

**St. Ambrose Catholic School  
School Advisory Council Meeting  
Wednesday, August 13, 2025  
6:00pm – Pastoral Center**

**MINUTES**

**Members Present:** Erin Kochan, Ashley Lack, Justin Lacy, Kathy Wittich, Mark Terry, Stephanie Monroe

**Ex Officio Members Present:** Bob Baird, Father Steven Janoski, Deacon Jay Wackerly

**Others Present:** Carmen Serio

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

**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 Guests:** Carmen Serio introduced himself to the Council. He is considering filling one of the vacant seats on the Council.

**Approval of June Minutes:** A motion to approve the Minutes from the June meeting as previously distributed was made by Mark Terry and seconded by Justin Lacy. The motion was carried with unanimous approval.

**Standing Committee Updates:**

- Executive Committee (Erin Kochan/Justin Lacy/Ashley Lack): No report.
- Policy/Planning (Justin Lacy): Handbook Changes: The 2025-2026 Handbook was distributed. No comments/feedback have been received from parents yet, except for a few questions about the required 2 hours per family service at Applefest.
- Development (Mark Terry): SAPA officers met for 2025-2026 planning. There are still open positions on the SAPA Board and on some event chair positions.
- Public Relations (Stephanie Monroe/Bob Baird): Yard signs for upcoming sports have been made and will be distributed to baseball and golf players. SAPA also distributed yard signs welcoming new students. There were press releases this summer regarding curriculum updates and the new security projects that have been completed. There will be a PR push with the upcoming Applefest event. Father Steve noted that new baby blankets with the St. Ambrose logos will soon be given to newly baptized babies in our parish.

- Building/Grounds (Open; Bob Baird reporting): The roof project has started. There has not been a large impact on school drop off/pick up procedures. Morning Masses have been held in the school gym.
- Athletics (Bob Baird reporting for Bob Baird/Justin Johnson): Cheerleading will be beginning soon. Cheerleading has asked for uniforms; they will need to participate in athletic association fees to help cover this expense.

**IT Update (Deacon Jay Wackerly):** See attached report. A discussion was held regarding the new 2 factor authentication requirements from the diocese and how this should be handled among the Council Executive Committee regarding email and the Google drive access. Mark Terry has come up with a process to facilitate the use of the [schoolboard@stambrosegodfrey.org](mailto:schoolboard@stambrosegodfrey.org) email account. Deacon Jay noted that a collection agency for Spectrum contacted the school; they were referred to the lawyer. He also noted that minor updates have been made to the weekly Mass reflection sheet. This is a weekly assignment for grades 4-8. Once they are confirmed, 3rd grade will also have this assignment. These forms are outside of Deacon Jay's office in the church. It was requested that these forms also be put on the school website and on the teachers' Google classrooms online.

**Principal's Update (Bob Baird):** Bob Baird thanked the Council for continuing in this capacity of service. He also thanked the SAPA leadership and volunteers. He reported that students had a good first day of school and there was compliance with the updates to the dress code policy. He noted that Fall Play auditions will be on August 19th. He stated that the wellness curriculum will be incorporated into both Character Counts classes and P.E. classes. There will be a monthly Wellness and Character Counts assembly, as well as a monthly wellness challenge. He noted that Jamie Burns will begin offering Title I/math & reading tutoring in mid September, once teachers have been able to assess students and make recommendations to the programs. They anticipate 30-ish students will get recommendations for these services. Chris Rose has been hired as a part-time evening custodian. The Buddy System will make a return in early September. For fall pictures this year, students will wear uniforms, as these are the photos used in the yearbook. The lighting by the flags as you enter the campus will be adjusted and additional lights installed if needed to help make license plates more visible on the cameras at night.

**Additional Discussion:** No additional items were brought to the table for discussion.

**New Business:** No new business was brought forward.

**Adjournment:** At 6:40 p.m. Mark Terry motioned to adjourn the meeting and it was seconded by Justin Lacy.

**The next meeting is September 10, 2025 at 6:00 p.m. and will be held in the Pastoral Center.**

## REPORTS

### PRINCIPAL'S REPORT

- **Catholic Identity/Spiritual Growth**

"Chapel Time" Tuesdays 2:00-2:30 - Now in the 2025-2026 school year we have a new 30 minute period (2:00-2:30) on Tuesday afternoons, we are calling "Chapel Time." During this period we will regularly have Adoration, practice liturgical music, celebrate prayer/liturgy services, have Faith Family activities, conduct our Character Counts/Wellness assemblies and more.

- **Curriculum & Instruction**

Middle School Accelerated Math/Science - Recently, the Accelerated Math and Science class assignments were shared with parents and students. The placements were based on prior performance in math, MAP test scores, and overall academic performance of the students. The first couple of weeks during this school year will act as a trial period to assess the student class placements. If a student may have been inappropriately placed they can be moved.

Wellness Curriculum - This year wellness lessons will be presented through PE and Character Counts. In PE we will focus on physical wellness (healthy eating, importance of physical activity, living a drug free lifestyle, and more. In Character Counts we will focus on mental wellness (healthy relationships, limiting screen time, positive communications, self-advocacy, and more)

- **Personnel**

New Staff -

Jamie Burns - Title I / Reading & Math Tutor

Patrick Jun - Maintenance

Jim Irvin - Lead Custodian

Professional Development

CPR Training - All faculty and staff are CPR certified.

School Intruder Training - The faculty went through refresher training on ALICE and the 4 Es.

Catechist Certification - Our faculty are up to date with Catechist training and certification.

- **Building & Grounds**

St. Ambrose Architectural Floor Plans for First Responders - Madison County IL were the recipients of a national grant to have the floor plans of all schools in a county wide database. This would allow first responders to access a school's floor plan in the event of an emergency. The floor plans need to be in a standardized format and the first responders need actual dimensions of building spaces. Unfortunately St. Ambrose did not have drawings with dimensions. The grant provided for representatives from Western IL University to come on site and use video/laser technology to generate the floor plans. The floor plans for St. Ambrose will

be included in the database and we will receive copies of these plans for all of our buildings (school, community center, and Church).

### **SAPA REPORT**

No report.

### **ATHLETIC REPORT**

Justin Johnson is the new Athletic Director, while Monica Ellebracht continues to assist and support our programs. Golf and Baseball are the Fall sports that are underway. We have 14 golfers and Scott Rose and Justin Johnson are the coaches. They have 5 matches split between Rolling Hills and Spencer T Olin. Baseball is coached by Justin Lacy and Joe Monroe. There are 10 baseball players and they have 7 games scheduled along with a tournament. Home games are played on the big field at Glazebrook. Basketball registrations will be sent out in September.

### **IT REPORT**

Deacon Jay: 2FA - Since 2 Factor Authorization (2FA) is required for all emails does it serve much of a purpose to keep using the [schoolboard@stambrosegodfrey.org](mailto:schoolboard@stambrosegodfrey.org) email account? If the account is kept I expect the 2nd factor authorization would be by the Advisory Board President.

Safe Environment St. Ambrose School - 17 User Profiles require attention/expired, 3 user profiles expiring within 60 days. The principal has sent out multiple notifications.

## **St. Ambrose Tech Department Monthly Report**

Submitted by Eli Hawkins

### **Reporting Period**

Start Date: 07-12-2025

End Date: 08-11-2025

### **Ticketing Metrics:**

Tickets submitted since start date: 6

Tickets resolved since start date: 17

Tickets unresolved (all-time): 10

School is about to pick back up and we've completed all of our mandatory summer projects so that we are ready for students to arrive.

- Installed cameras on front and back sheds and in aftercare room
- Refreshed all student Chromebooks and staged them in the classrooms
- Reviewed, renewed, and updated all educational software and subscriptions
- Updated our Google Workspace configuration
- Installed new PCs in library and gym
- Completed set up of 2FA for all teachers and staff in the school

Some other things we are working on but are still in the exploration stage are:

- New classroom cameras (Middle School) so they can connect to the security system (we are reworking a quote from Utilitra at the moment)
- Gather options for updating the intercom system (currently looking into adding an additional door access control station in the principal's office)
- Consider options for livestreaming sporting events online (we have not moved on this yet)

There was a lot to get done over the summer, but still far less than previous years. Fortunately our processes and systems continue to improve.

## **FATHER STEVE'S REPORT**

### **Dean of Students (description)**

The Dean of Students at St. Ambrose Catholic School is responsible for assisting the Principal in investigating disciplinary matters and for addressing situations that are sensitive/emotional in nature and require confidentiality. The Dean of Students will assist the Principal when communicating the specifics of different situations and when issuing consequences.

The Dean of Students will assist the Principal in determining the appropriate response involving disciplinary matters or with situations that impact the whole school community.

The Dean of Students will also assist in providing counseling or support to students as needed.

Qualifications of Mrs. Preston as Dean of Students and continued training for said role.

Buddy System will be reinstituted.

Children will sit as Faith Families for Mass.

Tuesday “Chapel Time”

Adoration or other service of prayer/worship (non-Mass)

Music Practice

Faith Family activity

Character Counts assembly

Following ALL SCHOOL Masses, there will be a brief rehearsal for the following week’s Mass.

**Comments to Fr. Steve from families who have left St. Ambrose School this past year.**

*We love St. Ambrose, but feel our child needs more socialization that St. Ambrose can’t offer (due to small size). (Remains parishioner of St. Ambrose)*

*It was a difficult decision to move our child to another school, but we wanted our child to be in a school that has more resources to support our child’s talents. (Remains parishioner of St. Ambrose)*

*Our child was being excluded by classmates and it has gone on long enough. It was time to move to a different environment. (Remains parishioner of St. Ambrose)*

*I believe the change in teachers for first and third grade would adversely affect my children. We are looking for more consistency. (Switching parishes)*

*You are always very helpful and clearly care a lot of your students (Non-parishioner)*

**Mr. Baird’s evaluation and updated goals.**

**Mr. Carmen Serio** has agreed to attend a School Advisory Council meeting and has shown interest in becoming a member.

**Future Saint** baby blanket....



#### **DEACON JAY'S REPORT**

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*Respectfully submitted by Ashley Lack, School Advisory Council Secretary*