



Agenda: December 2019 Annunciation School Advisory Council
Date: Tuesday, December 10, 2019 **Time:** 6:45p.m.
Location: Spirit Center at Annunciation School
 Meeting Attendees (P = Present A= Absent)

A	John Bradford – Council	P	Father Brian Park – Pastor
P	Deborah Copperud – Council	P	Jennifer Cassidy – Principal
A	Josh Dingman – Council	P	Heather Mueller - APO representative
P	Nicole Farrell – Council	P	Christy McFadden – Enrollment Coor.
P	Deb Ferrao – Council		
P	Scott Hofer – Council		
P	Sara Juran – Council		
P	Tom Keegan – Council		
P	Malia Kimbrell – Council		
A	Meghan Manchon – Council		
A	Pam Nimmerfroh – Council		
P	Brenda Studt – Council		

I. Call to Order 6:45p.m.

- Opening Prayer
- Approval of Agenda - Unanimous approval
- Approval of Minutes from October 2019 ASC meeting - Unanimous approval
- Approval of Minutes for November 2019 ASC meeting - Unanimous approval

II. Open Public Forum 6:50p.m.

No additional parents attended.

III. General Updates 7:00p.m.

- Budget – reviewed proposed ACS budget
- APO Updates – Heather Mueller
 - Overall trend - slightly down in fundraising
 - B&N store event 12/11/2019 – proceeds help to update library materials
 - APO – hosts grandparents event – using student ambassadors to help with guest hospitality (e.g., snacks and water to those in line)
 - Mass of the Holy Spirit at Target Center – Need 50 volunteers – CSCOE donates \$5,000 if Annunciation provides 50 volunteers - will be asking for volunteers from school and parish communities

- Patina fundraising event - \$475 raised – less than prior years – used for teacher grants
- Other upcoming fundraising events - Trivia night, Skyzone event over Christmas break, MN Wild tickets, \$10 of ticket price goes to APO
- Enrollment Committee – Christy McFadden
 - 9 parent tours in the last month
 - 3 inquiries this week
 - 11 new applications
 - Inquiries and tours comparable to prior years, but slightly higher numbers of applications
 - Middle school open house – February 6, 2020 at 6:30 pm – CSCOE sponsoring
 - CSCOE will run Catholic school advertisements in December, but they are not Annunciation specific
- Principal Cassidy -- see written report attached as Exhibit A
 - Preparation for accreditation audit and site visit
 - Evaluating furniture with company rep to enable flexible learning environments beginning with middle school – may be able to conduct a trial in one classroom; seeking input/ideas from staff
- Father Park – No written report
 - Considering 3 grandparent masses (according to grades)
 - First confession this week
 - Discussion of meeting with parent advocates prior to Thanksgiving; parents are encouraged to meet individually with FP to discuss concerns

IV. ASC Chair Updates

7:30p.m.

- Welcome to new ASC member Malia Kimbrell and introductions
- ASC Term Limits – discussion regarding 2 versus 3 year terms and balancing cohorts
- AgraCulture mid-year feedback – Nicole met with Anne Stickney – Nicole will meet with AgraCulture to discuss options to increase utilization of program; will discuss simplifying milk ordering with Anne Stickney.

V. General Committee Updates

7:53p.m.

- Budget – Deb F. presented budget with 3% tuition increase; breakeven would require 11% tuition increase; fundraising down – unanimous approval of budget committee’s proposal
- Facility/Campus Environment – No report
- Policy Committee
 - Outside speaker policy + form – discussed draft speakers form for teachers
 - Committee gathered input and will revise the form for review at January meeting
- Marketing/Events
 - Middle School Open House – February 6, 2020
 - PreK event - January 31, 2020
- Strategic Planning – No report
- Technology
 - Meeting with parish group to discuss infrastructure needs of parish and school; need to align on needs of the school with respect to tech infrastructure
 - Principal Cassidy identified tablet refresh/replacement program as a need.
- Enrollment Committee – No report
- Nominating – No report
- Employee/Teacher recognition and pay
 - Nicole prepared Christmas/thank you cards for teachers and staff and circulated them for signatures
 - Discussion of ideas for additional or creative teacher benefits
 - Discussion of efforts to encourage parents to thank teachers and recognition of teacher birthdays.
- Ad Hoc Committee
 - Flex Seating pilot + Auction video – Discussion about middle school classroom furnishings and marketing of effort - discussed asking for a portion of auction proceeds go towards middle school classroom furnishings
 - Nicole, Deb, Sara, Malia volunteered as committee members

Exhibit A



School Advisory Committee December 10, 2019 Principal's Report

Hard to believe we are only one week from our Christmas program and two weeks from Christmas week! There is a lot going on this fall as we prepare to wrap up the first semester and look ahead to the second half of the year.

This fall, we have spent time creating our MNSAA Accreditation self-study. Through this process, we are able to reflect on the improvements and changes we have made over the last 7 years. In doing so, we are reminded of the amazing things we have accomplished. We have improved in key areas and continue to reflect and review to provide the strongest learning for both staff and students. Staff and parents can be very proud of our accomplishments.

Some highlights to date:

Mission and Philosophy

- MNSAA Renewal of Accreditation – Much of the staff working sessions this year are focused on creating our Self-study document. This document tells our story over the last 7 years. The Standards are:
 - Standard 1 – MISSION AND PHILOSOPHY: The Values and Vision of the School
 - Standard 2 – TEACHING AND LEARNING: Curriculum, Instruction and Monitoring Learning Performance
 - Standard 3 – CLIMATE FOR LEARNING: School Environment and Facilities
 - Standard 4: COMMUNICATION & COMMUNITY RELATIONSHIPS Stakeholder Involvement in the School
 - Standard 5 – PERSONNEL: The Qualifications, Evaluations, and Development of the Staff
 - Standard 6 – LEADERSHIP, ADMINISTRATION & GOVERNANCE: Responsibility for Educational and Organizational Effectiveness

This fall, we have focused on Standard 2 – Teaching and Learning. This is the biggest standard and covers the heart of the work we do.

- MNSAA Strategic plan - MNSAA has asked Annunciation to update the strategic plan based on the number of changes in timing for some of our strategies. Below are the 5 key objectives of the plan with strategies for this year under each:
 - Objective 1 - Position Annunciation School as a Catholic leader, recognized for educating the whole child
 - Expand Inquiry education through middle school.
 - Objective 2 - Support learning and development of the whole child by ensuring an appropriate campus environment.
 - Define state of the art facility options to enhance teaching and learning – including study of design options for flexible classroom environments

- Continue developing and improving student behavior and intervention practices – including training staff on EnVoy program to enhance Responsive Classroom and evaluate the effectiveness.
- Objective 3 - To better serve more students, develop a comprehensive plan for growing our enrollment to capacity.
 - Evaluate key areas of enrollment potential to increase incoming kindergarten prospects – including engaging parents and parish community in enrollment efforts.
- Objective 4 - Maximize student learning through continuous implementation of innovative and evolving curriculum, instruction, assessment and grading.
 - Implement new curriculum – including new Believe and Read program for K-2 and new literacy curriculum with review for grades 6-8.
- Objective 5 - Create a supportive and engaging environment for staff that ensures educational excellence
 - Revisit and review Annunciation's organizational structure – including needs and priorities of students considering impact of current enrollment.
 - Develop a plan for staff compensation and benefits to attract and retain outstanding talent.

Curriculum and Instruction

- Middle School Inquiry – As we seek to continue to create 'inquiry' learning in all of our grades, we were fortunate to receive a grant from the Austin Foundation to support the training for teachers in middle school focused on inquiry education the framework of the IB program. This fall, middle school teachers visited an IB Middle School to see inquiry in action. They also participated in an inquiry training session. In addition, the teachers met with a consultant to work on transdisciplinary units of teaching, integrating the Chromebooks and technology as part of this process.
- Believe and Read – Grades K-2 continue work with the Grove's coach to implement the Believe and Read phonics program. Along with the coaching, the CSCOE grant provides training. K- 2 teachers completed their second training this month. We are excited about the progress of the program for our school and students.
- Benchmark Literacy – K-5 teachers are working on learning more about the Benchmark program as they implement our new literacy program.
- Learning policies – as part of the IB program, we have created academic integrity policies, assessment policies. After Christmas break, we will go through the final review process and will be sharing with parents as we finalize the policies to support learning.

Learner Performance

- MAP testing – CSCOE is providing training this year to assist Annunciation in using the data from MAP to help create differentiation, identify students who need extra supports or challenge, and provide a lens to our overall school achievement.
- AIMSweb – for the Believe and Read program, progress monitoring will be done using the AIMSweb assessment for literacy in grades K-2.

School Climate

- Morning meeting – this month, we are beginning each morning meeting with Advent prayer service led by our student council. It is a wonderful way to keep the Advent spirit in our school during this special liturgical season.

- Friendzy – The Friendzy program helps us meet MNSAA Strategic plan - Objective 2 – Supporting learning and development through an appropriate environment. This month's Friendzy theme is "You First". As we continue to help our students be kind and have empathy and create friendships. The Friendzy program is a great tool to lead this. We sent home a letter for parents to also connect with children at home.
- Learning spaces – As part of MNSAA Objective 2 – as we look at our physical spaces to support teaching and learning. Through the Sensory grant, we have been able to provide flexible seating, lighting and other supports mainly in grades K-5. This year, we are looking at options for middle school. Last week, the middle school staff met with a furniture rep and is piloting some flexible furniture in classrooms. Along with piloting furniture, we will be looking at the research behind the classroom structures that help students be successful. We plan to have the information available should we want to propose flexible seating options as a Fund-a-Need in the future.

Community Relations

- Conference surveys – We sent a survey to parents to get feedback on fall conferences. We will use this data to lead conversations as we look ahead to winter conferences.
- Tours – Christy McFadden and I have been having steady tours in the last month or so. Lots of interested families for kindergarten and some transfer tours.
- Enrollment team – The committee has met and this year, Janet Miller from LADC, Hannah Chisolm and I are able to attend and participate in planning for the year of recruitment. Lots of activities and events are planned to continue to build a strong connection from preschool to school, as well as prospective families from the neighborhood.
- Archdiocesan Visit team – Members of the Archdiocese were on campus to meet with school staff in early December. They will be coming back in January to complete their visits with individual teachers and staff. They will create a summary report to share with our Annunciation leadership after the visits are complete. In addition, they have a parent survey they would like to send to get parent feedback as well. Timing of the survey will be determined.

Any questions regarding this report, please contact me directly.

Thank you,



Jennifer M. Cassidy, Principal