

Meeting Attendees (P = Present A = Absent)

P	Ronna Baca – Chair
P	Laura Eiden – Vice Chair
P	Kendric Olson – Secretary
A	Father Bill Deziel – Pastor
A	Kari Zobel – Principal
P	Christy McFadden – Enrollment/Health
P	Tara Keegan – Council
P	Amy Smith – Council
P	Duane Passa – Council
P	Matt Meyer – Council
P	Katie Rye – Council
P	Megan Scherf – Council
P	Karne Newburn – Council
P	Dan Brady – Council
P	Kay Cameron – Council

Prayer for Annunciation Catholic School

Heavenly Father, we praise you for the gift of Annunciation Catholic School and we ask blessings upon our students, parents, teachers, and staff. May Annunciation always be a place where your Son, our Savior Jesus Christ, is welcomed, loved and adored. Pour out the Holy Spirit on our students, so they may grow in faith, wisdom, and service. Give us the courage to be joyful witnesses of the Gospel and may our joy attract many, filling the school to capacity. Help us to be like our great patroness, Mary the Mother of God, who always said “Yes” to your holy will. We ask this through Christ our Lord. Amen.

**I. Call to Order 6:30 pm** Opening Prayer

- Approval of Agenda: Moved by Baca; Seconded by Scherf – Approved.
- Approval of March 2023 Minutes: Moved by Eiden; Seconded by Meyer – Approved.

**II. Open Public Forum 6:35 pm**

- ASC email and/or in person parent comments/concerns.
  - Newburn presented comments from non-parishioner school parents including extended drop off time (start at 7:40 or grace period until 8:05am), more information on the lunch program and greater payment options, additional staffing and resources oriented towards academic rigor, and additional information about campus events so that parents know more about events such as Auction, DWAS, and Trivia Night.
    - Discussion of timing and tardiness rules and procedures currently in place. Prin. Zobel was unfortunately not able to attend this meeting, her input would be helpful. ASC will forward these comments to her for comment at a future ASC meeting.
    - Discussion of lunch program and how meals are prepared, ordering meals far in advance, and the desire for electronic payment options.
    - Discussion of history of staffing for enrichment programs for high performers, desire for additional staffing and resources dedicated part time or fulltime to renewal of program or creation of similar program at Annunciation.
    - Greater information and pictures to be provided by APO for their events, encouragement of First Friends program to reach out to new members to inform and answer any questions that may arise.

### III. New Business 6:45 pm

- Elections for next year's Chair, Vice Chair and Secretary discussed. Eiden to oversee the election as she is not on the ballot and her term is ending.
  - Baca nominated as Chair; Meyer nominated as Vice Chair; and Olson nominated as Secretary.
  - Election is open to all members, regardless if he or she was nominated at this meeting. Any additional nominations are to be emailed to Eiden by April 18<sup>th</sup>, who will place the names on the ballot and email to entire counsel to vote on prior to the next meeting (May 9, 2023).

### IV. Old Business 6:55 pm

- Survey update
  - 100 survey responses received. (83 responses in 2021. 112 responses in 2022.)
  - Passa and Brady to review and compile responses for May 9<sup>th</sup> ASC meeting. Responses to be discussed with school administration and provided to the community prior to the end of the 2022-23 school year.
  - Discussion of how the data is reviewed, who reviews it, and how survey participants are notified of the uses of the survey responses.
- Weekender solicitation of members update
  - We currently do not have any applications from ASC candidates for three year terms starting with the 2023-24 school year. The 2023-24 ASC has four vacancies that need to be filled. Discussion of how to solicit members to join, including the use of the Weekender, SeeSaw, and collaborating with APO.
- Future meeting dates
  - The May meeting will be very full with a number of items to discuss including the survey responses and how those responses may shape policy.
  - The June meeting is canceled.

### V. General Reports 7:10 pm

- Principal's Report. Principal Zobel provided a written report discussing a number of issues.
  - Jocelynn Hubbard from Custom Teaching Solutions' work with staff to elevate the student experience through culturally responsive teaching practices.
    - Prin. Zobel notes that she has been working with Ms. Loschy to develop policies and procedures that create a positive culture for all at Annunciation, and will share more at the May 2023 ASC meeting.
  - Annunciation was awarded a \$3,500 STEM grant from Minndependent for Sphero Bolts, a coding robotic ball. The Sphero Bolts will be used in middle school STEM classes beginning next year.
  - Annunciation was also awarded a \$7,000 grant from CSCOE for use in the middle school next year, with a focus on further development of a positive culture in the middle school. Jocelynn Hubbard, LifeFX, and current counseling services will help shape the program. We have also been awarded in spot in the CSCOE Peace of Mind program that will provide additional counseling time, retreats for students, and additional support for teachers. Additional information will be provided when it is available.

- Church updates. Notice of a biweekly Men's Group starting April 13<sup>th</sup>. Additional information on Youth Mass for confirmation candidates and their sponsors on April 16<sup>th</sup>, the Respect Life plant sale, grilling event following the April 30<sup>th</sup> Youth Mass, First Friend volunteers needed, and reminder of the link for signing up for ministries.
  - <https://www.rotundasoftware.com/ministry/AnnunciationMsp>
- APO updates. Brief discussion of upcoming events, including dining fundraiser at Noodles & Company (7630 Lyndale location) on April 24<sup>th</sup> and the used uniform sale to be posted shortly.
- Enrollment and Health Office updates. Discussion of enrollment and potential avenues to bolster enrollment including open houses and additional marketing. Specific discussion of the need for additional kindergarten enrollment, and potential incentives to offer to help boost enrollment. Kindergarten Roundup will be May 19<sup>th</sup>.
  - Currently 338 students enrolled for next year with 13 students pending.
  - Preschool will have three classrooms, currently at 68% capacity with three classroom configuration. The Summer WOW program is almost full.
  - St. Patrick's Day events were a big success with lots of current and new families attending.
  - Middle School Information Night was held on March 28<sup>th</sup> and 32 families attended.

## **VI. Committee Updates, Accomplishments and Future Goals 7:35 pm**

### Committee overview/duties and members

- Facility/Campus Environment & Security. Working with Parish Facilities Committee, discussing campus needs; hoping survey results will provide further insight into direction of resources.
  - Baca volunteered to reach out to an accessibility expert to see if he or she would be willing assist with an accessibility survey of the campus to pinpoint specific needs.
  - Prin. Zobel provided Nov. 2021 quotes from local vendor to upgrade CCTV system cameras and monitors.
    - Server upgrades have been completed.
    - Approximately \$12,608 (in 2021 quote) of work remains outstanding. Discussion of contacting vendor for updated quote.
- Finance Committee. Discussion of tuition presentation and interrelation to Finance Council and protocols for future recommendations to the Finance Council.
- Policy Committee. Library Policy has been approved by ACS, awaits Fr. Deziel's approval. Currently working in concert with McFadden on draft of Attendance Policy. The next project will be review and revision of Bylaws and Constitution.
- Marketing/Events & Enrollment. Discussion of a number of events aimed at community involvement and growth (St. Patrick's Day celebration and the Teddy Bear Picnic for example) and the positive feedback received from those events. Based on feedback, the plan is to continue these events in the future.
  - Be on the lookout for ASC volunteer opportunities.
- Strategic Long Term Planning. Awaiting survey results to guide decisions. Encouraging all efforts to assist enrollment.

**VII. Adjourn 8:00 pm:** Moved by Baca; Seconded by Passa – Adjourned.

**Next Meeting is Tuesday, May 9<sup>th</sup>**