

10/23/2018- 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, Jennifer Yaek.

Non-Members Present: Trish Smith

Members Absent: NONE

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 – 10/23/2018

- Opening Prayer
- Mission Statement
- Review and Approval of 9/25/18 Minutes
- Pastor's Report- Fr. Joe
- Administrator's Report- Mrs. Emily Lenn
- Old Business- Updated School Constitution Review/Approval; Review Hair & Jewelry Policy; Playground Equipment.
- New Business- Library policy; ALICE training for parents; Internet/App safety; Wellness Policy; Marketing Plan.
- Roundtable Discussion
- Closing Prayer/Adjourn- Fr. Joe

Approval of 9/25/18 Minutes: Jeannine S. motioned to approve, Jennifer Y. seconded motion, all in favor to approve. Minutes will be published by Mrs. Lenn on school's website.

Pastor's Report:

- Fr. Joe stated things overall are going well.
- He is working with the community and on May 11th there will be a fundraiser at Anchor Bay High School for those working with victims of abuse. Working alongside law enforcement, medical community to educate them on agencies available to victims. This is a community event, not a church event. The musical group, "The Willis Clan," will be performing at the event. They will be asking local high school aged teens to volunteer at the event to earn service credit hours.

Administrators Report:

- ALICE update: School staff and Rectory staff received 2 sessions of training for ALICE from the staff who attended formal training alongside Chief Teske. They had one session in classroom which included statistics and information; the other was scenario based with traditional lockdown, enhanced lockdown w/barricade & with Mrs. Rey on the PA system giving play-by-play based on school cameras and speakers.
- The next Safety Meeting is scheduled for November 6th to discuss the next steps & how to best secure the classrooms, using possible fire escape ladders, 1st aid supplies, etc. Mrs. Lenn to meet with Deputy Sergeant Murphy and Chief Teske.
- Technology- iPads are up and running in 1st and 2nd grades.
- Upcoming events/dates: Technology Plan Meeting November 8th; Trunk or Treat October 26th, All school mass for All Saints Day November 1st, Parent/Teacher Conferences November 1st, Half Day November 1st, Auction November 9th, School Advent Program held at Richmond HS tentatively December 19th.

Old Business:

- Constitution By-Laws- Nicole B. suggested adding school's Mission Statement. Mrs. Lenn suggested adding our name under Article I and creating a mission statement for the School Advisory Committee. Jeff T. suggested removing wording under section 3 in the old by-laws. Fr. Joe suggested waiting on the strategic report that is coming out by the end of November from the AOD before making changes to the SAC Constitution.
- Review of Hair/Jewelry Policy- Mrs. Lenn updated School Handbook to include a hair, jewelry and cosmetics policies. Still may adjust verbiage. Will have caveat to state that everything is ultimately at the discretion of the administrator.
- Playground Equipment- Fr. Joe brought up the potential legal issue with having volunteers transport and install used equipment along with his concerns for the structural integrity of used equipment. Trish Z. addressed the liability issue by stating that Austin's maintenance director informed her that GameTime offers a service to remove, transport and reinstall the equipment, thus removing the liability and ensuring the equipment is installed properly. Nicole B. contacted the GameTime Rep, Matt Campanella, and got quotes for moving equipment. One quote for 3 pieces of equipment was roughly \$19,875. The 2nd quote, which excluded the swings, was for roughly \$16,875. Mrs. Lenn and Fr. Joe agreed that this would save a significant amount of money and Mrs. Lenn would move forward in contacting Austin and GameTime to get more specifics and to negotiate the price. Nicole B. gave Mrs. Lenn print out emailed quotes from GameTime.

New Business:

- Mrs. Waterstraat updated and sent home revisions to the Library policy. Reiterating the fees and fines being enforced for lost and damaged books. Checked out books must be returned.
- Mrs. Lenn mentioned that Chief Teske is open to having a meeting with parents about ALICE and how to talk to younger kids about safety. Jeannine S. stated that she received the formal training and that the statistics alone are valuable to parents and the skills you can you learn through ALICE are applicable everywhere, not just in schools. Mrs. Lenn wanted to also get feedback regarding having other possible parent meetings such as “protecting young eyes,” regarding internet safety and apps, as well as human trafficking awareness.
- Mrs. Lenn brought a copy of the Wellness Policy. Since we partake in the ABS Food Service Program, The Anchor Bay Schools Food Service Director required that we adhere to this policy and keep it on file. Per their Wellness Policy, the kids of the school (i.e.: student council) cannot do more than 2 food related fundraisers per week unless the foods meet the USDA Smart Snack Standards. We will vote on the Wellness Policy next month. Waiting on feedback from AB Food Service Dir. to ensure the policy that was written is sufficient and to their standards.
- Marketing Plan- Trish Smith along with Mrs. Lenn is drafting a marketing plan. Some items are listed in the Strategic Plan. The overall goal of the plan is retention of young families. Nicole B. suggested considering incrementally increasing tuition for families coming in under the \$1200 tuition incentive so that the full price tuition isn't such a sticker shock. Trish Z. recommended pushing the referral credit of \$500. Trish Z. also asked if families that apply for PSAS give some sort of kick-back to school, Fr. Joe answered, no. He stated that the new superintendent at the AOD is trying to institute changes to help schools with tuition needs. Fr. Joe did mention that applying for “Free and Reduced Lunches,” does give the school a kickback. It is completely anonymous, but the school does get aid for each applicant, even if turned down for aid. Fr. Joe suggested that the marketing committee reach out to families' baptismal records from 3-5 years ago. Thos families are ready for pre-school/kindergarten; send them a letter. Emily L. suggested creating an alumni group to assist in reaching out. Fr. Joe stated that CYO is a recruiting tool as well. It offers exposure to more schools in the area, including possible scouts. Fr. Joe would like to get total enrollment up to 200. Jennifer Y. suggested that things like technology, STEM, programming, robotics programs, specials, staff retention and financial issues all play a part in retention of families and that we need more programs like that to attract other families. Joe B. suggested getting a LEGO STEM program in our school.

Round Table Discussion:

- Jeff T. again brought up the network infrastructure and how it is peer to peer. The network capabilities are stressed and we need a client server architecture. Jen Y. recommended her nephew who is a network specialist.
- Nicole B. brought up the continued emails asking parent volunteers for recess help. Gave Mrs. Lenn a copy of the recess volunteer policy that St. Mary's Mount Clemens has in place which requires each family to volunteer for a minimum of 3 lunches/recesses per year. Mrs. Lenn to consider this, but recognizes the potential issues of working parents, background checks, and protecting God's children classes needed for all volunteers.
- Nicole B. asked if our handbook included a cell phone policy. Jeff T. suggested that Public Act 155 (which is currently quoted in the handbook) may not be applicable. Will consider revising policy.

Closing Prayer: Fr. Joe Mallia

Meeting Adjourned: 8:30pm

Next Meeting: November 27th, 2018, 7 p.m.

Minutes Submitted by: Nicole Boutorwick, Secretary