



## October School Advisory Council Meeting Minutes

Tuesday, October 11th, 2016  
Spirit Center Conference Room 6:45pm

### Mission Statement

Annunciation School is a Catholic Parish School. We are a united and caring community of students, staff and parents committed to learning based on Christian values within our rich Catholic heritage. We provide our students with an outstanding religious and academic education, addressing the needs of the whole child.

Present: **Council Members:** Becky Studt, David Gartner, Mike Lori, Wendy Bagley, Greg Heymans, Alison Golla, Allison O'Brien, Laura Vonhof, Lori Huber, Steve Peterson, Adrian Woodward, Dave Rutt **Principal:** Jennifer Cassidy **and APO Liaison:** Sara Nuahn

Absent: Fr. Park

### I. Call to Order

- i. Opening Prayer – Mike Lori
- ii. Approval of Agenda – Becky Studt and Steve Peterson
- iii. Approval of April Minutes – Becky Studt and Laura Vonhof

### II. Open Public Forum

- i. Parents may bring forth concerns. Concerns will be taken into consideration and deferred to the appropriate administrator or board member for possible resolution at a later date. Personnel issues are not considered; they are handled by the principal.

### III. Old Business

- i. Fundraising/Development Updates – Tom Konz – Doubled fund raising efforts over the year. Discussed when we fundraise and the events. Lots of balls in the air at all times. Thanks to Chris Franks, she's awesome. Also, Wendy Bagley and Greg Heymans help a lot too. Please introduce Tom to donors so he can personally thank those people.
- ii. Leadership Council Update – Jennifer Cassidy and Mike Lori – Recreating Parish Council. Father Park has a long wish list he created during his first year. 6-7 different committees and working on unifying effort between church and school. Bring together some of the SAC committees and leadership council.
- iii. Hospitality Donut Sunday – April 2<sup>nd</sup> is our rescheduled date but it is the last Sunday of spring break. Probably not a lot of people around to help. Maybe we participate in a waffle Sunday breakfast with AYM around Catholic Schools Week to tie into enrollment.
- iv. Septemberfest Basket – If you have not paid Alison Golla please do.

#### **IV. General Reports**

- i. Pastor – Father Park – Absent
- ii. Principal – Jennifer Cassidy – Still working on Strategic Plan goals and how that fits into mission and philosophy. Weekly staff meetings. K-5 new math program fits with IB, Middle School – consistency with kids and keep it vibrant. Goal setting with teachers, letting people know that it does matter so talk to Jennifer Cassidy if you have concerns. MAP testing – 3<sup>rd</sup> year so we can start to analyze trends/data. School climate – what is the mind set? 1<sup>st</sup> Principal Breakfast is Friday Oct. 16<sup>th</sup>.
- iii. APO – Sara Nuahn – APEX Fun Run is October 19<sup>th</sup> from 8:30-11:30. Volunteers needed for 30 minute shifts. Preschool mixer is October 26<sup>th</sup> from 7-9:00pm and would like some SAC members to be there. Winter Greens sale coming in November. Barnes and Noble Book Fair is December 6<sup>th</sup>. Also, looking for some parent volunteers over the lunch hour and school nurse.

#### **V. Committee Reports**

- i. Advancement – Wendy Bagley – Fund-a-Need will be Help-a-Student
- ii. Policy – Allison O’Brien – Middle School handbook needs some tweaking. Policy for 1-1 technology – security, fees, damage costs etc.. compare that to what other schools do. Gather changes/updates on Bylaws and Constitution.
- iii. Facility – Steve Peterson – Issues with gym floor near concession stand, pump went out. Hope that having heat running will dry the floor out. Bidding system for structure/capital projects etc.. share documents between church and school for process. Campus study to determine long term goals of what do we need done.
- iv. Nominating – Mike Lori – Content to promote SAC in the weekender. Maybe try to do pin point recruiting for certain committees.
- v. Technology – David Gartner – Not a lot of movement. Working on security and wiring with PA system and speakers throughout school. Labor cost from bid is around \$18,000 so if we can enlist some people to help with the wiring we can save that money.
- vi. Middle School Ad Hoc – No update required
- vii. Long Range Planning – Mike Lori – MNSA strategic plan
- viii. Budget – Dave Rutt – Jim has not dug into budget. Would like to discuss tuition at preview night and how to communicate that. Tuition will be set by January for enrollment. Continue to have discussions about in/out of parish flat rate tuition and what that looks like.

- ix. Marketing – Becky Studt – Preview Night is Thursday, November 10<sup>th</sup>. SAC members are required to be there to help. Big night for the school. Sheila Steichen and her team have been doing the preliminary work of getting the word out to preschools, banners out front etc.. Lots of good work from them. Email will be sent out with more detailed instruction about the night.
- x. Preschool Ad Hoc – No updates required

**VI. New Business**

- i. Our Lady of Peace Update –Let go of Principal. There is already a waiting list for Annunciation Middle School and they are stretched with current students.
- ii. Preview Night Updates – Already discussed in Committee Reports
- iii. Campus Environment Sub Committee – This group will help us focus on strategic goals of building state of the art facility and technology operations to support teaching and learning. Connected to IB and strategic plan. This group would be a cross functional mix of Preschool and Middle School Ad Hoc Committee, Vision Team, Staff and Facility etc.. to look at our current space and how kids use and how they can use it better. Creating maker spaces on the campus for hands on learning and discovery, better use of technology. SAC members voted yes that this would be a good subcommittee to create.
- iv. Goals for Committees – 2 for 2016/2017
- v. Parent Info Night Recap – Timing issue for those with multiple children especially in Middle School. Good event though.
- vi. Communications Feedback – Schoology – People still having issues with it. Maybe have some people available for FAQ at conferences.
- vii. Bylaw/Constitution draft to be completed by Nov. meeting for ratification.