

**St. Ambrose Catholic School
School Board Meeting
Wednesday, August 9, 2023
6:00pm – Community Center
MINUTES**

Members Present: Stephanie King, Abby Stephens, Erin Kochan, Justin Lacy, Maggie Kohl, Stephanie Monroe, Paul Braundmeier, Ashley Lack, Mary Terry

Others Present: Bob Baird, Father Steven Janoski, Justin Johnson, Jamie Austin, Debra Freeman, Eli Hawkins, Christian Johnson, Deacon Jay Wackerly

Call to Order: Chairperson Erin Kochan opened the meeting at 6:00 pm.

Opening Prayer: Opening Prayer was led by Father Steven Janoski.

Committee and other reports submitted are included after the board minutes. The following notes are from discussion during our meeting about those reports.

Introduction of New Staff: New staff members (Justin Johnson, Jamie Austin, Debra Freeman & Eli Hawkins) introduced themselves and gave information on their personal and professional backgrounds.

Introduction of Eli Hawkins/IT Update: Mr. Hawkins gave a short presentation regarding the future of St. Ambrose Technology. He highlighted the need for students to be introduced to the modern world, including an introduction to technology at an early age to facilitate teaching them to use it safely. New this year is “Clever”, a single sign on for all applications used at the school. He also highlighted public and security network upgrades. He noted the current pain points: cybersecurity, documentation & training, inventory, and refresh cycle (schedule for updates, upgrades, replacements and renewals). Mr. Hawkins’ role will include assisting with school and parish IT needs.

Selection of Officers: Father Steve noted that the officers for the 2023-2024 school year were not voted upon at the May meeting. Via email, Erin Kochan and Ashley Lack nominated themselves for the roles of Chair and Secretary, respectively. At the meeting Abby Stephens nominated herself for Vice Chair. A motion was made by Maggie Kohl and seconded by Mark Terry to vote to approve the executive board as mentioned above. Chairperson Kochan noted that the ayes have it and the motion was passed to approve the executive board as follows:

Erin Kochan, Chair
Abby Stephens, Vice Chair
Ashley Lack, Secretary

A discussion continued to determine which of the new board members would serve a 1 year term to complete the terms from the resignations of Julie Osborne and Dan Clasby. It was decided that Stephanie King and Mark Terry would each serve 1-year terms, and then be eligible for up to 2 additional 3-year terms; Stephanie Monroe and Justin Lacy would each serve a 3-year term, and then be eligible for 1 additional 3-year term.

Approval of July Minutes: A motion was made by Paul Braundmeier and seconded by Mark Terry to approve the July 2023 School Board Minutes as previously distributed.

Standing Committee Updates: The following is a list of standing committees to be reported on by Board members. A discussion was held giving a brief overview of each committee and a discussion of which members would like to participate on each committee.

Executive Committee: Erin Kochan, Abby Stephens, Ashley Lack

Policy/Planning: Abby Stephens and Justin Lacy volunteered for this committee.

Finance/Budget: Maggie Kohl volunteered for this committee.

Development:

PR:

Building/Grounds: Paul Braundmeier volunteered for this committee.

Legislative Research: It was discussed that this committee would not be necessary as Mr. Baird can report this information to the Board as needed.

It was decided to table this discussion and to have a vote at the next meeting to give Board members additional time to decide which committee they would like to join.

Strategic Plan Update: Erin Kochan reported that the committee met on 8/7/23. They narrowed down goals and objectives. They are now working to create a plan with more detail. A draft will be sent out at a later date. Father Steve gave Board members a copy of the Decree Appointing the Task Force for the 2025 Pastoral Plan for Parishes and Schools for them to review.

Bylaws Review/Approval: Erin Kochan reviewed that the proposed changes were in stating that the Board would meet every month unless otherwise directed by the Executive Committee, instead of as it is currently stated that the Board would meet on the second Wednesday of each month. Father Steve also clarified that as this Board is an advisory board, non-Catholic members are allowed at the discretion of the pastor. Mark Terry made a motion to approve the Bylaw changes as previously distributed and Maggie Kohl seconded this motion. Chairperson Kochan noted that the ayes have it and the motion passed to approve the Bylaw changes as previously distributed. Father Steve will give the final approval for the Bylaws.

Principal's Update: Father Steve noted that discipline concerns should be taken to Mr. Baird, not to the Board. He reminded the Board that the Bylaws state the Board's focus is on education. Mr. Baird highlighted the structure for his reports going forward: Personnel, Building/Grounds, Curriculum & Instruction, Extra Curricular Activities, Anonymous Reports/Discipline, Marketing, Finances, Miscellaneous. Mr. Baird highlighted that Grandparents' Day is September 8. He noted that this Spring the school will go through accreditation for the IL State Board of Education. The Diocese also has an accreditation; it currently uses the state model. He noted that the Diocese is looking to change the process/model for Catholic school accreditation. He highlighted that all staff who supervise children did a CPR/Stop the Bleed training. Staff will also have a retreat at the beginning of next week. Staff will also have active shooter training, which is going to be the 4E approach (Educate, Engage, Evade, Evacuate) instead of the ALICE (Alert, Lock-down, Inform, Counter, Escape/Evade) approach done in past years. Mr. Baird proposed naming the school library after long-time library coordinator Mrs. Maralee Juravich. The Board unanimously approved. Mr. Baird noted that final enrollment for the 2023-2024 school year is 236; enrollment for the 2022-2023 school year was 247. A question was asked about pursuing mental health training for teachers; Mr. Baird notes this will continue to be pursued this year and it will also be a part of the retreat for teachers of the diocese next week.

Discussion: It was discussed and decided that the Board would like to continue having reports added to the Agenda link sent out prior to meetings, and then Board members will come prepared to the

meeting with questions regarding those reports. It was also discussed that the exit surveys for students/families and staff will need to be sent to a Board email instead of to an individual Board member's email. Deacon Jay stated that the IT department could easily set up an email for the Board. The Chair can submit an IT ticket to request this. Chairperson Kochan asked Board members to think about any suggestions for ways to increase parent involvement in the school/parish as a whole.

Promotional Video: Deacon Jay showed a promotional video on the Eucharistic Congress to be held by the Diocese of Springfield in October. He encouraged Board members to use the link emailed out to obtain tickets.

Closing Prayer: Closing prayer was led by Father Steven Janoski.

Adjournment: At 7:14 pm Justin Lacy motioned to adjourn the meeting and it seconded by Ashley Lack.

The next meeting is September 13, 2023.

REPORTS

Principal's Report

· Board Processes – As our School Board has new leadership and several new faces, I welcome everyone to the 2023-2024 school year. As we begin anew, I want to encourage our Board to always feel welcome to contact me to discuss different areas of importance, concerns, with questions, or for any reason. In the past I hope I have given a sense of being receptive to the concerns of the School Board and to give these concerns their full attention. This will continue to be an area of focus moving forward. Our School Board and the administration of St. Ambrose all want what is best for our children and our school. With that spirit of collaboration and uniting purpose I look forward to the new year.

o Template for Board Reports with Possible Categories for focused Principal's Reports;

-Personnel

-Building & Grounds

-Curriculum & Instruction

-Extra Curricular Activities

-Anonymous Reports / Discipline

-Marketing

-Finances

-Miscellaneous

· Calendar

-8/13 Backpack Blessing, Meet the Teacher, Supply Drop off, Uniform Resale, New Family Orientation

-8/17 First Day of School (full day)

· Introduce New Staff

IT Coordinator – Eli Hawkins

5th Grade – Mr. Justin Johnson

5th Grade – Mrs. Jamie Austin

Middle School Science – Ms. Debra Freeman

· Crisis Manual Review w/ first responders, School Safety Drills – On August 3, Mr. Baird met with Godfrey Fire Chief Eric Cranmer and Godfrey Supervisor Lt. Michael Keshner of the Madison County Sheriff's Department. Both were provided with our Crisis Manual weeks before the meeting. After reviewing our manual both agreed the manual included the necessary components, and effectively addresses different emergency situations. Both recommend no changes and signed off on the State requirement. Our annual State/Diocese required safety drills are scheduled for the year. These are; 3 Fire Drills, 2 Lockdown/Intruder Drills, 2 Severe Weather Drills, and 1 Earthquake Drill. With one Lockdown and 1 fire drill, local first responders must attend, observe, and provide feedback. Our Lockdown Drill is scheduled for Tuesday Aug. 29 at 8:15. The Madison County Sheriff's Department will be on hand. The first fire drill is Tuesday Aug. 31 at 9:00 AM and the Godfrey Fire Department will be on hand.

· Handbook Updates (please see additional attachment sent via email) These handbook updates are all required by either or both the Diocese of Springfield and the State of Illinois. These policies either came directly from the Diocesan policy manual or were created using other Catholic school policies as a model. One additional policy that has yet to be addressed is a service requirement for our students. Our Strategic Plan Committee has identified a service requirement for students as a goal. Do we want to implement a service requirement for our students?

- State & Diocesan Accreditation Update

- Staff Trainings & Professional Development – Before school our staff will have completed the following trainings and professional development;
 - o CPR/Stop the Bleed Training

 - o Alton Deanery Collaboration between teachers

 - o Faculty Retreat at the Evermode Institute in Springfield

 - o 4E Active Shooter Training with the Alton Police Department and Lt. Christner

- Library & Book Vending Ceremony (9/1 Library Kickoff) We plan to have a “grand opening” for our new book vending machine to coincide with the opening of our school library the week of Sept. 4. In addition, we would like to recognize our longtime Library Coordinator, Mrs. Maralee Juravich. Mrs. Juravich has coordinated our library efforts for almost 30 years. During all those years, Mrs. Juravich has been the driving force that has kept our library active and updated for our student body. For her many years of volunteer service, with the blessing of our School Board, we would like name our library the “Maralee Juravich Student Library.”

- IEMA Grant – The IEMA grant and its connected projects continue to be on hold.

- CASH BASH Requirement – Our SAPA parent team, in conjunction with Fr. Steve and the Finance Council, have decided to change our fundraising requirements for families. The new requirement is to sell 2 \$100 Cash Bash tickets, rather than purchase \$2,000 worth of SCRIP. The SCRIP cards are still available, but are no longer required.

Submitted by Ashley Lack, Secretary