Holy Family-St. Mary’s School Board (the Board) met for a monthly meeting on Tuesday April 5, 2018.

**Board Members Present:** Monsignor Brian Donahue, Father James Gross, Chair Nick Korynta, Vice Chair Shera Brandvold, Principal Katie Mayer, Dawn Scott-Larson, Secretary Alex Sickler, Michele Willman, Richard Lays, Jimmie Kennedy

Chair Korynta called the meeting to order and Monsignor led us in prayer.

**Approval of Minutes:** The Board approved its March meeting minutes.

**Public Time:** (None)

**Pending Business**

1. **Volunteer hours commitment per family**. Principal Mayer rewrote the policy to reflect that mere attendance at school events will not count toward volunteer hours unless there a family provides some additional assistance at the event. E.g. serving. Families are to contact her if they have questions about whether a particular contribution counts toward to volunteer hours.
2. **Sun butter & jelly Sandwich option at lunch.** Principal Mayer proposed having Sunbutter sandwiches this as a second lunch option. The Board agreed that the school should include it as an option on a trial basis for the last month of school and assess.
3. **Proposal to Change the Second Reading Policy in the Bylaws.** This discussion item was not on the agenda, Chair Korynta raised it during the April meeting. He proposed changing Board Bylaws to eliminate the second reading requirement for policy decisions to allow for greater efficiency. Some discussion ensued among Board members, acknowledging that that elimination of the second reading requirement would allow for greater efficiency, but may negatively impact the ability of parents to receive notice and opportunity to be heard on matters that concern them. Although the Board did note vote on this topic, much of the Board appear to generally support making a conforming change to the Board Bylaws provided that the Board circulate meeting agendas earlier to families to allow for sufficient parent notice. Secretary Sickler will draft proposed language for the next Board meeting.

**Principal’s Report:**

1. Music in Our Schools Month included student performances during lunch in March.
2. The Scholastic Book fair raised $1,600 in Scholastic Funds for new books.
3. **2018-19 Academic Year Registrations.** 32 current students (or 24 families) have registered for next year. There is the potential for a 24-member kindergarten class, so Kindergarten hiring may be on the horizon.
4. **Math Enrichment.** Principal Mayer met with Dr. Laurie Guy, an enrichment specialist at the University of North Dakota. Here is a summary of her input:
   * Look at current math curriculum and see what teachers can do with it for enrichment.
     + Our curriculum dates to 2012, and we purchased in 2013-14. That curriculum has three options: one is worksheet-heavy and teaches to mastery; other side of the spectrum is more hands-on and involves manipulative. The intermediate and third option is our curriculum and involves a mix of both.
   * She suggests have teachers come in to our classrooms or having our teachers observe elsewhere.
   * She also conducts fee-based training, that includes a free consultation.
5. **New carpet & tile update**. Various parents and parishioners are donating the costs of the new carpet and tile, as well as removal of the old carpet and tile and their disposal.
6. **Technology Grants Under Review**. Principal Mayer submitted a grant for $145K for a Technology and Building Improvement Plan (asked for bathroom updates and technology for student and teacher devices).
7. **Internet Access Issues.** The School continues to have internet access issues. A network specialist evaluated our system and made suggestions as follows:
   * Install an internet filter to comply with federal law. Families should note that this will happen imminently, using $1,700 from the Giving Hearts Day fund.
   * Update teacher devices.
   * Upgrade access points and install one additional access point, which costs $4,500. This action item and amount has been included in the HSA budget for next academic year.
8. Teacher contracts were distributed to teachers for the next academic year on 4/1/18 per Diocesan policy. There are some new policies in the faculty and staff handbook (e.g. finding your own sub, faculty and staff are not paid out for unused sick days).
9. There will be a Grand Forks Catholic Schools meeting on April, 15, 2018.
10. Volunteer hours statements have been sent out to families for review and correction.
11. Ballots for a new Board member will be sent home on April 6. There are two candidates.

**Committee Reports:** None.

Principal Mayer proposed having a 3-5 year strategic plan for each of the Board committees and tasked each committee chair with meeting with her to develop that plan.

Related, Chair Korynta proposed changing the Board committee structure to eliminate inactive existing committees and to add one or more new committees that engage in recruiting, retention, referrals; in other words, use the Board to do more outreach and communication as ambassadors of the School. The Board collectively appeared to approve of the idea and Secretary Sickler offered to draft revised language for the Board Bylaws to reflect the new committee structure.

**Pastor’s Report:** Monsignor proposed suing a wishlist for school specific needs so that interested contributors can earmark donations for specific items.

**Future Business:** Time & place of next meeting May 10 at 5:30 p.m.

**Adjournment 6:58 p.m.**