



December School Advisory Council Meeting Minutes

2015-2016

Tuesday, December 8th, 2015

Spirit Center Conference Room 6:30pm

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: Colleen Knapp, Andrea Markley, Uli Loichle, Becky Studt, Robin Stubblefield, Scott Guilliat, Dave Rutt, David Gartner, Steve Peterson, Mike Lori, Greg Heymans, Wendy Bagley **Principal:** Jennifer Cassidy, **Pastor:** Father Brian Park, **Parish Council Liaison:** Maureen Mook **and APO Liaison:** Maranda McCarthy

Absent – Tom Konz

I. Call to Order

- i. Opening Prayer – Fr. Park
- ii. Approval of Agenda – Steve Peterson and Robin Stubblefield
- iii. Approval of November Minutes – David Gartner and Steve Peterson

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 Policy – Skip APO minor revision
- ii. Virtus Recertification – Make sure it is complete by January meeting

IV. General Reports (reports sent via email)

- i. Pastor-Father Brian Park – Randy resigned. Working on hiring new Business Administrator. Bob helping out in the interim.
- ii. Principal-Jennifer Cassidy – Continued training with teachers toward 5 goals. Enrollment-Shelia Steichen is a rock star. Tours scheduled with families from preview night. 10 applications so far. This time last year we had zero. 26 people at preview night and 17 of those with no previous connections.
- iii. Development Director –Tom Konz(absent) – No report

- iv. Parish Council –Maureen Mook – Preschool room move to church-reconfigure basement and bathroom space. Cana dinner planning which will be held on Feb 6th. Brief conversation about All Saints Pizza Party vs Halloween Pizza Party. Father is open to new ideas. Randy resigned and hoping to have new person start on Jan. 4th. Bob helping out in the interim.
- v. APO –Miranda McCarthy – Teacher/staff gift cards/Christmas party. Steady turn out for Barnes and Noble event...no numbers yet. Trivia night in full planning mode. APO is working with Jennifer and TK to determine where funds should go from this event and others. Winter greens sale numbers were the same as last year.

V. Committee Reports-All committees must have 1 goal for the year

- i. Advancement – Annual Fund letters sent out. Will provide update when monies start coming in. Hoping to raise \$100k. Gone over list of “asks” throughout the year. Is there a better way to coordinate when, how and to who. Will meet to discuss priorities for the school as APO would like to have an idea about funds raised and how spent. Chris Frank is working on updating alumni directory for better outreach. Exploring ways to engage former students and invite them to visit the school and encourage financial support.
- ii. Marketing – Amazing job on preview night. Looking at booking billboard for 8th grade graduation and fall of 2016. Sheila will report in January about what she has been doing. Okee Dokee Brothers Concert January 15th at 6:30. Make sure website is up to date with tuition information.
- iii. Facility – Playground project...thinking about how to combine events to raise enough money to fund this project. APO events (fun run) and potential auction fund a need. Work has started on gym wall to work on water issues. Facility committee is gathering bids for final project to get started on gym facelift (2015 fund a need). Work will most likely start in the summer so no conflicts arise.
- iv. Budget – Jennifer Cassidy mentioned kudos to Finance Committee and Fr. Park for setting tuition for enrollment. Look out 2 years to see impact of tuition and endowment for worst and best expected case. Working with Parish Council to see big picture for financials, actuals, expenses etc.. Goal for next meeting is to have met with Andy Cebulla and Tom Konz in regards to update on next year’s budget.
- v. Long Range Planning – Written report
- vi. Nominating – Have a couple people that have expressed interest in joining SAC for 2016 year. Working with committee to see who else might be a good fit.
- vii. Policy – Written report
- viii. Technology – Written report
- ix. Middle School Ad Hoc – No report
- x. Pre School Ad Hoc – Written report

VI. New Business

VII. Adjournment David Gartner and David Rutt