

**St. Ambrose Catholic School  
School Board Meeting  
Wednesday, October 11, 2023  
6:00pm – Community Center  
MINUTES**

**Members Present:** Stephanie King, Erin Kochan, Justin Lacy, Stephanie Monroe, Paul Braundmeier, Ashley Lack, Mary Terry

**Others Present:** Bob Baird, Deacon Jay Wackerly

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

**Opening Prayer:** Opening Prayer was led by Deacon Jay Wackerly

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

**Approval of September Minutes:** A motion to approve the Minutes from the September meeting as previously distributed was made by Paul Braundmeier and seconded by Justin Lacy.

**Standing Committee Updates:**

- Executive Committee (Erin Kochan, Ashley Lack reporting for Erin Kochan, Abby Stephens, Ashley Lack): Erin Kochan notes that the School Board now has an email address. A IT ticket will be submitted by Mr. Baird for password/access assistance.
- Policy/Planning (Justin Lacy reporting for Justin Lacy/Abby Stephens): It was suggested that the committee look into a student service hour requirement, which aligns with other Catholic schools in the area. Justin Lacy will research this and report at the next meeting. Mr. Baird will also seek information from other local Catholic school principals.
- Development (Mark Terry): Recent fundraiser totals are listed in the SAPA report. Applefest preliminary information is not yet available.
- Public Relations (Stephanie Monroe reporting for Stephanie Monroe/Maggie Kohl): Mr. Baird was contacted with an offer from Riverbender to make a professional promotional video about our school. It would cost \$350. Mr. Baird sent a proposal to SAPA for assistance with this funding. Stephanie Monroe brought up a discussion regarding the sports programs offered at school and possibly looking into a co-op with other schools
- Building/Grounds (Paul Braundmeier): The next committee meeting is October 23<sup>rd</sup> at 12:00 pm and a report will be shared at the next School Board meeting.

**Strategic Plan Update:** Chairperson Kochan reports that the plan is 40% drafted and details will be shared soon.

**Exit Surveys:** These will need to be sent out to families who did not re-enroll this year. Erin Kochan reports she has been unable to find a copy of the surveys used last year. Another survey will be drafted if needed. Mr. Baird reports that there were about 10 students who did not re-enroll this year. Stephanie Monroe brought up a discussion regarding school sports offerings, as

some students left St. Ambrose to play sports at other schools. A co-op with other schools was suggested to increase the number of students to create teams for more athletic offerings. Mr. Baird notes that this can be challenging, especially due to insurance issues and IESA regulations. This will be researched further as a possible option to increase sports offerings.

**IT Update:** Deacon Jay Wackerly reports that the cameras are mostly installed. The cameras are physically installed but are awaiting connection to the software. So far, 8 of the new camera views are functional and 8 more will be coming when integration is completed.

**Principal's Update:** Mr. Baird notes that the book vending machine has been successful so far. Staff members will give out at least 2 tokens each month, but are allowed to give out additional when they see good behavior that they would like to reward. He notes that two extracurricular activities will begin soon: Model UN and Chess League. Model UN is for grades 6-8 and they will spend 2 days at SIUE acting as delegates of countries and taking on world issues. There are 12 schools registered this year. A competitive chess league was started last year by Mr. Baird and Joe Crawford. This is for grades 2-8. They meet weekly, currently planned for Thursdays after school. There are 8 schools participating this year. An email will be sent out soon for more information and student sign up. Mr. Baird notes that they are still waiting on the IMEA grant funding to be released; the Foundation Grant submission is also upcoming. A question was asked about busing; Mr. Baird notes that currently 3 families (7 students) are using the busing provided by the Alton School District.

**Additional Discussion:** Paul Braundmeier brought up a discussion regarding volunteers for Applefest. He notes that double hours were offered this year for those volunteering for the games stations and they were still short on volunteers. He requests that this be discussed at the next meeting so the Board can begin thinking about solutions for next year. He suggested a requirement of a certain number of volunteer hours per family. He notes that other area schools have service hour requirements for their large parish festivals. It was also suggested by other Board members that this possibly be part of the student service hour requirement which is being researched.

**Closing Prayer:** Closing prayer was led by Deacon Jay Wackerly.

**Adjournment:** At 6:37 pm Paul Braundmeier motioned to adjourn the meeting and it was seconded by Mark Terry.

**The next meeting is November 8, 2023.**

## **REPORTS**

### **Principal's Update**

·Calendar

10/13/23 – End of 1st Quarter

10/18/23 – 1:30 Dismissal & Blood Drive

10/20/23 – Report Cards Open on FACTS SIS

10/23/23 – Red Ribbon Week

10/25/23 – Parent Teacher Conferences 3:30-7:30

10/26/23 – Parent Teacher Conferences 3:30-6:30

10/26/23 – Trunk or Treat, 7:00

10/27/23 – NO SCHOOL

·Activities & Events

**Congratulations to the Cast & Crew of Wizards & Wands** -A big congratulations to the cast and crew of Wizards and Wands! They put on four successful performances beginning with the all-school performance on Thursday Oct. 5 at 1:00, followed by evening performances on Thursday, Friday, and Saturday. Congratulations to all the students and thank you to Mrs. Preston for your continued leadership and all the many volunteer hours provided on behalf of our students! Thank you also to Mrs. Rose for helping lead and supervise the students during the many hours of practice.

**Thank You to All Volunteers and Applefest Attendees!**- Thank you to everyone that worked hard to make this year's Applefest a big success. A special thank you to Missy and Brian Estes and to Mary Kline for their many efforts. Thank you to all the volunteers that contributed their time. A big thank you to all those that attended and supported St. Ambrose through their attendance and participation!

**Basketball Practice Begins** -Basketball practice began last week. Teams will begin games in the next few weeks. Basketball schedules will be posted on the website by the end of the week.

**3rd Grade Visits The Cathedral in Springfield**-This past Wednesday, our 3rd grade class had the opportunity to participate in the Mission Mass at the Cathedral in Springfield. Schools and parishes from across the Diocese were represented at the Mass and this was a great opportunity for our 3rd grade students to visit the Cathedral a month before their special day to receive the Sacraments in November.

**Book Vending Machine**-Our book vending machine has been a big hit amongst the students. After a month of using the machine, we have given out over 75 tokens for individual students to obtain books to keep. The use of tokens and the recognition that comes with it, has led to many acts of volunteerism and a desire to pitch in and contribute amongst the students.

· Testing Results

**MAP Testing Incentives**- To encourage our students to take MAP testing seriously and to do their best, we are offering incentives to students that display growth from previous tests. Incentives will include drawings for gift cards, vending machine tokens, as well as classroom prizes.

· Legislation Concerning Schools

**Faith's Law Resource Guide Posted To School Website**-Recently a document was posted to our school website under the Student section. This document is for Faith's law, which works to protect children from sexual predators and abuse. Information contained within includes available resources for victims of abuse. Also contained within is information on processes used when children are suspected of being victims of abuse.

· Catechist Certification

**Evermode Institute Provides Catechist Training for Staff**-This Fall our teachers will receive Catechist training through a program called the Evermode Institute. The program is facilitated by the Norbertine priests.

Policy Formation

**Wellness Plan-** Currently we are developing a Wellness Plan for St. Ambrose School. The plan will include new nutritional improvements with school lunches, plans for physical activity with PE and recess, and information on medication and other items involving students' health and well being. We have a committee being led by Peggy Kory and Emily Kribs developing this plan using models from the Diocese.

·Building Needs, Conditions

**Camera Expansion Completed-** Last week, Utilitra began a camera expansion of our network. The expansion greatly improves views approaching exterior doors and provides enhanced coverage of the campus.

**Carpet/Flooring for 1-3 Grade Wing -**The carpet in our 1-3 grade wings is in need of replacement. The KCs recently donated funds to help replace flooring. We are considering new carpeting as well as vinyl type options. Each room is somewhere between \$3,500-\$7,500 to complete. We are awaiting updated estimates.

·Academics

**End of 1st Quarter & Report Cards-**The end of the 1st Quarter is Friday Oct. 13, 2023. Report cards will open on FACTS SIS during the afternoon of Friday Oct. 20, 2023.

**Parent-Teacher Conferences Coming Soon, Please Sign Up-**Parent-teacher conferences are scheduled for Wednesday Oct. 25 from 3:30-7:30 and on Thursday Oct. 26 from 3:30-6:30. Please sign up using this link <https://signup.com/group/11369952961973040120> . The link is also posted on the homepage of the school website.

## St. Ambrose Tech Department Monthly Report

Submitted by Eli Hawkins

### Reporting Period

Start Date: 09-14-2023

End Date: 10-09-2023

### Ticketing Metrics:

Tickets submitted: 7

Tickets resolved: 11

Tickets unresolved (all-time): 19

### Tasks accomplished:

Installed and configured new security cameras

Cleaned and reorganized the IT office

Added a wifi network for IoT and installed a video doorbell for aftercare

Installed new networking equipment in the IT office

Tested and implemented several new softwares to improve security and content filtering

Fixed an issue with Chromebooks not updating (important for MAP test preparation)

Created new email groups including the School Board group

Implemented new procedures for all short-term loaning of equipment to students

Short term projects (to complete by the end of the school year):

Create a full asset inventory for tracking and budgeting

Clean and reorganize the IT office and basement storage areas

Establish practices for maintaining compliance with all laws and regulations

Create KPIs for measuring progress in our department

Reorganize the network structure, and increase security site-wide

Install phones in all classrooms

Install door access controls

Establish maintenance calendars for equipment and software

Create and implement staff training

There are many things in the works for the next school year to make things run smoothly for teachers and students, and streamline the support process. If you would like further information, please contact Eli Hawkins at [ehawkins@stambrosegodfrey.org](mailto:ehawkins@stambrosegodfrey.org)

## **SAPA Report**

St. Ambrose Parents' Association

**SAPA Meeting:** October 4, 2023

**Location:** St. Ambrose Community Center

### **MINUTES**

The meeting was called to order at 6:01 pm by Natalie Gordon, Interim President.

**OPENING PRAYER:** Jesus, our friend and our brother, please guide us with your wisdom and love today. Help us to do your will and to be open to hear your voice as we speak and listen to one another. Amen.

#### **PRESIDENT REPORT-** Natalie Gordon, *Interim President*

- We are still looking for a president and vice president.
- We are going to be looking for event and round sponsors for Trivia night if anyone has any leads.

#### **SECRETARY REPORT-** Ashley Lack

- Approval of Minutes from September 6, 2023 meeting
  - A motion was made by Susan Kasten and seconded by Natalie Gordon to approve the minutes as distributed.

#### **TREASURER REPORT-** Susan Kasten

- Checking account balance: \$37,000
- Uniform Resale profited \$866
- Dress Down Day Pass Sale profited \$1899
  - Reminder that there are no physical dress down day passes this year. Everything is being tracked on a spreadsheet, which is shared with the office and all of the teachers. There's a tab for each class. SAPA will update this spreadsheet after each SAPA meeting to add passes for those in attendance. Teachers will keep a tally and remove passes after each dress down day.

- Friday, October 13th is the next SAPA Dress Down Pass day.
- Grandparents' Day came in at a loss of \$221.51. This is after all donations. The event cost more this year due to an increase in the cost of the doughnuts.
- Magic Match had every teacher and extra area sponsored. A very special THANK YOU to the Sponsors for the 2023-2024 school year are:
  - Ron Winkler
  - Jim & Jennifer Hendrickson
  - Deacon Bill & Pat Kessler
  - Carla & David Totten | Nancy & William Orrill | Debbie &
  - James Ellebracht | Donna & Stephen Mikoff
  - Shawn & Nancy Hanion
  - Judith Clark in memory of her husband Jim Clark
  - Terry & Noncy Dooling
  - Deacon Jay & Kim Wackerly
  - J.A.D.
  - Greg & Georgia Adams
  - Kathy Rogers
  - Ric & Linda Jun
  - David & Mary Eckhouse
  - Mark & Rebecca Terry
  - Michael Stephan
  - Tom Bechtold & Cynthia Gelsthorpe
  - Virginia Thomeczek
  - Godfrey Knights of Columbus
- McTeachers Night profited \$624.50. This event can be held once a year.
  - Special THANK YOU to Natalie Gordon for organizing this fundraiser!
- Saints Sponsor numbers will be available at the next meeting.

**PUBLIC RELATIONS REPORT-** Emily Lacy & Natalie Gordon

- With Applefest this weekend we will begin promoting the Trivia night.
  - It will be held at the Sports Tap on Saturday, November 4th.
  - Sign up for a table at: <https://sattrivia23.givesmart.com/>
  - We would like to look into holding this at a new location next year that will allow guests to bring their own food. Having the event in the school gymnasium will

likely require dram shop liability insurance and a liquor license, as well as approval from Father Steve. Deacon Jay suggested that SAPA check with Marcia Wheeler at the Godfrey Knights of Columbus to see about using the KC Hall for next year.

### **SCHOOL ACTIVITIES REPORT- Sarah Mendoza**

- Grandparents Day - overall success, thank you Peggy Kory
- Upcoming Events
  - Halloween Parade - October 31st at 7 pm
    - More information and sign ups will be coming soon.
    - Students voted on this year's theme: Minions
  - Trivia Night - Saturday, November 4, 2023 at SportsTap
    - Book your table: <https://sattrivia23.givesmart.com/>
  - Christmas Community Event - Sunday, November 26, 2023
    - Save the date for this event from Noon-3:00 pm
    - More information will be coming soon
    - This will be at Krueger's Orchard and focused on a community event/Toys For Tots toy drive.
  - Christmas Movie Night
    - Organized by Mark Terry & Chris Varady
    - Saturday, December 16th at 7:00 pm
  - 1st Communion/Confirmation Reception
    - SAPA is donating refreshments for this event. Father Steve is providing games/activities for the students.
  - Cardinals Calendar Fundraiser
    - SAPA received an email from Paige Dawdy about organizing a Cardinals Calendar fundraiser. They are 2024 calendars and will be sold for \$17 each; SAPA will receive \$7.50 for each calendar sold. The calendars will arrive by Christmas. The calendars have a coupon page in them as well. Order forms will be available soon and payment will be cash/check only. This will be completely optional for families to participate.
- Thank you to all who have volunteered to be event chairs. All currently scheduled SAPA events have a chair!

### **DEACON JAY'S REPORT- Jay Wackerly**

- Camera wires have all been run for additional security cameras. There are 17 security camera views currently; this upgrade will be adding 16 additional views.
- The Spelling Bee will take place during Catholic Schools Week. We are in need of someone to run/organize this. Please reach out to Deacon Jay if you are interested.
- A representative from Mercy Tree Adventures will speak on February 7th at the SAPA meeting.
- KC Tootsie Roll Drive for Intellectual Disabilities is this weekend. They will be at every Mass and on Tolle lane collecting donations.

### **PRINCIPAL'S REPORT- Bob Baird**

- **Model UN Begins** - Our Model UN program will begin after school on Wednesday Oct. 11, 2023. The group will meet once a week until the Model UN conference in February.
- **Book Vending Machine** - Our book vending machine has been a big hit amongst the students. After a month of using the machine, we have given out over 75 tokens for individual students to obtain books to keep. The use of tokens and the recognition that comes with it, has led to many acts of volunteerism and a desire to pitch in and contribute amongst the students.
- **8th Grade Class Trip** - Our 8th grade recently made their class trip to Camp Ondessonk. After the trip students talked about how nice the staff were and how much fun they had on the trip. Even students that were originally skeptical about attending acknowledged that they had a lot of fun and that it was a great experience.
- **Vision & Hearing Screening**- On Oct. 16 we have our annual vision and hearing screening. The screening is for Kindergarteners that haven't turned in an eye exam yet. It is also for 2nd grade, 8th grade, and those new to the school not in preschool. The hearing screening is for K, 1st, 2nd, 3rd grades, and those new to the school not in preschool.
- **End of 1st Quarter & Report Cards** - The end of the 1st Quarter is Friday Oct. 13, 2023. A week later during the afternoon of Friday Oct. 20, 2023, the report cards will be opened and available on FACTS SIS.
- **Halloween Parade & Trunk or Treat 10-26-23** - Again in 2023 St. Ambrose will have a float in the Alton Halloween Parade. Students have chosen the Minions as a theme. Students will have the opportunity to walk or ride on the float and are encouraged to participate in the theme. More information and sign-ups will be shared soon. Our annual Trunk or Treat event is scheduled for Thursday Oct. 26, 2023 at 7:00 PM. Donations will

be accepted to benefit the 7th Grade Class of 2025 and their class trip to Camp Ondessonk. A sign up for the event will be sent out soon.

- **Faith's Law Resource Guide Posted To School Website** - Recently a document was posted to our school website under the Student section. This document is for Faith's law, which works to protect children from sexual predators and abuse. Information contained within includes available resources for victims of abuse. Also contained within is information on processes used when children are suspected of being victims of abuse.
- **Character Counts Assembly for August/September**- Our Character Counts Assembly emphasizing RESPECT for the months of August/September was held on Thursday Sept. 28. Guest speaker at the assembly was former St. Ambrose Catholic School Principal and longtime Parishioner Sheila Mullen. She spoke about RESPECT and what it means to her. Students that received book vending machine tokens were recognized along with other students that have displayed positive acts of RESPECT.
- **Illinois Attorney General's Office Presented to Grades 4-8** -On Thursday Sept. 21 at 1:45, Alyssa Castleman, from the Illinois Attorney General's Office, was on hand to talk to our 4-8 grade students about the dangers of the misuse of technology and social media. The talk lasted about 45 minutes and the students had the opportunity to ask questions.

- **ADDITIONAL COMMENTS ON PRINCIPAL'S REPORT**

- Parent/Teacher Conferences are scheduled for Wednesday, October 25th from 3:30-7:30 pm and Thursday, October 26th from 3:30-6:30 pm. A link to sign up will be sent out by Friday October 6. Trunk or Treat will be held after conferences on Thursday, October 26th. There will be no school on Friday, October 27th.
- Peggy Kory is coordinating a Wellness Plan for St. Ambrose. This is a requirement for our upcoming accreditation. This plan highlights our school wide approach to nutrition, health and physical activity, including times spent in activities such as recess and P.E., as well as our food offerings and medication/medical management. Mrs. Kribs and Mr. Baird are also assisting. The plan will be released later this fall. Chris Varady also volunteered to assist with this, as she is a nurse practitioner.
- Mr. Baird will be submitting a proposal to SAPA regarding donation of supplies for Catholic Schools Week, which is Sunday, January 28-Friday, February 2, 2024.
- Building updates: The doors have been ordered from Lyons glass to replace the doors at the back of the building (Kindergarten door, back parking lot door, gym doors, courtyard door).
- Mr. Baird performed a successful Heimlich maneuver on a student during lunch last week. Thea Mendoza recognized that a student was choking and immediately sought help

from Mr. Baird. THANK YOU to Mr. Baird and Thea Mendoza for your heroic actions!

**NEW BUSINESS**

- No new business was brought forward.

**ADDITIONAL QUESTIONS/DISCUSSION-** Open Forum

- No additional questions were raised.

**CLOSING PRAYER:** We give you thanks, Lord, for helping us to learn more and how to love one another. Please help us to always be instruments of your perfect peace in our school. Amen.

With no further questions/discussions, the meeting was adjourned at 6:29 p.m. by Natalie Gordon, Interim President.

*Submitted by Ashley Lack, Secretary*