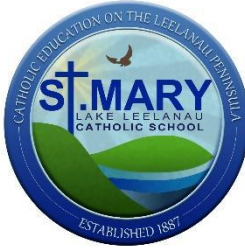


**School Advisory Council Meeting Minutes  
Wednesday, June 24, 2020**



The meeting was conducted in the school cafeteria to allow for proper distancing. The meeting was called to order by Mike at 5:33 p.m., and then Fr. Bryan led us in prayer.

**Voting Members in attendance:** Nikki Ackley, Anne Grant, Amanda Kohler, Kelly Mitchell, Peter Morio, Stephen Tarsa, and Michael Wiggins. **Absent:** Jill Butryn, Gretchen Mork, and Cory Schaub.

**Administration, Teachers and Guests in attendance:** Fr. Bryan, Megan Glynn, Lori Schaub, Paula Korson, Debbie Heitzman, Nick Papes, Tina Vanderwulp, Shelly Grant, and Ann Pasch.

**1) Approval of Minutes**

- a. The meeting minutes of February 19, 2020 had previously been approved via email.
- b. The meeting scheduled for April 23, 2020 had been canceled due to the pandemic.

**2) Council Notes**

- a. School Counselor Ann Pasch was welcomed to the Council and she introduced herself. She thanked the Council for their commitment to the school. She is continually learning her role, which includes supporting the students and staff.
- b. The Council is looking for a scribe to record meeting minutes, and is recruiting new SAC members for 2020/21 school year. An announcement was placed in the church bulletin.
- c. The Executive Committee proposed a meeting schedule for the 2020/2021 school year. The proposed schedule was adopted: August 20, October 22, December 10, February 11, April 22, and June 17.
- d. Mike's assignments for action from the February 19, 2020 meeting:
  - i. SAC Membership. Mr. Frank Sander was asked if it was proper that SAC voting-members sit on other school and church committees as well (e.g. the PTO)? He stated that it was not a concern as long as the SAC had a diverse membership.
  - ii. No contact was made with the new NMC president, Nick Nissley, due to the pandemic. An invitation for him to speak at St. Mary and/or the Leelanau County schools was the intent.
  - iii. This is Nikki's last meeting as a voting member, she is now a full-time school employee.

This is Stephen's last meeting as a voting member as well, his volunteer service to the Council is complete.

This is Shelly's last meeting serving as Scribe.

**(See item b. above.)**

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**3) Unfinished Business**

- a. Updated and signed copies of our bylaws were distributed by Mike. The bylaws are also available in electronic form. Please refer to them for guidance and questions.

Note the title changes of the Executive Committee Officers: **Chairperson, Vice Chairperson, and Secretary.**

**4) New Business**

- a. Election of SAC Officers:
  - i. Current Executive Committee Officers had agreed to remain in office for another school year, pending the approval of voting-members. Mike asked if any other members wanted a position on the executive committee, as he was willing to step aside if there was an interest.

Kelly motioned for approval of the current slate of officers, and Anne seconded the motion. A quorum of seven voting members was present. A voice-vote was taken and all were in favor.

Chairperson Mike Wiggins, Vice Chairperson Amanda Kohler, and Secretary Peter Morio.

**5) Standing Agenda**

- a. **Athletics – Nick** (Nick’s report was moved to top of the standing agenda. Summer workouts for student-athletes were taking place on campus at the time of the meeting.) A handout was provided.
  - i. A return to activity and a summary of MHSAA updates was discussed.
  - ii. A Varsity Volleyball coach is needed at St. Mary, and experience is desired. Volunteers are helping out now, and the practice and competition schedule are in-progress.
  - iii. The former volleyball co-op – is dissolved, no going back.

**b. Principal - Megan**

- i. A letter to parents addressing COVID-19, which was distributed last Friday, was disseminated at the meeting.
- ii. We are waiting for the Governor’s plan for reopening the schools which is due out on June 30. Faculty & Staff to meet on July 1 to review the plan.
- iii. Our intention is to meet face-to-face and five days per week. Our class sizes will allow us to work in our school building.
- iv. We have contracted with a sanitation company to clean and sanitized our school building. The company is also working with GTACS.

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- v. The Leland Public Schools has ended the shared time agreement with St. Mary.
- vi. Our best option is to fund and staff teachers to teach St. Mary students. A Plan - B is to secure an agreement with another public school for shared time. We cannot move forward here until public schools can make agreements.
- vii. A high school certified teacher is required in order for students to earn credit for graduation. That requirement is not same for lower grades; we are looking for community volunteers.
- viii. Online providers are a possibility for Art, Music, and Foreign Language classes for the short term. However, we won't know until August.
- ix. We met for Distance Education earlier today, and are keeping this as an option for the future.
- x. We are aware that accommodations may be needed for families. Megan and Ann are available to work with parents/students.
- xi. We are also very aware of financial concerns for families to provide a Catholic education for their children. St. Mary School is committed to financially assisting any student who wishes to attend. Any family that is financially unable to provide for a Catholic education should reach out to Lori.
- xii. Staff changes are to be announced after this meeting. The Chris Schaub family is moving to Grand Rapids. Chris and his entire family will be missed. The school will be posting an open position for a Secondary Science Teacher with the Diocese, a letter to families, in the bulletin and in local papers.
- xiii. We are anticipating an enrollment of approximately 180 students. The true impact of the virus and economic downturn is unknown.
- xiv. A thorough discussion took place regarding the different combinations of staff needed to meet our needs. Peter, Stephen and Kelly spoke about math, science, social studies and foreign language classes, and the different requirements for certification between elementary and secondary teachers. Part-time and full-time positions were discussed. The pool of teacher candidates is larger, but teachers may be waiting to the last minute to commit.
- xv. Stephen congratulated Megan on a great job of managing the changes.
- xvi. Megan announced a school start proposal. Instead of starting on September 8, school would have a "soft start" on September 1. The week would consist of three half days. Half of the students would attend on day one, and the other half would attend on day two. On day three, the entire student body would attend. The purpose of the soft start would be to run through all of the necessary protocols for a clean and safe school environment. On September 8 the emphasis would be on academics.

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- xvii. Anne questioned about the availability of busing. Megan stated by law, public schools have to bus private school students if the bus route goes by their house.

**c. Pastor - Father Bryan** (Father interjected here because he had to celebrate Mass shortly.)

- i. Father quoted from St. Paul and the Book of Romans. "Hope does not disappoint." This has been a year of affliction for our school and parish community; all things that are out of our control. Father has contacted grief counselors, including those outside of the diocese – looking for advice on how to handle the school's unique situation with the death of James Hearne and the impact of the virus. Things that are important:
  1. Be present to students & parents.
  2. Restore sense of security centered on God.
  3. Anticipate waves of calm and instability during the school year. Megan & Staff are reading a book entitled, "Wounded Healer" by Henri Nouwen. The is being shared as preparation to help students this school year.

**d. Principal – Megan (resume)**

- i. Amanda asked about schools sharing teachers. Megan is looking into all possibilities, but all schools and teachers are in a holding pattern.
- ii. The School Calendar will be available after June 30. Spring break should be the same as in past years, but not sure about the Christmas break yet.
- iii. Mike asked what would deter the proposed "soft start?" Megan said if she gets opposition here today or from families. The "soft start" will not be announced until after 6/30/20.
- iv. School day start/end will stay the same (8:10 a.m. until 3:00 p.m. Lunch may be different.
- v. Graduation this Sunday. Scheduled to be held outside and all are welcome. If it needs to be held inside then just the family of the graduate.

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**e. Development – Debbie**

- i. A handout, provided by Debbie and Paula, was reviewed.
- ii. We are about \$5K away from Guardian Angel scholarship goal for the current school year which ends 6/30/20.
- iii. Our Endowment is down due to the stock market being down.
- iv. The Angel Celebration was not held due to the virus. We did solicitations and grossed \$3,540.00.
- v. The Golf-a-thon was held at Bay Meadows and 19 golfers collected pledges. \$32,480 was raised and that too was down a little from last year.
- vi. The Annual Festival was canceled this year. We are soliciting ideas for different fundraisers, possibly a calendar raffle. We hope to announce something soon.
- vii. The Car Raffle will have a larger mailing due to those not attending Mass. We will sell 200 more tickets this year for a total of 2200 (\$110,000.00). We are asking families to sell two more tickets each.
- viii. The updated School Website ([www.stmarysll.org](http://www.stmarysll.org)) is complete. Congratulations to Paula for the work and the clean new look.
- ix. Please forward any suggestions for website improvements to the Development Office.
- x. We have been keeping up with Social Media and Press Releases and keeping everyone informed of what is going on.
- xi. The Eagles Wings - Alumni edition, is being complete by Carol Tondreau. It was originally started by Mary Lingaur who has added responsibilities.
- xii. We have 172 confirmed enrolled students, but kindergarten registration has not been completed. The previously stated 180 may be better number.
- xiii. Kelly advised that Leland is not having Middle School sports this coming year and it may be an opportunity to recruit LPS parents. There is no MHSAA transfer rule for Middle School sports - Megan.
- xiv. A virtual kindergarten round-up was held.
- xv. Paula recognized Debbie's good work in the Development Office. It gives Paula more time to meet with donors.

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**f. Business - Lori**

- i. A business report with a cover letter was provided by Lori.
- ii. The largest revenue deficits are found in the hot lunch & preschool programs. We stopped collecting tuition for pre-school.
- iii. Total expenses are down also. Thankfully we only needed one snow plow service.
- iv. Payroll Protection loan discussion - CARES stimulus. Chemical Bank had a portal but they were not "live" when the program opened. Lori was ready with our application when Chemical gave us the word. St. Mary was funded 12 hours before the funds ran out! St. Mary received \$250,000 federal loan, all of which will be forgiven if we satisfy the requirements. Multiple eyes will be reviewing our compliance with the requirements so that our loan will be forgiven.
- v. Peter confirmed that it is like a \$250K grant, not often allowed to non-profits.
- vi. As a result, our Rainy-Day Fund is protected. Lori's message on her workstation – "God's generosity to us is as great as our trust in Him."
- vii. Lori is working on a zero-based budget, and looking at every item to tweak & renegotiate.
- viii. Peter asked how the preschool director is paid? She is paid with a salary. Aides - payment through school.
- ix. Paula noted the cover letter on financial report was nice.

**g. Meeting Wrap-Up**

- i. Peter asked how teachers are feeling – Tina said she was excited, and glad for the early meetings. The online delivery of instruction was exhausting.
- ii. Anne asked about parent's experience. Megan said there will be a survey for them after June 30, and that there could be several surveys coming.
- iii. Megan thanked the teachers, the patience of parents, and the dialoging to meet needs. Peter voiced that it was challenging for parents to track what is needed when for each student.

**6) Meeting Review**

- a. No assignments for action.

Mike thanked Nikki, Stephen and Shelly for their service to the SAC and our school.

The meeting ended with praying the Memorare at 7:21 p.m.

Minutes recorded by Shelly Grant.