

Final Meeting Minutes: January Annunciation School Advisory Council

Date: Tuesday, January 8, 2019 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)	A	Father Brian Park (Pastor)
P	Adrian Woodward (Council)	P	Jennifer Cassidy (Principal)
P	Angela Maurer-Green (Council)		
P	Deb Ferrao (Council)		
P	Deborah Copperud (Council)	P	Christine Headrick (APO)
P	Jennifer Gorder (Council)		
P	John Bradford (Council)		
A	Josh Dingman (Council)	P	Jim Weiland (Parish Staff)
P	Laura Vonhof (Council)		
P	Nicole Farrell (Council)		

I. Call to Order 6:45

Opening Prayer

Approval of Agenda

Approval of Minutes from December Meeting – Allison to motion to approve via email.

II. Open Public Forum 6:50

No issues brought forth by external ASC members.

III. General Reports 7:00

1. Principal – Jennifer Cassidy, reviewed highlights
 - a. Our accreditation expires in June 2021. ASC will need to be involved in various committees to prepare for our accreditation through the Minnesota Non-Public Schools Accrediting Association.
 - b. Catholic Schools' Week is coming up – all invited to attend mass on Sunday to kick it off.
 - c. Minneapolis has voted to start school after Labor Day. Discussion of pros and cons for Annunciation to make the same change to start after Labor Day, but then extending the school year one week later into June. Will discuss as an agenda item next meeting.
2. APO – Christine Headrick
 - a. Holiday Christmas party for staff went well.
 - b. Gearing up for 2nd half of the year.
 - c. Patina fundraiser did well.

IV. Committee Reports 7:15

1. Events/Marketing
 - a. Middle School Preview Night – Feb 7th.
 - i. Billboard up on 50th and France, invite to families, notice on website, FB ad, etc.
 - b. Discussed need for enrollment team and ASC marketing team to collaborate; Jim to connect Deborah and Jennifer. Can also attend Jan 18th meeting.
2. Facilities/Campus Environment – two companies conducted tours of our campus, and we are expecting to hear back in a couple of weeks regarding energy savings project suggestions that would be “self-funded”.
3. Finance
 - a. Draft Budget for 2019-2020 School year.
 - CSCO agreed to fund \$40k for us to move toward flat-rate tuition over a few years (same tuition for both in-parish and out-of-parish).

- Reviewed original budget scenario from last month compared to two new ones. One new budget scenario reflects enrollment at 360 vs. 344 as projected, which would need to come with a plan to push enrollment numbers.
 - a) Preschool conversion to Annunciation kindergarten conversation.
 - b) Campaign to call parish families that do not send children to Annunciation to find out why and invite them to take a look.
 - c) Conversation of increasing tuition a bit more to take pressure off the number of students needed to break even.
 - d) Voted to propose the budget scenario with 360 students to parish finance.

4. Any other updates

- a. Discussion of pulling together a survey to gather data we wish we had a better handle on. John and Scott to put something together.

V. Adjournment

9:00