

**St. Stephen the Martyr School Advisory Board**  
**“United in Christ to ignite the joy of faith, community and learning”**  
**Tuesday, May 12, 2020**  
**Meeting Minutes**

**Attendees via Zoom Mtg:** Dr. Joe Greco, Father Dave Belt, Julie Perrault, Kari Hohenstein, Missy Adam, Kelli Herstein, Sarah Heller, John Collard, Todd Hartz, Joe Reding, Leslie McFee, Jennifer Jones and Amanda Treiber

- I. Opening Prayer – Todd Hartz
- II. School Administration
  - a. Mrs. Perrault Update
    - i. Mrs. Perrault shared as of the meeting date, enrollment is the same.
    - ii. Mrs. Perrault shared certain staff members will be shifting grades to accommodate smaller class sizes and some teachers leaving SSM.
    - iii. First, Fourth and Fifth grades will go to two classrooms.
    - iv. PM preschool only received three registrations so it will probably be discontinued.
    - v. Potential to hire a new Third grade teacher to accommodate one teacher moving to Fifth grade.
    - vi. Mrs. Perrault shared positive COVID-19 school and teacher response.
    - vii. Mrs. Perrault is meeting weekly discussing fall reopening. Needing to evaluate facilities and spacing. Shared concern that nobody is interested in starting remotely and may be a different scenario for every school depending on size.
    - viii. Eighth grade graduation is moving to July 29 with a 10 a.m. mass and reception.
  - b. Dr. Greco Update
    - i. Dr. Greco shared updated Home and School restructuring. New structure will help simplify committee communications. Home and School added new alumni/parish outreach committee.
    - ii. Dr. Greco shared the summer Kid Zone reopening plan for June 8. Capacity will be set for 45 kids; 19 registered so far.
- III. Subcommittee Updates
  - a. AdvancED review is pushed to Nov. 18-20. Strategic plan will need to be updated with new remote and pandemic plans.
  - b. Operational Vitality: No update
  - c. Governance & Leadership: No update
  - d. Mission & Catholic Identity: No update
  - e. Academic Excellence: Sarah Heller provided update for virtual end of year award videos.
- IV. Joe Reding Update

- a. Continued request to SSM parents for help with photography and videography, printing services, design services remains outstanding. Please help and/or spread the word if possible.
  - b. Thanked outgoing members for years of service to the SSM Advisory Board:
    - i. Patrick Cooley
    - ii. Todd Hartz
    - iii. Sarah Heller
    - iv. Jen Jones
    - v. Leslie McFee
  - c. 2020-2021 SSM Advisory Board applications now open through May 31.
    - i. Looking to fill three open positions.
    - ii. Alecia Hartwig provided online survey link and posted to the school's Facebook and Twitter pages, school and parish website, and parish bulletin.
    - iii. Julie emailed all SSM parents.
    - iv. Current board members will vote on new applicants by email in June.
    - v. Board will suggest new members to Fr. Dave for final approval.
- V. Fr. Dave Belt Update
- a. Shared the current school budget and mentioned we would end the year "OK." Currently losing \$10,000 per week in Sunday giving and planning to lose some students for the upcoming school year. Tuition assistance requests are higher than currently budgeted for. Increasing communications for online giving.
  - b. Goal to reopen church for members to attend Pentecost weekend. Church is capped at 160 people; First Communion and Confirmation masses will be 6-8 services.
  - c. Confirmed there is no need to submit bylaw changes to attorneys; SAB OK to mark changes as we see fit. Item to consider is years of service for current board members.
  - d. Requested a summer planning meeting and board retreat.
- VI. Other Business: No updates.
- VII. Closing Prayer – Sarah Heller
- VIII. Next meeting: Potential summer retreat/planning meeting and Sept. 2020