

School Commission Meeting Minutes

September 4, 2025

1. **Vice-Chair Nomination:** *2025/26 Vice-Chair will be Mary Durbin Sparks. She will follow her 2025/26 Vice-Chair roll as Chairperson 2026/27 & 2027/28.*
2. **Committee Updates**
 - a. Technology: *Will start a sub-committee Spring 2026*
 - b. Marketing: *Working to improve registration process & forms for young families, as well as planning a couple of formal events for these parents & young ones (cookout in Fall, play-date in Spring). Looking to marry up the church & school websites as one, and touch-up messaging to be more uniform throughout. Will soon be updating our school sign out front. Want to give our existing families tools for direct marketing such as car magnets with our website, etc.*
3. **Update from Chairs**
 - a. Finance Board: *No update*
 - b. Parish Council: *Mary Durbin Sparks spoke to the council on the SMS sign out front on Binford. Browning Day Architecture gave a presentation for potential revisions for an upcoming capital campaign (still in the early stages of this process). Feasibility project will follow shortly.*
 - c. PFA Board: *Just started SMS marketplace, donation only, no cost. 1st Friday of every month will now be SMS spirit-wear day for kids. Trash bag sales for DC trip just started, and will now only be 7th & 8th graders. Have started an engagement program with volunteer time to hopefully promote more involvement from other families. Oktoberfest will be end of September. Gala & Book Fair will be this coming Winter.*
4. **Principal's Report**
 - a. *Enrollment is 358 students (see Cara's Principal's Report for breakdown). This was 8 students under-budget but have been able to make this up in other areas.*
 - b. *Have added teachers to the staff. Have initiation processes in place for new teachers. Also have increased substitute teacher lineup, hoping to get to 5 – 6 substitute teachers.*
 - c. *Working with Butler University on professional development. Also have upcoming conference for staff.*
 - d. *Have not hired an in-house Spanish teacher. We have elected to hire a live web teacher to see how this goes. Students will interface in class with web teacher, along with live SMS teacher.*
 - e. *Emergency Plans are required, are in place at SMS, & are revisited annually. Also, Mr. Arnold is a Certified School Safety Specialist. Kids perform shut-down drills occasionally.*
 - f. *2025/26 Tuition payment policy distributed to School Commission. NOTE that students will not be able to participate in school activities if parent(s) are behind on payments with no communication.*

Next Meeting: Tuesday October 21st at 6:00pm