



Agenda: November 2020 Annunciation School Advisory Council

Date: Tuesday, November 10, 2020

Time: 6:30p.m.

Location: Zoom Meeting

Meeting Attendees (P = Present A= Absent)

P	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 – Megan Scherf
P	Deb Ferrao – Council	A	Parish Council representative
P	Sara Juran – Council	P	Christy McFadden – Enrollment Coor.
P	Tara Keegan – Council	A	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 October 2020

II. Open Public Forum 6:35p.m.

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.

IV. General Reports 6:45p.m.

- Principal’s Report
 - o Working on strategic plan and will be sending out parent survey before end of December.

- o Teacher Appreciation is really recognized and important right now as teachers continue to go above and beyond to keep our kids safe and learning.
- Father Deziel's Report – Will be delayed due to baptism class
 - o Selling Christmas trees to benefit the church this year
 - o Lots of sacraments happening
 - o Hiring a Business Administrator
- APO updates
 - o Fundraising Update - Spirit Card fundraising is in great shape with plenty to fund the rest of the year; Will be a Drive Thru Santa event in December, planning a Book Fair with Wild Rumpus in early Jan, spread the word on buying Scrip gift cards
 - o Christmas Party for Staff - will be sending home boxes with holiday treats and drinks for teachers and staff in place of traditional in person party
 - o Looking for more ideas for fundraising since major events like Fun Run and Trivia Night are postponed
- Enrollment updates – Christy McFadden
 - o Touring new families with focus on incoming K families
 - o Open House next week with CSCOE
 - o App link for new families is open and already received 3or 4 apps
 - o Working on edits for 360 virtual tour
 - o Developing outreach plan to PreK and Parish families - using help from ASC Enrollment Committee
 - o Working on a Christmas gift for all current families to support retention goals
 - o Will be sponsoring a tree at Mall of America and money goes back to charity
- Covid Update - Christy McFadden
 - o Numbers increasing in community but school still doing well at controlling
 - o Watching guidance from governor and 14 day numbers from MDH
 - o Keep encouraging families to familiarize themselves with decision tree
 - o Working on a more formal plan for next 12 weeks but goal continues to be to remain in school as long as we can keep virus out of the school
 - o ASC members can help share info with parents and remind them of their responsibilities

- o Continue to use Weekender to share sample scenarios - also get communications out to PreK families

VI. Committee Updates

7:10p.m.

- Facility/Campus Environment & Security
 - o Safety Audit completed and rated very well
 - o 20 action items - most focused on communication, security of doors and locks, adding cameras, Drills, evacuation and fire routes
- Finance Committee - see below
- Policy Committee
 - o Beth to provide an update next month after reviewing current by-laws and recommendations from Archdiocese
- Marketing/Events
 - o Will assist Christy in upcoming Dec tours (if occur) and in outreach to Pre-K and Parish families
- Strategic Planning
 - o Meeting this week to develop parent survey
- Enrollment Committee
 - o Testimonial Tuesdays Campaign - featuring family or alum every Tues
- Nominating Committee
- Equity & Inclusion Committee
 - o Sending out info next week to full community

VI. Old Business

7:35p.m.

- Hovland Conservatory – Sara Juran
 - o 30 responses to survey
 - o For the most part, parents like the convenience but to satisfied with the quality
 - o Look into other programs that can come on campus
 - o Can they also teach other instruments?
 - o Kari agreed to should look into other options

VI. New Business

7:45p.m.

- School budget and tuition discussion – Deb Ferrao, Nicole Farrell, Kari Zobel
 - o Projecting enrollment of 339 next year (21/22) so flat from this year

- o Conservative projection especially if we can make the class sizes bigger again next year
- o Assumed a 3% cost of living increase for all teachers
- o Projecting around a \$300K deficit if stay in 3-5% range fo tuition increase
- o Fundraising is significantly down this year which helps fund the budget for next school year
- o Despite having strong enrollment, challenging year for fundraising will still put us in a deficient for next year
- o ASC recommends a 3% tuition increase - this is a standard tuition increase and in a year when many families are being challenged financially we don't want to recommend going higher than this
- o The 3% tuition increase can fund the 3% salary increase for teachers

VII. Adjourn

8:30p.m.