



October 2020 Annunciation School Advisory Council

Date: Tuesday, October 13, 2020

Time: 6:30p.m.

Location: Annunciation Church Basement

Meeting Attendees (P = Present A= Absent)

A	John Bradford – Council	P	Father Bill Deziel – Pastor
P	Beth Bussian – Council	P	Kari Zobel – Principal
P	Laura Eiden – Council	P	Jessica Knutson – Marketing/Develop.
P	Nicole Farrell – Council	P	APO representative
P	Deb Ferrao – Council	A	Parish Council representative
A	Sara Juran – Council	P	Christy McFadden – Enrollment Coor.
P	Tara Keegan – Council	P	Jill Ellingson – Parish Bus. Administrator
P	Malia Kimbrell – Council		
P	Rick Klosner - Council		
P	Meghan Manchon - Council		
P	Duane Passa - Council		
P	Corey Swan - Council		

I. Call to Order

6:30p.m.

Opening Prayer

Approval of Agenda

Approval of Minutes from September 2020

II. Open Public Forum

Parents may bring forth concerns. Concerns will be taken into consideration and deferred to the appropriate administrator or council member. Personnel and individual disciplinary issues are not considered and should be referred to the Principal.

III. New Council Member Introductions

6:45p.m

Corey Swan - 2 year term; Laura Eiden - 3 year term; Tara Keegan - 3 year term

IV. General Reports

7:00p.m.

- Principal's Report

- o Planning for upcoming fall conferences which will need to be virtual. Given this format, it will be challenging for middle school teachers to complete all conferences in the typical amount of time. So schedule will be adjusted and students will have early dismissal on Wed at 1 pm and there will be no school on Thurs and Fri to allow the teachers ample time to complete all conferences virtually.
- o Security Audit was recently completed by an outside company. Awaiting recommendations via a report. There is a committee of staff and teachers formed to discuss and implement. Facilities committee representatives from ASC will join that committee.
- Father Deziel's Report
 - o Happy about results from Septemberfest
 - o Grateful to parents and teachers for a great start to school year and that have safely made it this far with no cases.
- APO updates
 - o Focused on staff & teacher appreciation. Class reps have sent out sign-up forms for parents to volunteer to nominate their child's teacher and a member of staff for a Spirit Card. Parents are asked to sign up for one month during the school year. ASC will coordinate a similar sign up process for school leadership.
 - o B&N Bookfair - considering not doing the book fair this year since in person isn't possible and haven't heard back from B&N regarding a virtual option. Could explore doing something with a local bookstore or through Amazon but not sure if it's worth the effort especially since don't have an APO rep covering this event.
 - o Focused on doing more to promote the SCRIP program this year since there is potential for significant funding to come back to the school.
 - o Looking into options for a student safety speaker to come in and present to both students and parents.
- Enrollment and COVID updates – Christy McFadden
 - o Enrollment - holding off on enrolling any more students this year; Application like for next year will be live in early Nov; CSCOE Believe & Read virtual Open House will be held in November and we will invite prospective families to attend; [niche.com](https://www.niche.com) is a site we are using to promote the school and it's driving traffic to our site

- o COVID - encouraging families to use @nurse email address to communicate any absences since it's an account that is checked frequently by multiple different people
- o Figuring out how to store winter gear in classrooms in a safe way
- o Ordered more air purifiers
- o Working more closely with LADC and preschool classrooms going forward

V. New Business

7:30p.m.

- Budget/Tuition – Jill Ellingson
 - o Finance Audit is occurring this month and waiting on final close numbers that will come from that report
 - o Early Nov will be spent working on pro forma statement with enrollment projections so can determine tuition for next year
 - o 48% of current families are non-parishioners which is much higher than previous years (at the end of last year we were at 70% parishioners), almost all new families are non-parishioners
 - o Jill & Deb will work together to put together options and scenarios, ASC will review and make recommendations based on parents perspective and input (Nov meeting)

VI. Old Business

8:15p.m.

- Hovland Conservatory
 - o Working on locating contract to review and will send out survey to parents assessing satisfaction with program

VI. Committee Updates

8:18p.m.

- Facility/Campus Environment - Corey and Tara will join and either Rick or Corey will join school security committee
- Finance Committee
- Policy Committee - Tara to join, Beth to review constitution and by laws and make first pass at updates; Kari will provide her with a copy of the recommendations from the archdiocese
- Marketing/Events - Work on ideas of something to send or deliver to homes after attending an event/open house; Focusing on retention efforts
- Strategic Planning - Laura to join; Next step in MNSA accreditation is to develop a parent survey with help from ASC; goal to send out before Thanksgiving

- Enrollment Committee - Tara and Laura to join
- Nominating Committee
- Diversity Committee - Corey and Laura to join; Kari, Nicole, Sheila Loschy and Megan Stebbins met to develop vision for committee, talked about doing more to share out with families what is already happening at school to foster inclusion

VII. Adjourn

8:30p.m.