

**St. Mary Catholic School**  
**School Advisory Board Minutes - Approved**  
**August 18, 2009**

**Attendees:** Fr. Donald Franks, Carlton Rider, John McGraw, Jamie Bryant, Kathy Wotruba, Kellie Boyden, Ben Boyden, Diane Stuckey, Mary McLoughlin, Jean Robertson

**Special Presentation:** Kitty Quinn, Director of Leadership, Diocese of Columbus – Office of Catholic Schools presented information regarding the roles and responsibilities of a Catholic School Advisory Board. Essentially the purpose of the board is to provide Catholic educators with direction and advice to strengthen the school. The board collaborates with the parish and school administration to set vision and goals for the school community. Specifically, the board's role does NOT involve individual students, individual teachers, and regulations of day-to-day operations of the school.

**Board Members:** The current board members are Ben Boyden, Kellie Boyden, Mary McLoughlin, Diane Stuckey, Jean Robertson, and Kathy Wotruba. Thomas Hayden will be unable to fulfill the remainder of his term that expires in 2010. John McGraw will be fulfilling his position on the advisory board as Parish Council Representative. This leaves vacant his board member position that expires in 2010. Fr. Franks will appoint board members for one year to fill the two vacant spots per Advisory Board Constitution. The board members may advise Fr. Franks with his decision.

**Election of Officers:** Mary McLoughlin was nominated for president by Diane Stuckey. The vote was seconded and approved unanimously by the board. Mary accepted the position. Fr. Franks and Mr. Rider approved the decision. Jean Robertson was nominated for secretary by Kellie Boyden. The vote was seconded and approved unanimously by the board. Jean accepted the position. Fr. Franks and Mr. Rider approved the decision. After discussion by the board, the position of Vice President was left vacant until the two new board members were appointed by Fr. Franks and were available for additional consultation at the next board meeting.

**Old Business:**

1. Third reading on proposal to amend the Constitution, Article III, Section 1, number 3. The current wording reads as: “Any Catholic Feeder parish that has greater than ten (10) students registered at St. Mary School may choose to appoint or elect one (1) representative to the St. Mary School Advisory Board.” The proposal reads as “Any Catholic Feeder parish that has ~~greater than ten (10)~~ students registered at St. Mary School may choose to appoint or elect one (1) representative to the St. Mary School Advisory Board.” The proposal was voted unanimously to be rejected.

2. Second reading on proposal to amend the Constitution, Article V, Section 2, 3<sup>rd</sup> bullet point. The current wording reads as: “All meetings of the Advisory Board are to be open meetings unless designated as being Executive. Decisions made in Executive sessions must be presented and voted on at open sessions before becoming effective. The right of non-members to address that Advisory board shall be limited to those who have contacted the President or Administrator requesting to be placed on the agenda ten (10) days in advance of the meeting.” The proposal read as “All meetings of the Advisory Board are to be open meetings unless

designated as being Executive. Decisions made in Executive sessions must be presented and voted on at open sessions before becoming effective. The right of non-members to address that Advisory board shall be limited to those who have contacted the President or Administrator requesting to be placed on the agenda **five (5)** days in advance of the meeting.” Discussion ensued with voting planned for the next board meeting.

**New Business:**

1. The board voted unanimously to create a Constitution Committee to review and update the St. Mary School Advisory Board Constitution in accordance with current Diocese of Columbus – Office of Catholic Schools policies. This committee will meet outside of the regular board meetings and present their recommendations to Fr. Franks and Mr. Rider. Final recommendations will be presented at open board meetings for additional discussion and eventual approval through the regulations set forth by Diocesan policy and in the current Constitution.
2. Fr. Franks and Mr. Rider suggested that we request a permanent representative from St. Bernadette Parish rather than a rotating representative to strengthen and appropriately reflect their prominent role in students attending St. Mary School. Fr. Franks will discuss this with Fr. Kessler.

**Prayer:** Fr. Franks

**Close of Meeting:** Jean Robertson motioned to close the meeting. The motion was seconded. The meeting was adjourned by Mary McLoughlin.

Minutes submitted by Jean Robertson, St. Mary School Advisory Board Secretary