM: Correct minor formatting inconsistencies and finalize the Bylaws document for diocesan submission — Matt Monroe & Paula Korson — TBD

ACTION ITEM: Submit the finalized Bylaws to the Diocese of Gaylord (Penny) for approval, copying Kelly Coffman, Fr. Siler, Matt Monroe, and Chad Borodychuk — Doug Rexroat, Chairperson — TBD

7. Communications — Chairperson

The Chairperson raised concern about recurring gaps in SAC and school communications reaching members and families — for example, families whose back-to-school communications did not arrive despite being substantially enrolled — and requested unanimous consent to convene an extended Executive Committee session (Fr. Siler, Kelly Coffman, Leslie Summers, Rachel Amalfitano, Brittany Rosendall, Lori Schaub, and Patti Shaffran) to identify the sources of these gaps and bring a proposed overall communications plan back to the Council. Discussion suggested timing the session ahead of the school's upcoming mandatory parent meeting so findings could also inform that conversation. By unanimous consent, the Executive Committee was authorized to convene, gather information, and report back; the Secretary will coordinate scheduling. By consensus, the Chairperson and Vice Chairperson will also draft a brief survey to school parents requesting feedback on communication gaps, subject to Principal Coffman's review before distribution, to help inform the Executive Committee's work.

ACTION ITEM: Schedule an extended Executive Committee session on SAC/school communications (Fr. Siler, Kelly Coffman, Leslie Summers, Rachel Amalfitano, Brittany Rosendall, Lori Schaub, and Patti Shaffran), ideally before the school's mandatory parent meeting — Jesse Gulley, Secretary — TBD

ACTION ITEM: Draft a parent communications-feedback survey for Principal Coffman's review before distribution — Doug Rexroat & Paula Korson — TBD

8. Dress Code — Chairperson

The Chairperson introduced the topic for discussion only; no action was taken. He recommended that any future dress code changes be finalized by the end of the preceding school year and communicated to families, including on the school website, well before back-to-school shopping begins in July, so families are not caught purchasing items that are no longer compliant. Discussion noted that recent minor dress code changes (e.g., footwear restrictions) had not been reflected on the school website. A member also raised reviving a dedicated Dress Code Committee, including facilities and student council representation, to formalize input on future changes. By consensus, this item will return to a future agenda for further discussion and possible action.

ACTION ITEM: Add Dress Code to a future SAC agenda for discussion and possible action — Jesse Gulley, Secretary — TBD

ACTION ITEM: Update the school website to reflect current dress code requirements — Administration — TBD

9. Committee Report — Athletic & Co-Op Agreements — Matt Monroe

9.1 Co-Op Agreements

The Chairperson opened the item by addressing rumors that St. Mary does not intend to renew, or is planning to exit, existing athletic co-op agreements, and stated unequivocally that this is not the case, asking members to correct the record if they hear otherwise.

9.2 Athletic Board vs. Athletic Committee

In reviewing the report, the Council discussed the “Athletic Board” referenced in the Athletic Committee’s materials (Fr. Siler, Principal Kelly Coffman, and the interim Athletic Director) as distinct from the separately constituted Athletic Committee. Mr. Monroe explained the Board was created by a prior interim Athletic Director specifically to gather input on annual coaching evaluations, but functions largely redundantly with authority the administration and Athletic Committee already hold; his own limited experience on it (being asked to rank coaches he had no interaction with) raised concerns about its purpose. By consensus, the Council agreed the Athletic Board concept should be retired as redundant.

9.3 Athletic Committee Membership & Conference Realignment

Current Athletic Committee members include Melanie Schaub (Chair), Matt Monroe, Melanie Dashner (school representative), and interim Athletic Director Nick Papes, with full membership still being finalized. The Committee continues to explore conference options, including a possible reformed “Cherryland Conference” with St. Mary, Traverse City Christian, McBain NMC, and Grand Traverse Academy; the NWC, NLC, and Ski-Valley conferences are not available or have provided no updates for 2026–27. All existing co-op agreements (football and boys/coed soccer with Suttons Bay; tennis with Glen Lake; Alpine skiing) remain active.

9.4 Coaching & Facilities

Fall volleyball coaching assignments were finalized: Anya Tondreau (designated MHSAA head coach) and Sarah Orth co-coaching JV/Varsity, Shannon Graham as assistant coach, and Nikki Ackley moving to Middle School volleyball; a shortened JV season is expected based on Middle School athlete availability. The Committee discussed, without reaching a conclusion, whether to move the traditional January homecoming earlier in the school year; the current schedule will continue for now. A three-part proposal to add a cross country/track record board in the gym is in progress, requiring Building & Site review of the Auxiliary Gym’s structural capacity and administrative sign-off.

9.5 Handbook, Website & Communications

The Committee reviewed the Athletic Handbook, adopting a Christian Student-Athlete model as its guiding framework, with further updates expected. Members raised concern that the athletics website — soon to be integrated into the Arbiter/BigTeams platform following Arbiter’s acquisition of BigTeams — currently displays outdated and inaccurate schedules, citing cross country as an example, and recommended removing inaccurate postings rather than leaving incorrect dates online while the platform transition is completed. The Council also noted the broader, ongoing need for an integrated parish/school calendar across platforms, a theme also raised under the Communications item above.

ACTION ITEM: Document that the “Athletic Board” is discontinued as redundant with the Athletic Committee and administration authority — Matt Monroe — TBD

ACTION ITEM: Bring the Auxiliary Gym structural-capacity question to Building & Site — Lori Schaub — TBD

10. Enrollment & Advancement Update — Jesse Gulley, Secretary (reading for Rachel Amalfitano, Advancement Director)

Ms. Amalfitano was excused from the meeting. The Advancement Office Report and Enrollment Report, previously distributed to members, were read into the record by the Secretary, along with a same-day update Ms. Amalfitano emailed at 4:27 PM. The update revised the Enrollment Report to reflect three additional completed enrollments, bringing totals to 107 students re-enrolled and 5 open (not yet re-enrolled), with the

4th, 6th, and 8th grade classes now fully re-enrolled. It also revised the Our Ave Maria Campaign total to \$123,821.23 in committed support (gifts and pledges combined), up from the \$86,821.23 reported in the printed report.

10.1 Enrollment Discussion

Members discussed the year-over-year comparison of enrollment totals and asked that future Enrollment Reports clearly state whether Preschool/Pre-K figures are included in reported and predicted totals, to keep comparisons consistent from year to year. Discussion also covered the transition rate from the Preschool program into Kindergarten, including the role of preschool tuition and cost in families' decisions to continue at St. Mary. Members reiterated a standing request, raised at each of the prior two meetings, that the Advancement Director and Enrollment Officer attend in person going forward so the Council can ask questions directly, rather than relying solely on written reports.

ACTION ITEM: Clarify in future Enrollment Reports whether Preschool/Pre-K figures are included in reported totals — Rachel Amalfitano / Brittany Rosendall, Advancement Office — TBD

ACTION ITEM: Encourage the Advancement Director and Enrollment Officer to attend the next meeting in person — Doug Rexroat, Chairperson (via Administration) — Next Regular Meeting

ACTION ITEM: Follow up with Rachel Amalfitano on the status of engaging an independent, non-staff interviewer for enrollment exit interviews — Doug Rexroat, Chairperson — TBD

11. Ave Maria Campaign — Fr. Siler

Fr. Siler reported committed support of roughly \$125,000 (per the Advancement Office's same-day update, \$123,821.23), with a substantial pipeline of additional asks not yet finalized. He shared that he has informally cited a working target of \$600,000, based on figures discussed with the Finance Committee, and raised for discussion whether the campaign should publicize a specific dollar goal at all, given the school is not in financial distress; he emphasized framing the campaign as an investment in the school's future rather than a response to financial need. Members discussed the merits of publicizing a goal — helping donors calibrate gift size and see progress toward a visible target — against the risk of the number itself being misread. Consensus favored keeping the "why" — investment in the school's future — as the lead message, and relying on the Advancement Office's professional fundraising guidance on how, and whether, to publicize a specific target figure.

12. Staff Update — Kelly Coffman, Principal

12.1 Athletic Director

An offer to a new Athletic Director candidate is expected to be extended; the candidate's background spans several high-profile college athletic programs and includes marketing and communications experience.

12.2 Faculty Formation

A Dominican Sister of Mary Mother of the Eucharist will visit the following Tuesday, during teacher work week, to present on virtue and the joy of Catholic education to school and parish staff; Fr. Siler is arranging housing at the parish convent at Holy Rosary. Principal Coffman reported strong early engagement from returning faculty this year.

12.3 Spanish / World Language

The school does not currently have a Spanish teacher; no students currently require a Spanish credit to graduate, though an online option remains available if needed. Bishop Walsh has reached out to the Dominican Sisters of Mary, Mother of the Eucharist about placing additional sisters on staff, potentially including world-language instruction; the school is awaiting a response.

12.4 New Hire — Spiritual Care Coordinator

Cami Richardson has been hired as Spiritual Care Coordinator, splitting time between the parish and school. She holds a master's degree spanning special education, math, and science, and is trained in Theology of the Body (JP2), which she will use to support the school's sexual-education curriculum alongside Mr. Duncan, as well as parish sacramental preparation, including marriage preparation and adult formation.

12.5 Special Needs Services

The school is in a trial-run year building capacity to serve students with special needs, led by Ms. Richardson and Leslie Summers; the immediate focus is developing concrete service plans for currently enrolled students who fall outside Title I eligibility, with public communication about available services to follow once that capacity is established.

12.6 Staffing & Contracts

The Secretary commended the administration's summer hiring efforts and asked what steps are planned to have teacher contracts finalized before the end of the school year going forward, noting that contracts have gone out later than promised, into July and August, for two years running. Fr. Siler and Principal Coffman attributed this year's timing to the leadership transition and expressed intent to have contracts in place before the end of the school year now that the administration team is settled; letters of intent are targeted for February.

12.7 Other Staffing

The kitchen aide position has been filled (Tilly Woods). A maintenance coordinator position remains open and is urgently needed; members were asked to share leads.

ACTION ITEM: Fill the open maintenance coordinator position — Administration — TBD — urgent

13. Diocesan Accreditation Report Status — Chairperson

The Diocesan Accreditation Report, approximately 40 pages, has been distributed to all SAC members for individual review; the Chairperson asked members to read it and be prepared to discuss it at a future meeting. No action was taken.

14. Confidentiality Agreement & Information-Sharing Expectations — Chairperson

The Chairperson reviewed the Council's understanding, developed with administration, that SAC meetings are open to the public and nothing discussed in open session is confidential; confidentiality applies only to closed session, which requires a signed non-disclosure agreement, including for any non-member invited to participate for that meeting only. Separately, Mr. Hendrick raised that the Diocesan Accreditation Report was distributed to him marked confidential, which he felt limited his ability, as High School Representative, to share relevant information with high school stakeholders. The Chairperson clarified this is a question of administrative distribution and labeling practice rather than a SAC governance matter, and that it should be resolved directly between the affected members and administration on a document-by-document basis.

15. Public Comment

Agenda-specific public comment (Item 6) was opened; there were no speakers.

General public comment (Item 14, any subject) followed later in the meeting, limited to three minutes per speaker.

Jozell Rexroat spoke on three points: she suggested printed marketing materials listing all sports St. Mary offers, for distribution alongside existing school materials; she asked for a concrete timeline on the

previously-discussed integrated parish/school calendar, noting the topic has been raised repeatedly without a completed plan; and she spoke favorably of the Advancement Office’s inclusive messaging that no gift is too small in the Our Ave Maria Campaign.

16. Adjournment

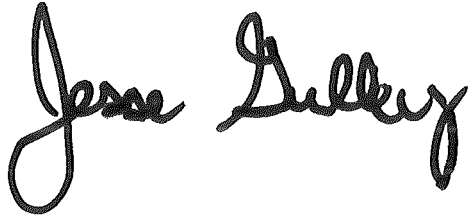
The chair moved to adjourn at 7:50 PM. Motion supported; all in favor. Fr. Siler offered the closing prayer.

17. Action Items

Item	Owner	Due Date
Correct minor formatting inconsistencies and finalize the Bylaws document for diocesan submission	Matt Monroe & Paula Korson	TBD
Submit the finalized Bylaws to the Diocese of Gaylord (Penny) for approval, copying Kelly Coffman, Fr. Siler, Matt Monroe, and Chad Borodychuk	Doug Rexroat, Chairperson	TBD
Schedule an extended Executive Committee session on SAC/school communications (Fr. Siler, Kelly Coffman, Leslie Summers, Rachel Amalfitano, Brittany Rosendall, Lori Schaub, and Patti Shaffran), ideally before the school’s mandatory parent meeting	Jesse Gulley, Secretary	TBD
Draft a parent communications-feedback survey for Principal Coffman’s review before distribution	Doug Rexroat & Paula Korson	TBD
Add Dress Code to a future SAC agenda for discussion and possible action	Jesse Gulley, Secretary	TBD
Update the school website to reflect current dress code requirements	Administration	TBD
Document that the “Athletic Board” is discontinued as redundant with the Athletic Committee and administration authority	Matt Monroe	TBD
Bring the Auxiliary Gym structural-capacity question to Building & Site	Lori Schaub	TBD
Clarify in future Enrollment Reports whether Preschool/Pre-K figures are included in reported totals	Rachel Amalfitano / Brittany Rosendall, Advancement Office	TBD
Encourage the Advancement Director and Enrollment Officer to attend the next meeting in person	Doug Rexroat, Chairperson (via Administration)	Next Regular Meeting
Follow up with Rachel Amalfitano on the status of engaging an independent, non-staff interviewer for enrollment exit interviews	Doug Rexroat, Chairperson	TBD
Fill the open maintenance coordinator position	Administration	TBD — urgent

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

Date Prepared: August 26, 2026

A handwritten signature in black ink that reads "Jesse Dully". The signature is written in a cursive style with a large initial 'J' and a stylized 'D'.

Approved by:

Date Approved: September 23, 2006