

9/25/2018- School Advisory Committee Meeting Minutes- Open Regular Meeting

Members Present: Fr. Joe Mallia, Emily Lenn, Jeff Thomson, Jeannine Schwehofer, Nicole Boutorwick, Adam Smith, Darek Nytko, Joe Bongiovanni, Trish Zyble, Dennis Dobrasko

Non-Members Present: Susie Dobrasko, Ellen Kauffman

Members Absent: Jennifer Yaek, Roxann Paddock (alt. member)

Meeting Called to Order: 7:02 p.m.

Opening Prayer: Fr. Joe Mallia

St. Augustine School Mission Statement: St. Augustine Catholic School spreads the good **N.E.W.S.** by Navigating a Christian course, Educating body, mind and spirit, Worshipping the Lord, and Serving others.

Agenda for School Advisory Committee – 09/25/2018

- Opening Prayer
- Mission Statement
- Review and Approval of Minutes (N/A)
- Pastor's Report- Fr. Joe
- Administrator's Report- Mrs. Emily Lenn
- Old Business-
- New Business- Election Results, Officer Election, Updated Constitution Review, Review Hair and Jewelry Policy, ALICE Training/Lockdown Procedures
- Roundtable Discussion
- Closing Prayer/Adjourn- Fr. Joe

Approval of Minutes: N/A

Pastor's Report:

- School year off to smooth start.
- Looking at improving play area by removing the large set of swings and replacing it with new play structure. Company (Game Time) is offering \$10,000 discount if we order before October. Cost of play set is \$20,000 with discount. Installation an additional \$8,000. Some funds from the auction may be available to use to fund the project.
- Richmond City Council approved fencing the church's side lots. Waiting on final approval, which should be the 1st week of November. Waiting to spread topsoil and seed until then/when weather cools down.
- Regarding the master plan for the school campus, Fr. Joe met with a structural engineer who said the school building structure is in good condition and is repairable. Would like to change the roof to be pitched instead of flat, and would like the school to be one level. The committee's intentions are to renovate the building, add offices and include a

gymnasium in the plan/physical structure. Total expense to be around \$3.5-4 million dollars. Would likely need 2/3 of the funds to begin project. There are a lot of steps to take with the AOD before we can begin. There is currently no timeline for when this will/can happen. The plan is to get a conceptual drawing and go from there with the AOD. The goal of the committee is to have a town-hall style meeting this academic year. The fundraising/capital campaign is estimated to be a 3-5 year process.

- The new security doors at the front of the school (with buzzers) are up and functioning. The wooden double doors by the library will remain locked all day as well as an additional safety precaution.

Administrators Report:

- As of today, enrollment is at 156 students.
- Staff changes this year: Mrs. Heather Cattivera is now the 3 and 4 year old preschool teacher, the new 1st grade teacher is Mrs. Abigail Hayes, and the latchkey director in the a.m. and p.m. is Mrs. Jennifer Patyi.
- There are 3 permanent lunch/recess supervisors hired, but the school is still in need of parents to volunteer daily.
- Teachers/staff are working on a positive support system/discipline plan for students.
- Mrs. Lenn is working through teacher evaluations with staff as well and is sitting in on classrooms periodically throughout the day.
- Two teachers attended ALICE training. The goal is to have the certified staff teach the school and parish rectory staff the skills and procedures recommended for the program.
- Events happening: Today students attended an assembly at Immaculate Conception School. There were mixed reviews on the event. There is a Family Fun Night this Friday, September 28th. There will be a Trunk or Treat at the school parking lot on Friday, October 26th. The school auction fundraiser will be held on Friday, November 9th. Tickets are now on sale for that.
- The new lunch program with Anchor Bay Schools is receiving good feedback from both students and teachers. Lunch orders overall are up.
- The school received 25 iPads from the AOD. These tablets will go to grades 1 and 2 and will move up with the kids as they advance through the school. This is a 2 year program. Mrs. Lenn is working with Apple for programs/software/safety that is to be loaded onto the tablets. As of right now, these tablets will stay in the school and will be used in the classroom along with teacher lesson plans. The AOD paid for the iPads; the school had to purchase screen protectors and covers.

Old Business: N/A

New Business:

- Jeff T. announced election results for new school advisory committee members. Listed below is the name of the parent/guardian and the term in years they will be serving:

Trish Zyble-3yr term, Jennifer Yaek-3yr term, Joe Bongiovanni-3yr term, Darek Nytko-3yr term, Dennis Dobrasko-2yr term, and Roxann Paddock will be the alternate member.

Meeting times will be the fourth Tuesday of every month at 7 p.m. lasting about one hour in length.

Officer elections: President/Chairperson- Jeff Thomson, V.P./Vice Chairperson- Jeannine Schwehofer, Secretary- Nicole Boutorwick. Previous board member Adam Smith will remain on the committee, and board member Robert Glynn to step down as meeting time conflicts with personal schedule.

- Jeff passed out copies of the updated School Advisory Constitution for review. Will be discussed at the October board meeting to make any necessary changes. Final draft to be voted on. Changes primarily point out that the purpose of the committee is to serve as an advisory to the administrator and pastor. The SAC is in no capacity a decision making committee.
- Mrs. Lenn asked for suggestions on the Hair/Jewelry policy as there currently is not one in place. It was suggested that boys/girls may color and/or hi-light their hair to a natural color. It was suggested that hair cuts for boys must be above the eyebrows and above the collar. It was suggested that boys & girls that wear necklaces must keep them tucked into their shirts to avoid any type of choking hazard. It was suggested that we only allow stud earrings for boys and girls. Hoops and dangling earrings not permitted. It was suggested that nail polish must be clear, beige, light pink in color. No seasonal or bright colored nail polish permitted. Verbiage for the policy to be determined by principal and voted on at October's meeting.

Round Table Discussion:

- Fr. Joe asked how people like the new shoe policy and if they are happy with the new lunch program. Response overall for both was good.
- Jeff T. brought up the network infrastructure and how we need to hire a company to come into the school and update our server.
- Dennis D. asked about the play structure company. Suggested that the cost to install it may be worth the extra money. Asked about more details. Cost includes bumpers, but the school would be responsible to fill it with wood chips. The size of the structure overall with the bumpers is 44' x 28' and primarily a climbing structure. Mrs. Lenn showed pictures of the proposed structure.

- Trish Z. asked about possibly buying used equipment/play structure not being used at Austin HS. She will follow up on that and report back with results.
- Fr. Joe advised the fence at the Franklin house will be fixed.
- Fr. Joe wanted to thank new administration team and Mrs. Emily Lenn for the hard work and dedication to the school. Said overall the vibe of the staff seems much improved and there is great cooperation amongst the staff.
- Jeff T. asked how the accreditation process is going. Mrs. Emily Lenn mentioned there would be a site visit on April 4th & 5th for the school's accreditation. Teachers are working hard on their benchmarks ranking with M.A.N.S. and National Catholic Schools Standards & Benchmarks. The accreditation process happens every 7 years with a review every 3 years.
- Mrs. Emily Lenn asked for feedback on how to present ALICE to parents as well as how to approach this with the youngest kids in the school. It was suggested that there is a book called, "I'm Not Scared, I'm Prepared," for kids in grades k-5. Mrs. Lenn to look into this book as well as reach out to the Richmond police liaison to see if there is a Macomb County ALICE trainer that helps give this message appropriately to young children.
- Fr. Joe is meeting tomorrow with the Archbishop on how to restore the Catholic Church's reputation in light of the sex abuse/cover-up situation happening across the nation. Asked for opinions or suggestions that he can relay to the Archbishop on how to keep people from leaving the Catholic Church.

Closing Prayer: Fr. Joe Mallia

Meeting Adjourned: 8:22pm

Next Meeting: October 23rd, 2018, 7 p.m.

Minutes Submitted by: Nicole Boutorwick, Secretary