

Final Meeting Minutes: November Annunciation School Advisory Council

Date: Tuesday, November 13, 2018 Time: 6:45pm

Location: Spirit Center at Annunciation School

Meeting Attendees (P = Present A= Absent)

P	Alison Golla (Council)	A	Scott Hofer (Council)
P	Allison O'Brien (Council)	P	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)		
P	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 - approved**
- Approval of Minutes from October Meeting - approved**

II. Open Public Forum 6:50

No issues brought forth by external ASC members.

III. Committee Reports 7:00

1. Finance

- o Draft Budget for 2019-2020 School year – Jim Weiland
- o Jim talked through a summary version of what is used for budget in parish finance.
- o Talked through process: school council will make a recommendation to pass to parish finance council. Then parish council reviews and either recommends for approval or sends changes back to ASC. Ultimately, Father approves.
- o Talked through assumptions of current budget: assumes 3% increase in tuition, 3% increase for staff, and increase in Help-A-Student (this has been going up significantly the past couple of years). Parish funding stays the same.
- o Agency fund description: we use these funds to offset budget and like to keep around 4.5%. Last year, we budgeted 9%, but were able to put some back. Current budget reflects taking 9% and showing almost a 100K shortfall.
- o Medical Trend: pleased to only have a 4% increase, which is small compared to the past couple of years. However, we have also seen an increased use of our medical benefits (new staff who take medical insurance through Annunciation are replacing some staff that were not).
- o Revenue ideas: talked about extended day and potential different rate structures for summer extended day.
- o Idea of transparency in tuition communication – communicate total cost to educate a child and how many more students we need in terms of enrollment to break-even/lower tuition.
- o One idea to close gap and increase revenue is to offer a \$10 or \$15 out of uniform pass (or spirit wear pass) for Fridays. Some 4th graders have proposed this, so may be able to use them to jumpstart this program.
- o Explore the idea of no tuition if at least 1000 families pledge \$5K to the church. We would have enough to run church and school and cover cost of tuition.
- o Recommendation for 3% tuition and staff salary increase to bring to finance committee. After parish finance meeting challenges/direction, finance committee to meet prior to next ASC meeting to determine options to close the shortfall.

2. Facilities/Campus Environment
 - Updated timeline for Capital Campaign – John Bradford, Fr. Park
 - Facility committee created a policy for project flow.
 - Facilities committee brought in an architect to talk about master planning. Determined a need to go through a process to determine what the Capital Campaign is for, before we ask for money. In January, will be asking for time, effort, and ideas. Financial commitment will be asked for in the fall. Have received a scope of services from consultant, and ASC should discuss what sort of engagements will be needed to pool ideas.
3. Events/Marketing
 - Preview Night recap – Jennifer Gorder, Nicole Farrell, Deborah Copperud
 - Preview night went well – total students and families that came in at approximately 20 (last year, we were at 24). Only 5 of the 20 were represented by the preschool; there was 1 potential transfer and 14 “other”.
 - Sheila Steichen and Jennifer went to OLG’s preview day/night – OLG conducts one in the morning and one in the evening. May be better for Annunciation to move ours to later in November again, rather than before Halloween.
 - Discussion about millennial parents and that they may be more apt to like to be educated online, without coming to the preview night. Ideas on other ways to communicate about our school, and perhaps provide a virtual tour.
4. Policy
 - Updates to Uniform Policy – Laura Vonhof
 - Laura made some recommendations for updates, and Alison will make the changes.

IV. General Reports

7:45

1. Principal – Jennifer Cassidy – sent report, did not review
2. Pastor – Father Park – no update
3. APO – Christine Headrick
 - a. APO is looking at bringing in some playground and recess volunteers.
 - b. Found a coordinator to get the gift card process for “share the spirit” incentives.
 - c. Looking at doing some sort of book club instead of a speaker series.
 - d. Looking at a few grant requests.
 - e. Trivia night is this Friday, finished winter greens, also upcoming Zuppa and Patina fundraisers.
 - f. Dec 11th is staff Christmas party where they are presented gift cards – ASC members invited.

VI. Old Business

8:00

1. Snow plowing and removal
 - Update on research – John Bradford/Nicole Farrell
 - Had a meeting and not a lot of buy-in as to do anything differently with snow removal this year because we are already under contract.
 - Looks to be very expensive and cost-prohibited to “remove” the snow or put it elsewhere.
 - One change is that snow will not be piled on the playground due to liability issues.

VII. New Business

8:15

1. Annunciation Pre-School – Allison O’Brien
 - Create smaller group to look into this (Annunciation preschool vs. LADC)
 - Committee: John Bradford, Jennifer Gorder, Alison Golla
 - Currently make approximately \$25K from LADC to use our space. Could we make more?
2. Healthy Choices in lunches and incentives – Allison O’Brien
 - Create ad-hoc group to look into this.
 - Committee: Nicole Farrell, Jennifer Gorder, Angela Maurer-Green

VIII. Adjournment

8:50