



Our mission at St. Mary Magdalen Catholic School is to educate, model, and inspire faith, academic excellence, integrity, respect, and service within ourselves and the global community.

SCHOOL COMMISSION AGENDA – August 2026

Attendance at 7:30 am mass

Date: August 22, 2026

Location: School Library

Attendance:

- Dr. Mahar
- Melissa
- Ashley
- Leigh
- Annie
- Dan
- Christina
- Allyson
- Brett

I. Opening

- **Prayer** Brett
- **Introductions** Brett/Bernie
 - Members and Commission roles
 - New member intros
- **Opening Remarks**
 - Discussion of Commission's prior work and role
 - Advisory role vs. decision maker, role of staff
 - Overview of agenda
- **Approval of May's minutes** Brett
 - Minutes are approved

II. New Business

- **Commission Overview**
 - Review and sign handbook – Commission understanding forms returned to Dr. Mahar
 - Understanding – discussion of Commission roles and responsibilities
 - Calendar/events throughout the year
 - Meetings second Tuesday of every month through June 2027
- **2026 Goals**

- Goals discussion
 - Creating an overarching school safety plan: financial, physical, technology
 - Financial: 3-5 year published budget – long term planning and sustainability
 - Physical: campus security and succession plan; specific protocols & procedures
 - Technology: natural disaster plan
 - General documentation effort of SMM policies and procedures
- **Survey**
 - Annual family survey targeted earlier this year given earlier auction date
 - Targeted for November before holidays – major topic is fund-a-need
- **Fundraising**
 - Fun Run fundraiser in September; goal for fundraising at 75k
 - Family reactions generally positive to SCRIP/raffle changes
 - Auction date is February 20, 2027 at Tulalip; goal of 100k
 - Discussion of auction coordinator/service provider and budget; dialogue to continue; provider for Our Lady of Hope auction
- **Tuition and Tuition Assistance**
 - 2027-2028 discussions to occur in December
 - Discussion of tuition assistance accounting process – need for different accounting?

III. Updates

- **Budget** Melissa/Bernie
 - Fiscal year end and end of July updates, overview of year ending June 2026 – celebration of budgetary accomplishments and accuracy
 - Prior salary updates factor in Net Operating Income difference from 2025-2026 budget
 - Discussion and evaluation of PRF accounts, processes, and accounting procedures for curriculum/other expenses; efficiencies? alternatives?
- **Parents' Club** Allyson
 - New President and Co-Vice Presidents starting this year
 - Current balance of about \$5,000
 - Back to school kickoff event this Wednesday afternoon
 - Spaghetti feed on 9/30
 - Trunk or treat planning and prep
 - Leftover funds from last year used for new 5th grade computer carts
- **IT** Christian
 - Updates on cost savings efforts re phone, internet; reduced costs by half in phase one
 - Phase two: aging networking and wifi equipment and new licensing; decision points coming up with Ziply for services
 - Archdiocese Guardian IT security program – new security requirements for parishes and their entities: developing plan for implementation of new requirements
 - Securely implementation conversations continuing – set goal for implementation?
- **Teachers** Leigh/Annie
 - How to support soliciting teacher and program input for Commission
 - Able to provide updates for newsletters, transparency, and engagement
- **Marketing** Ashley
 - Admissions: current enrollment = 351, with 39 new students; could go up; 96% student retention and 99% teacher retention rate; increased tour promotion on social media; new admissions tours & scheduling process
 - Marketing: advertising in NW Catholic (Aug/Sept and Dec/Jan); strengthening collaboration with Parish to promote various events; establishing marketing analytics process to measure effectiveness of efforts
 - Social media: content themes – community, school life, school news, faith/character and

belonging; celebration of student life and achievements; monitoring engagement and reach to identify successes and refine strategies

- **Facilities**

Rochelle

- School fencing update from auction fund a need to be completed on Monday
- Parking lot resurfaced
- Remote blinds on middle school being installed
- New security door activated on north entrance
- 5th grade facilities access during day

- **Legal**

Brett

- No movement at state level on decision to opt into Federal tax credit scholarship program

- **Myriad Stuff**

Bernie

- Accreditation
- Office of Catholic Schools – Faith Formation Calendar
 - Third Task of Catechesis, Forming for Life in Christ
- Staffing Update