

LCAB Meeting Agenda & Minutes

17Sept2025(7:00pm – 8:00pm)

1) Call to order & Prayer:

LCAB Members	Kelly Richmond (President) - Present Jamie Kuhn (Secretary) - Present Kyle Hager (Member) - Present Kelly Richmond (President) - Present Ashley Johnson (Member) - Present Emily Pell (Member - pending training) - Present Joshua Hildebrand *Potential additional members being reviewed
Ex-officio	Sheryl O'Connor (Principal)
Guests	

2) Guest introductions and opportunity to address the board.

3) Review & Approval of Minutes from previous meeting (review prior to meeting)

4) School improvement goals-review of submitted evidence

2025 - 26 Goals

- Participate with diocesan initiatives to build leadership capacity

6.9 The leader/leadership team assumes responsibility for building leadership capacity and creating shared leadership within the faculty to ensure the long-term sustainability of the school's mission and vision.

- Refine our curriculum guide for integration of CKLA with science and social studies

7.1 The curriculum adheres to appropriate, delineated curriculum standards in every subject area, and is vertically and horizontally aligned to ensure that each student successfully completes a rigorous and coherent sequence of academic courses based on the curriculum standards.

- Improve practice for Standards Based Reporting (grades)

8.4 Criteria used to evaluate student work and the reporting mechanisms are valid, consistent, transparent, equitable, and justly administered.

- Standards based Mathematics instruction-Intend to keep current textbook series; will work on finding new program over the school year for ordering for 26-27

7.4 Curriculum and instruction provide students with the knowledge, experience, understanding, and skills to communicate, collaborate, and think critically and creatively for the common good.

7.5 Curriculum and instruction empower students to responsibly use and evaluate technology for research, computation, innovation, communication, and collaboration.

5) Reports

○ Monthly Budget Report (to be emailed and reviewed prior to meeting)

○ Special Committees

- Home & School

a. Fundraiser Chairs and Teams

- Key Cards/Books Report

Discuss in August meeting to get a jump start on the program

- Calendar Raffle
- Purse Bingo 2025
- CSW Auction 2026 (January 24, 2026)

b. Ideas for new fundraisers

- BBQ & Carnival (Kelly) - Summer 2026

c. H&S Budget

- Signage - Mary I. is interested in new signage to either have repainted or replaced

Rooted in the sacramental life of the Church, St. Therese Catholic School fosters a culture of academic excellence where together we seek to know, love, and serve Jesus Christ through loving and serving others.

Discussed options for sign repair/replacement - reach out to potential painters and redo signage; difficulty finding banners to order that meet need

Budget: Checks for \$250 were cut for each teacher to start their school year.

- d. Service to community (Missionary Discipleship)
 - Parent Date Night (Kyle) - December 13, noon-4pm

6) Action Matters

○ Old Business

- Staff
- LCAB Meeting Dates & Schedule
 - a. LCAB meetings – stay with the 3rd Wednesday of every month at 7pm – 8pm (a) June 18, 2025
 - (b) October 15, 2025
 - (c) November 19, 2025
 - (d) December 17, 2025
 - (e) January 21, 2026
 - (f) February 25, 2026 (moved from Feb. 18 due to Ash Wednesday)
 - (g) March 18, 2026
 - (h) April 15, 2026
 - (i) May 20, 2026
 - (j) June 17, 2026
- Enrollment for 2025-2026
 - a. [Working Enrollment Document](#) (click to view)
- Safety considerations in planning classrooms assignments for 25-26
 - a. For preschool, we must now have a certificate of occupancy
 - b. Upper floor: Kindergarten and 4th-5th grades
 - c. Lower level: First-Third Grades (with additional learning space in the cafeteria)
 - d. Preschool main level-they will be eating in their rooms
 - e. Portable: Atrium for Catechesis of the Good Shepherd

○ New Business

- Updated Security Protocols
- New Preschool Regulations from State of Michigan
 - Besides the certificate of occupancy, there are new regulations for tracking visitors, documenting when preschoolers leave their classroom. Sheryl has received training from the State of Michigan. The new regulations were promulgated on August 7 and Sheryl is still working through them.
- Just FYI-Contracts:
 - Changes in how benefits are calculated -for 2025-2026, for those contracted employees who are receiving benefits, Schedule A of their contracts will be reviewed in January.
 - Superintendent is reviewing the calendar for contracts. The current contract schedule is August 15 of the current year to August 14 of the next year. For administrative staff, it is proposed that contracts run from July 1 to June 30. There is also discussion of adjusting teacher contracts to August 1 to July 31.
- Painting the playground parking lot area - looking for volunteers to assist

7) Good of the Order

Kelly
Kyle
Ashley
Emily
Jamie
Josh
Sheryl

8) Adjournment/Prayer

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