



November School Advisory Council Meeting Minutes

2015-2016

Tuesday, November 10th, 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
Principal: Jennifer Cassidy, **Pastor:** Father Brian Park, **Parish Council Liaison:** Beth Woods and **APO Liaison:** Matt Moosbrugger

Absent: Tom Konz, Wendy Bagley

I. Call to Order

- i. Opening Prayer – Fr. Park
- ii. Approval of Agenda – Robin Stubblefield and Dave Rutt
- iii. Approval of October Minutes – Becky Studt and Mike Lori

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. Virtus Recertification – Jimmy Dunn. Update on Essential 3 Background check, Virtus training and Code of Conduct. Need to make sure everyone is up to date all of these. Needs to be updated every three years.
- ii. Revised Constitution and By Laws – Robin Stubblefield. 100% approval by SAC members on updated Constitution and By Laws. Will send onto Parish Council and the Archdiocese.

IV. General Reports (reports sent via email)

- i. Pastor-Father Brian Park –Working with Parish Council and Staff to think about moving Confirmation from 10th grade to 8th grade. If move forward would start with class that is in 7th grade now. Moving Tuesday morning 8:15 Mass to Tuesday evening at 6:00 to accommodate parishioners that work. This will be effective December 15th. As of January SAC meetings will start at 6:45. Also, adding additional Confession time.

- ii. Principal-Jennifer Cassidy – Working on implementing strategic plan. 5 goals for the year. #1) Focus on school climate/learning environment. Social norms for classrooms. Create good foundation for learning and support. Principal Breakfast was well attended with a good mix of families. Talking a lot about IB Program.
- iii. Development Director –Tom Konz(absent) – No report
- iv. Parish Council – Beth Woods – All Saints pizza party went well. Focusing on Cana Dinner February 6th after 5:00 Mass. Upgrades in Church – pads on kneelers, glass in south foyer doors. Renovation to accommodate preschool in Church.
- v. APO – Matt Moosbrugger – Good turnout for preschool mixer on 11/5. Upcoming teacher lunch hosted by 5th grade. Hospitality for preview night. APO wintergreens sale. Barnes and Noble book fair on Tuesday, 12/1.

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

- i. Advancement – Colleen Knapp, Tom Konz and Wendy Bagley met with APO to discuss fundraising policy. Determine where does money go from fundraisers and how to spend it.
- ii. Marketing – Preview Night coming up on 11/12. Everyone from SAC must be present. Make calls to preschool families about it. Book billboard on other side for 8th grade graduation and 2016 preview night.
- iii. Facility – Working on exterior wall on East side. Getting bids from companies to fix water leaks. Committee recommended company to start work. First step is to seal off areas where water is leaking inside.
- iv. Budget – Father Park and Jennifer Cassidy have been discussing tuition. Need more Kindergarteners. SAC members agreed to flat rate tuition for Kindergarteners for 2016-2017 school year of \$3,750. Father will make announcement at Preview Night.
- v. Long Range Planning – No report
- vi. Nominating – No report
- vii. Policy – Putting together formal fundraising policy for Dec. meeting
- viii. Technology – AC in Tech Lab. Elementary school has speakers in phones but need to roll out to Middle School. Rolling out 365 to teachers and staff 1 computer at a time.
- ix. Middle School Ad Hoc – No report
- x. Pre School Ad Hoc – Working on moving rooms into Church. New marketing with Annunciation and LADC about our partnership.

VI. New Business

VII. Adjournment