

**Final Meeting Minutes: December Annunciation School Advisory Council**

**Date: Tuesday, December 11, 2018 Time: 6:45pm**

**Location: Spirit Center at Annunciation School**

Meeting Attendees (P = Present A= Absent)

P	Alison Golla (Council)	P	Scott Hofer (Council)
P	Allison O'Brien (Council)	P	Father Brian Park (Pastor)
P	Adrian Woodward (Council)	P	Jennifer Cassidy (Principal)
A	Angela Maurer-Green (Council)		
P	Deb Ferrao (Council)		
P	Deborah Copperud (Council)	A	Christine Headrick (APO)
P	Jennifer Gorder (Council)		
P	John Bradford (Council)		
P	Josh Dingman (Council)		
P	Laura Vonhof (Council)		
P	Nicole Farrell (Council)		

**I. Call to Order 6:45**

**Opening Prayer**

**Approval of Agenda** - approved

**Approval of Minutes from November Meeting** - approved

**II. Open Public Forum 6:50**

No issues brought forth by external ASC members.

**III. Unfinished/Old Business 7:00**

**1. Finance - Deb Ferrao, Scott Hofer; Jim Wieland**

- Draft Budget for 2019-2020 School year – updates and recommendation
- Reviewed challenges from November Parish Finance meeting and new budget showing 3.5% tuition increase and lower staff merit increase, which still leaves a budget shortfall of close to \$83K.
- Discussions surrounding a larger tuition increase, eliminating the 2<sup>nd</sup> child discount (or looking at lowering multi-child discounts).
- Discussions surrounding help-a-student funds; ideas to cut \$50K from budget (budget can increase only if fundraising for help-a-student comes in higher than projected). Other ideas to generate more fundraising for help-a-student, including explore more fundraising ideas or grants to help off-set help-a-student fund.
- Discussions surrounding marketing efforts on preschool and in-parish children that do not attend Annunciation school.
- General consensus to meet as a subcommittee to play with different tuition scenarios, look at staff taking on more share of benefit costs, pull some funding from help-a-student, and reflect the remaining deficit in and agency fund draw.
  - Small group will meet to come up with scenarios to present at January 8<sup>th</sup> ASC meeting for a vote on what to propose to parish finance on January 15<sup>th</sup>.

**IV. General Reports 7:30**

**1. Principal – Jennifer Cassidy (Emailed report)**

1. Facilities/Campus Environment –
  - Facilities: two groups will meet between Christmas and New Years to look at projects that could be self-funding (energy saving).
2. Events/Marketing
  - Need to start planning for middle school preview night

1. Campus Environment/Designs for Learning Project and Timeline
  - Priority need for this year: Continue to move forward on this key initiative to further align with our Strategic Plan and to enable timely consideration in the upcoming Capital Campaign
  - Preparatory work needs to be completed to help us build the story and present the “voice of the school” for recommendations for the master plan, our goal of which is to roll into the capital campaign for funding
  - Coming up quickly is the need for a few key people who are interested and willing to research what the educational literature says about optimal learning environments along with a visit to Our Lady of Grace (OLG) school in Edina

**ASC Campus Environment Improvement Project**

- \* Need to assign owners to the tasks; proposal to find some people outside of ASC to form ad hoc committees.  
 - Put something in the Weekender to seek committee members (Alison to send to Jessica).

Task	Who's Responsible	Timeframe
Research key learning literature/book study for best practices in designs for learning: <i>Deborah Copperud</i>	ASC CE cmte members	Dec '18/Jan '19
Visit OLG to see how they have integrated best learning practices	ASC CE cmte members and staff	Jan
Meet as team to discuss findings/preliminary recommendations	ASC CE cmte members and staff	Feb
Determine/set priorities and needs	ASC CE cmte members and staff	March
Teacher survey needs assessment	ASC CE cmte members and staff	March
Meet with Learning Consultant to assist with final recommendation/proposal to connect to Capital Campaign	ASC CE cmte members and staff	April/May
Present to Father, Parish Council	Key ASC members, staff and Jennifer C.	

2. Annunciation Pre-School – Alison Golla
  - Chair for this committee? (Cmte members: John, Jennifer, Alison)
  - Set up initial meeting to discuss/develop needs assessment; include Jim Weiland
3. Healthy Choices in lunches and incentives – Allison O'Brien
  - Nicole reached out to Carondolet to see how their partnership with Agra Culture has gone to revamp their lunch program. Brought in a sample menu, and Agra Culture is willing to come in to conduct a taste test with a group of children.
    - With Agra Culture, parents would need to pick lunches a month out.