

## St. Augustine School Advisory Board September 23, 2025

### Meeting Minutes

**Members Present:** Mike S., Andrew A. Emily L., Danielle K. Noel R., Roger H., Fr Mark

**Non-Members Present:**

**Members Absent:** Kaitlyn H., Maria D.

**Meeting Called to Order:** at 5:04pm by Mike S.

**Opening Prayer:** Mike S.

**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.

**Pastor's Report:**

School has 2 groups of prayer intercessors including the Carmelite Nun, Clinton Twp, MI and Dominican Sisters of St Cecilia, Nashville, TN

The St Augustine Catholic School Alumni Association will be launched in October 2025. Fr Mark states a newsletter will be sent out to alumni 1-2 times per year asking for donations. Donations will go towards tuition assistance.

Envelope structure will be changing after discussion on which “extra” envelopes are returned with donations. School donation envelopes will be included with January envelopes- to coincide with Catholic Schools Week, and September- to coincide with beginning of the school year. Fr Mark hopes to have students present at masses to announce and remind parishioners of these envelopes

Fr Mark had discussed the School Fundraiser with the Lear Corp, Shrine parishioner's and GM and encouraged about their help with the fundraiser.

There has been a two year moratorium in the Archdiocese where no new building will be discussed. Gymnasium discussions will be tabled.

### SAC Admin Report

September 23, 2025

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#### 1. Staffing:

- a. All positions are filled and I am pleased with our new hires.
- a. We are in the process of finalizing our Title I staff:

- . Mrs. Viviano- K-3 literacy coach
- . Mrs. LaHaie- K-3 school counselor

**2. Enrollment:**

- a. We are currently at 190 as of today and still the largest school in the Blue Water Vicariate.

**2. Safety Committee:**

- a. Updated sections of our Emergency Operations Plan have been distributed to all teachers. At our September staff meeting, we discussed/reviewed drill procedures for fire, tornado, lockdown & church. All drills have been scheduled for the year, and we have conducted our first fire drill, which went well.
- a. The Richmond Police have our schedule for drop off and pick up, along with our Mass schedule. I have already spoken to Chief Costello about scheduling a walkthrough of our building and a review of our EOP, which he agreed to do. We will be scheduling this in the near future.
- a. Teachers and office staff attended a 2 hour AVIRT (Active Violence Immediate Response Training) session last Friday. This training included stop the bleed, countering an active shooter, and a review potential responses within the church setting.

**0. Technology Committee:**

- a. Teacher computers were all updated over the summer and prepared for the end of Windows 10 support. The office computers will be updated next.
- a. 40 chromebooks were retired from our fleet and we purchased 30 new chromebooks to replace them. All 3rd-8th graders have a working chromebook.

**0. Athletics-**

- a. Volleyball and cross country are underway and going well. Plans have begun for basketball season already.

**0. Fundraising Committee:**

- a. Our fundraising committee has scheduled this year's Gala event for November 7 at the Italian American Cultural Center. The dueling pianos will return. Three raffles are being planned- information will be coming regarding tickets ASAP.

**0. Miscellaneous:**

- a. The **playground installation** went well! Students seem to be enjoying the new equipment.
- a. **Hallow** accounts are ready for 3rd-8th and staff. Younger student accounts are still being set up. I am working with our Hallow representative on this. New this year- there is a dashboard to monitor usage data.
- a. **Virtues Program**- When our School Outreach Fund grant check arrives (expected this month), we will purchase the school wide virtues program. I have been

using select materials from the program for the past two years, but I am excited to provide the materials to the teachers to be used in the classrooms and school wide.

- a. **Vision report**- I am finalizing our school vision report, with a plan to have something to share with stakeholders by November.
- a. **Social Studies standards**- Teachers are using the updated social studies standards. We purchased the new recommended textbooks for both 5th and 6th grades, where the changes are most significant. I expect
- a. **Accreditation**- This year is our school's accreditation visit, which the staff has been preparing for since last August. We have been rating our school and collecting evidence to demonstrate these ratings on 13 standards in 4 areas: Mission/Catholic identity, Academic Excellence, Operational Vitality, & Governance/Leadership. The visit will take place in two parts:
  - . Compliance Check (November 21)- Accreditation chair will visit and review all personnel files and 51 legal requirements & documentation of each.
  - . Site Visit (May 5)- A team will visit to review our self study ratings and evidence. A member of SAC will need to be interviewed during this visit, along with other stakeholders.

#### 0. **Upcoming Dates:**

- a. Sept 24- Preschool to Blake's
- a. Sept 26- Cross Country Meet, 5:30, Columbus Park
- a. Sept 28- 7th & 8th Grade Youth Group meeting @ HF, 3:30-5:15- required for Confirmation 1 & 2
- a. Oct 3- PTC Doormat Fundraiser event, 6-9 pm, St. A's Parish Hall
- a. Oct 8- Altar Sodality Pie Sale, 9-1 (Pie Assembly- Parish Service Opportunity)
- a. Oct 10- **NO SCHOOL** (Teacher Professional Development)
- a. Oct 25- PTC Trunk or Treat, 6-8 pm at Holy Family
- a. Oct 28/29- Picture Day

Oct 31- **Half Day for ALL**, 11:30 dismissal; End of Quarter 1

#### **Old Business**

- End of Year Survey- Emily L states lots of feedback received. Will bring information next month

#### **New Business**

- o New playground equipment- Kaitlyn H. wanted to know if additional swings were possible. Emily stated the footprint of swings will have to be evaluated to determine where they could possibly be placed
- o Elections, Term limits:  
Mike Shrodes has served term limit, although would like to remain on committee if able.

Election for officers- President Noel Ravenscroft, Vice President Roger Hoke, Secretary Tom Plotinski (no positions had more than one candidate/ volunteer)

**Round Table Discussion**

**Next meeting date – October 28, 2025 5:30pm at ST AUGUSTINE SCHOOL**

**Closing Prayer – all**

There was a motion to adjourn the meeting by Roger H, and it was seconded by Noel R. at 6:02pm.

Respectfully submitted,

Danielle Krause, Secretary

**ADDENDUM NOTED ON 10/14/2025:**

Spoke with prior Secretary, Jeannine Schweihoffer, regarding roster and term limits. No roster from school year 2019/2020 was available at time of last meeting September 23, 2025. Mike Shrodes was completing a partial term when he started on the SAC in 2019/2020 school year. Therefore, he will be completing his 2<sup>nd</sup> term after the 2025/2026 school year.

Roster updated with correct term end date.

Thank you.