ST. MARY MAGDALEN
CATHOLIC SCHOOL

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 – October 2026

Date: October 13, 2026 Location: School Library

I. Opening

- **Prayer** Ashley
- **Opening Remarks** (n/a) Bernie
- **Approval of September's minutes** (approved) Brett

II. Updates

- **Miscellaneous** Bernie
  - Looking forward to discussion of Fun Run designation and parent survey items below (New Business)
- **Budget** Melissa
  - Under budget for expenses; budget on target
  - Fees: received in July/August but being kept in Fees account vs. moving into PRF at this time; will be moved into PRF by end of academic year to address upcoming expenses
  - Fundraising: Fun Run receipt of over $70k, held in Fun Run Liability Account because of uncertain timing of use of the funds
  - Budgeting cycles: discussion of parish budgeting cycle and school budgeting cycle, as well as how timing of parish cycle relates to MOU for parish subsidy
- **Parents' Club** Michele
  - Trunk or Treat: all sponsors have been paid for and logistics, vendors, arrangements are under way; shared details about this year's entertainment and fun options for attendees
  - 7th grade and drama club will be arranging food options; Parent Club is putting out the call for additional volunteers for day of event
  - Parents Club balance $7,700 as of today, not inclusive of dues being pulled and outstanding facility fees

- **IT** Christian
    - Securely features are being implemented in final form and rolling out to teachers over next 2 weeks; other capabilities are being explored, but core offerings to be operational by end of October
    - E-Rate category discussion is ongoing with Ziply and SMM team; right now we do not receive E-Rate for telecommunications; however, up to 40% discount available
    - Archdiocese Guardian Program: server management with Xerox an issue to be addressed while E-Rate managed services discussion happening
- **Teachers** Leigh/Annie
    - Teachers reporting positivity as the "beginning" of school year comes to and end and classroom routines become more established
    - Math piloting update- HMH program receiving positive evaluations but some challenges with elementary adjustments to online access for younger students
    - Kindergarten field trip upcoming to pumpkin patch; 1st grade art docent volunteers; 3rd grade trip to Pacific Science Center upcoming; Nature Bridge program completed and a success; Drama Club casting and rehearsal has begun
    - Reminder of school sick policy in upcoming newsletter
- **Marketing** Ashley
    - Admissions: open enrollment began on 10/2, with new applications already rolling in; message anticipate to preschool about intent to return for next year; reaching out to families and community groups about preschool enrollment
    - Marketing: more school posts about historical school items underway, such website post about history of Peace Day
    - Fulcrum: representing our school through Fulcrum Foundation; faces of Fulcrum representation; Dr. Mahar to be on Fulcrum podcast
- **Facilities** Rochelle
    - Parish Office moving to Ziply Fiber with voicemail access; front upper parking lot may get painted in coming week
    - Boiler system "operating at 10 percent"; something to be evaluated and discussed with Parish finance council
    - Long term storage building within 2-3 weeks of needing to be unloaded and put into new spaces/partitions; goal is to get containers off property
    - Flash alert system announcement upcoming at parish staff meeting
    - Update on Father Bayani, our Vicar 8-9 years ago, who is now in Malawi, Africa with 11 parishes. During lent, work of mercy service project was collection of collared shirts and pants for his students. Clothes were shipped and received to enable student attendance at school!
- **Legal** Brett
    - Discussion of FCC E-Rate program and agency proposal to eliminate E-Rate discount; update on Federal Tax Credit Scholarship program and WA status heading into WA legislative session

III. New Business

- **Fun Run Designation** Bernie
    - Fun Run a huge success with a net of over ~$71,000; “Keeping the Fun in the Fun Run” = gym floor to be refinished with logo in center, new bleachers in gym, and two new swing sets with 12 swings; working with parish to obtain estimates and timeline, but these are fully funded via amounts received in Fun Run - to become restricted dollars for the projects as announced in most recent school newsletter
    - Continuing to discuss designations for future Fun Runs, including consideration of possible future projects for existing rain garden area by south side of gym
- **Parent/Family Survey** Ashley
    - Targeting first week of November release this year; Commission to review and finalize at November Commission meeting before sending out
- **SCRIP & Parents Club Coastal Accounts** Melissa
    - School/parish finance audits with Coastal revealed that there were individuals listed on accounts as eligible signers for Parent Club (Jessica Ritchie) and SCRIP (Karen Darr); access for these individuals is to be removed as they are no longer involved in their respective roles for these groups