Holy Family-St. Mary’s School Board (the Board) met for a monthly meeting on Thursday May 10, 2018.

**Board Members Present:** Monsignor Donahue, Chair N. Korynta, Vice Chair S. Brandvold, Principal K.Mayer, D. Scott-Larson, Secretary A. Sickler, M. Willman, R. Lays, J. Kennedy, E. Carter, K. Nupdal

Also present: Amy Lents (Librarian)

Chair Korynta called the meeting to order at 5:35 p.m. and Monsignor led us in prayer.

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

**Public Time:** (None)

**Pending Business**

1. **Board Governance**

* Reminder about importance of voting to create record for parents.
* Discussion continued over from April meeting about eliminating the “two reading requirement” for policy decisions. A motion to suspend discussion on changing language to the “two reading requirement” passed. Sickler to propose changed language in September to incorporate feedback from Board members.

1. **Library & Technology Policy Update**

* Mrs. Lents presented information about and revised drafts of updated library and technology policies. The school’s most recent library policy is dated 1996. Ideally, library policies should be revised every three years and approved by the School Board.
* Technology & Internet Policy: This policy addresses guidelines for appropriate use of technology by students, such as tablet use and assigns responsibility for damage to those devices.
* Mrs. Lents also shared a revised Internet “Contract” for students based on grade.
* Action Items for Board: Review, comment, and vote on Internet Contract by Email. Vote by 5/31/18, i.e. end of school year.
  + Review Library Policy and Technology Policy before September 2018 meeting.

1. **Annual School Board Review**

Chair Korynta drafted an annual report outlining the School Board’s accomplishments over the past academic year and idnetifing strategic goals for next year. Board member suggested adding curriculum evaluation and updates to the strategic goals. Action item: Board tasked with reviewing and approving a revised report by e-mail, which then would be added to the school’s website.

1. **Board Officer Elections**

* Chair. Board member moved to nominate N. Korynta; motion passed unopposed.
* Vice Chair. Board member moved to nominate S. Brandvold; motion passed unopposed.
* Secretary. Board member moved to nominate A. Sickler; motion passed unopposed.

1. **Finance Report**

* S. Hanson could not attend in person but Principal Mayer shared an e-mail she sent addressing the school’s “major budget issues.” This e-mail stated that the Holy Family parish cannot subsidize the school as it has in past due to its financial issues and budget cuts. Meanwhile St. Mary’s cut financial responsibility for the School from $35,000 to $15,000 which means the school will have to fundraise to make up for this $20,000 loss in revenue. Holy Family parishioners are paying over $250,000 in education—not building—expenses and cannot absorb the additional $20,000 in costs resulting from St. Mary’s cut.
* Monsignor and Father Gross planned to meet with Bishop Folda in May to discuss financial concerns and arrangements and try and try to find a workable solution in terms of St. Mary’s monetary contributions to the school.

**Principal’s Report:**

1. **Registration**: 95 students registered (21 Kindergarteners) for academic year 2018-19. Note that there is no money in the budget for a second Kindergarten teacher ($32,000 salary + benefits); such funding would need to come from private donations.
2. **Curriculum:**
   1. School is looking at math curriculums to pilot next year. Teachers will try out 3-4 throughout the year and then figure out what is best and then purchase for academic year 2019-20
   2. Principal Mayer shared a proposed timeline for adopting new curriculums across subjects, which teachers have approved. (Except religion curriculum which is Diocesan-driven).
3. **Technology & Building Improvments Grant:** Site visit will occur in June for the large technology grant request submitted to the Engelstad Foundation for $145,000 for technology and building improvements.
4. Professional Development & Strategic Planning Update
   1. This process is ongoing and will continue into next year before the AdvanceEd team comes to do a site review.
   2. Faculty and staff split into two groups in early May and did a SWOT analysis (Strengths, Weaknesses, Opportunities, Threats). weaknesses, opportunities, threats analysis (threat = financial area)
   3. Faculty and staff developed a new mission statement, which they will emphasize with students and families, put on marketing materials, etc.

* Tupperware Fundraiser yielded about $400-600. Final numbers to come.

**Committee Reports:**

* None
* In September, we will constitute the committees and set strategic plans and goals for the work of those committees for the year.
* We have a roadmap for technology plan, curriculum.

**Pastor’s Report:**

* Monsignor shared that all scholarships and trusts are kept at Diocese of Fargo and they act as the bank for the Holy Family Parish.
* There are plans to advertise for a donor for second kindergarten teacher’s position once get Bishop’s approval.
* RE: Alumni – encourage folks you run into to register on our website as an alumnus so we can continue to build a donor list.

**Future Business:** Time & place of next meeting in September 13 @ 5:30p.m., time and date TBD.

**Adjournment @ 6:54 p.m.**