

**St. Augustine School Advisory Board Meeting**  
**11/25/2025**

Agenda

- Roll call
  - Emily Lenn, Noel Ravenscroft, Thomas Plotinski, Andrew Arendoski, Mike Shrodes, Greg Urben
  - Unable to attend:
    - Danielle Krause
    - Kaitlyn Houston
    - Roger Hoke
  
- Non-Members Present
  
- Opening Prayer
  
- Mission Statement
  - St. Augustine Catholic School spreads the good **N.E.W.S.** by **N**avigating a Christian course, **E**ducating body, mind and spirit, **W**orshiping the Lord, and **S**erving others.
  
- Review and acceptance of prior meeting's minutes
  - Approved Mike Shrodes, seconded Andrew Arendoski
  
- Pastor's Report – Fr. Mark Livingston
  - Put an additional \$85k into savings
  - Additionally, deposited \$40k
  - Now reviewing how to use the funds to support families and grow the school.
  - **Adding the alumni association.**
  - Added additional staff – Social media director
  
- Administrator's Report – Mrs. Emily Lenn
  
- **Staffing:**
  - Miss DeJonckheere recently had surgery; therefore, Mrs. Lombard has been teaching 5th grade. Miss DeJonckheere plans to return next Tuesday as long as she continues to recover as expected. So far, she is doing well.
  
- **Safety Committee:**
  - The fire department was here last week to review our EOP and watch us conduct a fire drill. We were able to discuss a few details about procedures during an actual fire emergency that answered a few questions we had. There is one small adjustment we will make as far as where the classes stand who exit door 3. They stand on the paved area, but we will move them to the grass in case an emergency vehicle would need access to the back of the building.
  - Last Friday, we had an incident at dismissal involving a resident in a home across the street. Most of the school parking lot was empty by that point. All remaining students/staff were brought into the building while the police responded to investigate. Once they determined that there was no threat to the safety of students or staff, we were

able to continue our end of day routine as usual.

- **Technology Committee:**
  - We are currently in the process of clearing and updating all of the iPads for use in 1st and 2nd grade classrooms.
- **Athletics-**
  - Cheer practice has started.
  - The basketball schedule is being finalized this week as well. Games begin next Wednesday.
- **Fundraising Committee:**
  - Our Gala went great, and profited over \$84,000. The fundraising committee has asked all families to complete a short survey and provide feedback regarding the Gala and raffles to help guide decisions about future events. 25 new chairs for the computer lab have been ordered. We are also obtaining quotes for other potential projects that could be completed with funds raised.
  - Preparations are underway for the online auction, which is planned to run from Feb 26-Mar 1. More details will be coming soon.
- **Miscellaneous:**
  - **Hallow** logins were shared at conferences. I have asked all students to try to get logged in at home before next week. We will be participating in the youth Pray 25 challenge, called "Finding Fiat". It's about saying yes to God like Mary did. Students will be listening to the daily sessions in class on Monday-Friday. The Saturday & Sunday sessions will be "assigned" to be done at home. Within the Hallow school dashboard, all students have been grouped by their Houses. We will run a competition among the Houses for participation, which can be tracked via the dashboard.
  - **Vision report-** The report has been released and actions to carry out the goals are in motion. It is also posted on our website. We will likely include it in the parish bulletin, either in print form or make it accessible by QR code.
  - **Accreditation-** Our compliance check took place last Friday. We passed with 100%, YAY! There were no violations or issues to be resolved. Preparations are ongoing for our May 5 Site Visit. Teachers will spend our next two faculty meetings gathering the remaining evidence for their standards. We will review everything at the end of January during our PD day, and then make adjustments as needed. We will submit our ratings and evidence by mid-March.
  - **Enrollment cycle-** Our enrollment cycle will begin earlier this year. The Archdiocese has recommended that schools adopt an earlier timeline in order to more accurately plan the budget. Father Mark and I already have set aside time to work on setting tuition rates after Thanksgiving.
    - **Tuition Assistance application:** will open on December 15 and close on February 27. Families will be encouraged to apply early within the window, which is important because FACTS will send them an email if any of their documents are missing or unverified, and that gives them ample time to correct any issues. It is also important that families accurately choose "Catholic" or "non-Catholic" so that they are placed in the right category. Choosing the wrong category could impact their eligibility for an award.

- **Re-enrollment:** With the earlier timeline, we will open re-enrollment in January to allow current families to save their spot.
- **Open house:** scheduled for February 5, which is when we begin open enrollment for preschool and new families. Last year, we had our open house in March as we have historically done; however, many other schools in the area held their open houses during or shortly after Catholic Schools Week. We received several calls from families who were deciding between our school and another school, therefore requesting a tour in early February so that they could compare and decide. I gave many tours outside of our usual timeline, so we knew that we needed to schedule earlier this year. We don't want other schools enrolling ahead of us, recruiting potential St. A's Saints!

- **Upcoming Dates:**

- Dec 2- School resumes, Picture retake day
- Dec 2 & 3- Preschool Muffins with Mom
- Dec 4 & 5- Santa Shop (open for parents to shop on Dec. 5 from 2:45-3:30)
- Dec 4- Advent Penance Service (3rd-8th grades)
- Dec 8- 8:15 School Mass (Holy Day of Obligation)
- Dec 15- AOD 26-27 Tuition Assistance Application OPENS
- Dec 16- SAC Meeting
- Dec 17- PTC Meeting
- Dec 19- Advent Prog. Rehearsal; Half day for ALL- 11:30 dismissal; Advent Program 6:30 pm
- Dec 20-Jan 4- Christmas Break

- Old Business

- New Business

- Round Table Discussion

- Discussion surrounding enrollment metrics, and options to help improve student retention.

- Reviewed additional opportunities for extracurricular programs, i.e. bowling, archery, Lego robotics. Open to additional programs, but need someone to initiate the program.

- Confirm next meeting date

- January 13<sup>th</sup>, 2026 @ Holy Family 5:30 pm

- Closing Prayer

- Adjournment

- Motion Mike Shrodes, 2<sup>nd</sup> Tom Plotinski