

St. Augustine Cathedral School LAC
LAC Meeting Minutes
Tuesday, September 12, 2023



Attendees

Guests:

Administration: Andra Zommers

Board Members: Sarah Morgan, Maureen Yanik, Alicia Ochoa, Erick Marmolejo, Sarah Kennedy, Elizabeth Ratti

Board Members Absent: Emily Hollman, Jeanne Blondia, Nathan Schneck

Meeting called to order at 5:30; followed by prayer and the Mission Statement:

*St. Augustine School, in partnership with parents and the Catholic Church, welcomes and shapes young people as they grow in **faith, knowledge, and stewardship.***

AGENDA

1. Approval of June Minutes
 - Minutes were approved
2. New Member Introduction
 - Erick – has Leo/Zoey 5-year-old twins. He is a parishioner and got married at St. A. Works Armstrong International, a company out of Three Rivers for learning development.
3. Officer Appointments
 - Members voted on appointments:
 - Maureen Yanik will again serve as the President
 - Elizabeth Ratti will now serve as the VP
 - Sarah Morgan will again serve as the Secretary
4. Principal's Report
 - Maureen asked about Reliable Glass...this is the "school glass" – the safest glass you can purchase. This will be on the front door, and front office windows, and back door. This is all covered by a State Police safety grant. Handrails will be replaced next summer.
 - Classroom tracks and tiles – Only three or four are left to do but they are larger rooms. This will be addressed either next summer or Christmas/spring breaks.
 - Hallway carpets will need to be replaced relatively soon.
 - HVAC – It was determined last year that we would begin saving some Legacy money for the VAC replacement system which will undoubtedly need to happen in the coming years. When the system was evaluated a few years ago, we were quoted a cost of around \$700k.
 - A separate line item will be added to our budget to track this money.
 - It was decided to move over \$100k, which includes the \$50k from last year's Legacy celebration, to this fund.
 - At the conclusion of this year's two-part Legacy celebration, we will decide how much more to move over.
 - Reminder that CSGK school funds will also assist with the cost of this project.
 - Erick mentioned that he might be able to provide professional insight and Andra will work with him to get the background information he needs.
 - We reviewed our current restricted funds and their balances.
 - School Improvement Team signed off on their goals for the school year.

- Goal - to review our mission and logo. Mission week will be celebrated in February. Opinions will be asked of leadership groups, teachers, parents, etc.
 - Goal - offer a retreat experience for the kids for an off-site event. Parent volunteers will be utilized.
 - Goal - The teachers are working on data-driven teaching and learning; intentional about using multiple datapoints to ensure that kids are growing appropriately. We are seeing learning gaps in younger grades – we want to understand where the gaps are and how we can support them.
 - Goal - Andra wants to work the CSGK Finance Committee to evaluate and improve compensation for non-exempt employees (hourly employees).
 - There will be a grounds cleanup day on October 15. It will include food. LAC will be asked to assist. This is being driven by the parish but supported by the school.
 - Sarah K. asked about the area in the back/southeast corner of the Crowley where there is garbage. Is there a way to discourage loitering? Another idea is to install holly or another prickly bush to deter loitering. Andra will look into this.
 - Andra was asked if it is school policy to follow Kzoo County Health and Human Services recommendations. We do not have a specific policy. We follow a standard sick policy – if you are ill, do not come to school until you feel better and are fever-free for 24 hours. Wear a mask if you desire.
 - Alicia inquired about school safety policies. Andra explained that there is an emergency management plan that has been trained 3x. This includes a ‘what to do’ flipchart in each classroom. For outdoor recess, Mike Hollman has been informed of procedures, and Elizabeth suggested the procedures be shared with all playground volunteers.
 - Our staff is well trained but to do extra drills is not recommended by safety officials. Can do more damage than good to all involved. The drills we do are deliberately focused on ‘quiet’ and ‘listening’, as that will be most important should an emergency arise.
 - The installation of the gate at Crowley Center is a Cathedral project. Public safety is doing some drive-bys at night.
5. CSGK & LAC Committee Reports – Will be reviewed at next meeting due to time constraints today.
6. New Business
- Legacy Event updates
 - Motioned and approved the request to acquire a liquor license for the event.
 - Idea: offer angel item for “rooms of pipes” to help with the HVAC project
7. Takeaways to include in the Monday Mailing
- Introduce the board members for the school year
 - Recognize Tony Van Es for years of service
 - Plan to join us for Legacy on November 10
 - Transferred \$100K from past Legacy to the capital needs fund with the possibility of using it to for a new HVAC system. This is thanks to many successful Legacy events in the past.
8. Next Meeting – October 10, 2023
- The meeting was adjourned at 6:19.