



March School Advisory Council Meeting Minutes

2015-2016

Tuesday, March 15th, 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: Colleen Knapp, Andrea Markley, Uli Loichle, Becky Studt, Dave Rutt, David Gartner, Steve Peterson, Mike Lori, Wendy Bagley, Robin Stubblefield **Principal:** Jennifer Cassidy, **Pastor:** Father Brian Park, **Parish Council Liaison:** Maureen Mook **and APO Liaison:** Absent

Absent – Scott Guilliat Greg Heymans, APO Rep

I. Call to Order

- i. Opening Prayer – Fr. Park
- ii. Approval of Agenda – Steve Peterson and Dave Rutt
- iii. Approval of February Minutes – Becky Studt and Dave Gartner

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. Fund-A-Need: Discussing playground structure. Still have a lot to figure out – flooring options, keep current footprint or expand, equipment requirements for all ages/grades. We still need more information/specs to determine what we want to build so we can determine Fund-A-Need dollar goal. Scheduled to do new playground this summer. Also thinking about doing dual Fund-A-Need and incorporating Fund-A-Student for those that do not want to donate toward the playground. TK is going to send a letter out about this. Need continues to grow to help students financially.
- ii. Enrollment Update – Jennifer Cassidy. Sheila Steichen is going above and beyond in her new role. She has put together an enrollment team to strategize about numbers, recruiting, branding, how to meet numbers and make Annunciation number 1 choice. April 8th is Preview Day.

IV. New Business

- i. Committee Goals – discuss goals among team and send to Colleen before next meeting.

V. General Reports

- i. Pastor-Father Brian Park – Nothing in particular
- ii. Principal-Jennifer Cassidy – Staff is doing great taking on new IB initiatives. Kindergarten had a good IB assessment after Carnival – using technology to help them present. Julie Loney working with teachers on technology expansion. 1st unit of inquiry being taught and seeing she can see the teachers seeing the children growing. 11 staff member doing IB training in Minneapolis.
- iii. Development Director –Tom Konz – Written report
- iv. Parish Council –Maureen Mook – Cana Dinner is tabled for next year because of low turnout this year and Fr. Park's trip to Italy. Still discussing database and better ways to communicate to the parish. IT Committee for Parish Council in the works.
- v. APO – Not present

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

- i. Advancement – Wendy Bagley – Fund-A-Student, notification for volunteer awards in weekender. Awarded first week in June. Mary Jo Sterner Award and Dominican Award.
- ii. Marketing – Andrea Markley – Tom Aviles created 3 marketing videos at no charge to us to put out on social media. He is awesome. Need to do something for him. Have Megan Stebbins post on website and other sites. Also send to prospective families. Lots of spirit wear to sell. Make that an auction item for people to bid on.
- iii. Facility – Steve Peterson – Auditorium lighting and sound supplies. Gym will be painted over spring break and floor will be done over summer. Will need extra funding for lighting and new pads.
- iv. Budget – Dave Rutt – Budget is a work in progress. Jim Weiland is taking stuff on and working with Dave and others on Finance team to discuss numbers.
- v. Long Range Planning – Jennifer Cassidy – MNSA strategic plan is on track. Springtime will be state of the school to discuss next year's goals and where we are with overall plan. Be transparent on what's going on...keeping people in the loop.
- vi. Nominating – Becky Studt - Have a few people that are interested and getting a few more names to contact. Need to have people to present by April Meeting.
- vii. Policy –Robin Stubblefield – Robin met with Jennifer Cassidy and Colleen Knapp to update old handbook from 2006.
- viii. Technology –David Gartner – \$10,000 grant for technology from Catholic School Center for Excellence. David, Matt Tuttle, Mike Lori and Adrian Woodward met to discuss technology and their assessment is we have a long way to go. Cleaned out projectors in middle school. Tom Konz secured donation of 10 Chrome Books for library.
- ix. Middle School Ad Hoc – Colleen Knapp – Meet with teachers to prioritize what is important from families and kids. Look at old and new stuff differently and share those ideas with parents.

- x. Pre School Ad Hoc – Jennifer Cassidy – Moving forward with second 4 y/o room for preschool that will be in the church. Will keep 3 y/o here in school. LADC will put news about expansion in their newsletter.

Adjournment –