

## **12/11/2018- School Advisory Committee Meeting & Safety Committee Minutes**

### **Open Regular Meeting**

**Members Present:** Fr. Joe Mallia, Emily Lenn, Jeff Thomson, Jeannine Schweihofer, Nicole Boutorwick, Darek Nytko, Trish Zyble, Dennis Dobrasko, Jennifer Yaek, Nicholas Graebert

**Non-Members Present:** Ann Perry, Mary Dejonckheere

**Members Absent:** Adam Smith & Joe Bongiovanni

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

**Opening Prayer:** Fr. Joe Mallia

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

### **Agenda for School Advisory Committee – 12/11/2018**

- Opening Prayer
- Mission Statement
- Review and Approval of 10/23/18 Minutes
- Pastor's Report- Fr. Joe
- Administrator's Report- Mrs. Emily Lenn
- Old Business- Updated School Constitution Review/Approval; ALICE Training Brief for Parents; Approve Wellness Policy.
- New Business- Auction Feedback; Parent Survey; Internet/App Safety.
- Roundtable Discussion- All
- Closing Prayer/Adjourn- Fr. Joe Mallia

**Approval of 10/23/18 Minutes:** Jennifer Y. motioned to approve, Dennis D. seconded motion, all in favor to approve. Minutes will be published by Mrs. Lenn on school's website.

**Committee confirms that the November 27<sup>th</sup>, 2018 meeting was cancelled and rescheduled for 12/11/2018 and combined with the School Safety Committee meeting.**

### **Pastor's Report:**

- Fr. Joe stated that the office staff went to an AOD event with Fr. Ricardo as the speaker that focused on reenergizing efforts and understanding what the mission of the church/parish is (saving souls). We, as a parish, need to make sure our mission statement focuses on that. The school's mission statement should also set its focus on saving souls in the process of educating. The goal being that the children leave the school with a true knowledge of who God is. The parish staff is looking at this, as well as the school staff. May change the mission statements accordingly.

### **Administrators Report:**

- The Safety Committee met on November 6<sup>th</sup>. They are pricing out emergency kits that are OSHA compliant. Found a kit that has 351 pcs for \$24.98. They are reviewing lockdown procedures with teachers/staff. They met with Richmond Fire Chief regarding fire escapes. They also placed a barrel bolt on the upper level doors to assist with barricading.
- The Technology Committee met November 8<sup>th</sup>. They had Red Level IT Services come in to give an assessment along with reports and recommendations. Right now, the school's firewall is not properly functioning, so the school has temporarily stopped internet access for students. The next meeting is scheduled for January 17<sup>th</sup>.
- The playground equipment is here! The school is having a plaque made to recognize Austin High School for their donation. The school children are also making "Thank You" cards. Forty yards of woodchips were donated by Stafford Landscaping for this project.
- There will be an accreditation and office compliance check at the end of January.
- Just got the review on the Strategic Plan. The school has until the end of January to look it over and provide them with additional information and then resubmit. Fr. Joe stated that everything looks good. The only thing they are concerned with is the immediate area/population not growing. They don't, however, consider other areas that immediately surround our area and feeds into our school that are projected to grow.
- Upcoming events/dates: PTC Family Fun Night 12/14; Advent Program 12/19; Catholic Schools Week Blue Water Carnival at Cardinal Mooney 1/28; Human Trafficking parent meeting 1/31 6:30pm-8pm; Internet/App Safety parent meeting 2/19 6:30pm-7:30pm; ALICE parent meeting TBD (considering Tuesday, March 19).

#### **Old Business:**

- ALICE Training Brief for parents: Jeff T. stated that overall it was a good presentation and that we need to get the word out to parents ASAP. Emily L. asked if there was anything we should change about the presentation. Jeannine S. suggested that we leave it be. That parents can ask questions as needed. Jennifer Y. suggested that Chief Teske stress to parents the rarity of these types of events. Jeff T. added that we get Chief Teske to provide us with a threat assessment to best inform parents. Also, that the purpose of this is to make parents aware that this is what we are doing with the kids and why. Jeannine S. added that these safety practices apply in all areas in life, not just in school. Nicole B. asked if the "Okay 2 Say," program is statewide. Group confirmed, yes. Darek N. asked what the plan was. Have Parents first talk to their kids, and then have teachers/staff reinforce in the school? Fr. Joe stated that it is to let the kids know that we (parents) know this will be taught in the school, and that it is okay.
- Fr. Joe asked the safety committee to research the cost of replacing the old wooden doors with steel doors with reinforced windows/glass in door. Some members of the

committee suggested that the existing wooden doors are better than steel doors and that there is a safety film that covers and reinforces the glass.

- Emily Lenn stated that the school should consider being in a partial lockdown status at all times. This means keeping the doors closed and locked at all times. Fr. Joe recommended this practice as well.
- Updated Constitution Review/Approval. Jeff T. under Article II Section B #6, he would like to call a meeting to review all school/campus buildings/grounds so that Fr. Joe can get assessments done about the condition of the building/grounds. Suggested meeting sometime in February. Jeff also wanted to make sure the School Advisory Committee has an opportunity to review the proposed upcoming school calendar prior to it being published to the school. Emily L. said discussions amongst other schools will begin sometime in January and that we should have a similar calendar to other schools in the vicariate. Will be completed sometime in May before the end of the school year. Jeff T. asked Fr. Joe about forming an education commission; Fr. Joe said it is being formed. Jeff T. suggested leaving elections for the School Advisory Committee as is. Dennis D. motioned to approve, Trish Zyble seconded the motion, all in favor, approved.
- Wellness Policy. Emily L. stated that this is primarily for any food related fundraisers the school/student council holds. Nothing can be sold in competition with the school lunch program; so fundraisers involving food must be held after school. Jeannine S. motioned to approve wellness policy; Dennis D. seconded the motion, all in favor, approved.

#### **New Business:**

- Auction feedback. Nicole B. prefers a different night, Fridays are difficult. Fr. Joe asked if we should consider a different venue. Darek N. suggested that for the cost we pay for the event, it should still be held at a nice venue, local business, attract right sized crowd. Dennis D. was satisfied with the amount of room/spacing of tables etc. Jennifer Y. suggested the venue Golden Hawk, which seats 250. Jeff T. said event this year was sold out and had 200 people. Fr. Joe asked if we were to hold the event on a Sunday where the following Monday is a day off school? Nicole B. asked if we could have a committee member come to the next meeting along with final Profit & Loss statement for the event. Several members of the committee mentioned that people always complain about the long checkout lines. Fr. Joe suggested that to avoid the line at check out, maybe the auction company can run a credit card when you check in, similar to running a tab at a bar, and then at the end of the night, they run everyone's bill and bring you your receipt. This is something the auction committee would need to ask the auctioneer/vendor if this can be done. Jeff T. asked who is on the committee for next year. Darek N. asked how we get people involved. Fr. Joe and Emily L. to meet with auction committee. Jeannine S. suggested that we maybe have a bi-annual fundraiser to avoid the burnout of volunteers/committee members (as this is a year round job).

- Emily Lenn is putting together a parent satisfaction survey that she is going to have sent out mid-year and end of year. It will be a Google form and it will be anonymous.
- Regarding internet safety, Emily L. will put a link to “Protecting Young Eyes,” in the weekly newsletter as well as on the schools webpage.
- Fr. Joe asked that Mrs. Lenn also put a link to “Formed,” on the school’s website.

**Round Table Discussion:**

- Jennifer Y. asked if the school plans to have a science fair. Different than the Science Olympiad. Mrs. Lenn to look into this.
- Jeff. T brought up concerns brought to him about the athletic committee. He stated that per the SAC’s constitution/bi-laws, all school committees are required to provide a copy of their budgets and financial reports to the School Advisory Committee to review. Parents want transparency. Fr. Joe stated that he and Mrs. Lenn are addressing the issue.

**Closing Prayer:** Fr. Joe Mallia

**Meeting Adjourned:** 8:33pm

**Next Meeting:** January 22<sup>nd</sup>, 2019, 7 p.m.

Minutes Submitted by: Nicole Boutorwick, Secretary