

Preliminary Meeting Minutes: September Annunciation School Advisory Council

Date: Tuesday, September 11th 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)		
P	Josh Dingman (Council)		
P	Laura Vonhof (Council)		
P	Nicole Farrell (Council)		

I. Call to Order

Opening Prayer

Approval of Agenda - approved

Approval of Minutes from May, 2018 – Alison Gola will send via email and motion to approve via email

II. Open Public Forum

No issues brought forth by external ASC members..

III. Old Business

1. **New Council Member introductions** - all
2. **Feedback Parent Information Night/1x1 MS Tech Night/Back to School Night** – All Members
 - a. Tech Night: General feeling that tech night went well and was well received.
 - b. Back to School Night: really loud and difficult to hear; explore check-in in the hallways vs. the foyer.
 - c. New parents: a need for a new parent overview and/or glossary for new families, outlining an overview of Annunciation terms and events (i.e what is carnival?). Explore addressing through First Friends program
 - Josh Dingman to talk to Courtney regarding First Friends addressing this need.

IV. General Reports

APO — Christine Headrick

Overview of APO: role to support teachers, staff, and students. First focus is to look at volunteer forms and getting for Fun Run and Trivia Night (which moved to Nov). Trying to fill gaps for volunteers for B&N fundraiser and co-presidents.

Principal – Jennifer Cassidy

- **Enrollment Update:** budgeted for 360 students for 2018/19 school year, and at 357. Not as many transfers to balance out large graduating class and had 6 families back out once they found out they received their 1st choice public school. Next challenge is to make sure we are the 1st choice.
Josh suggested a cost-breakdown to present to new families to show tuition gap isn't as big as it looks – Jennifer to bring idea to Enrollment Team.
- **Overview of Strategic Plan:** updates on strategic plan due in June; last year, we redid mission and vision statement as part of IB.
Responsive Classroom Training: Sent several teachers to this training and the focus is at the beginning of the school year to set the year up for success.

VI. Committee Reports

None required this month, but optional if last year's members have updates they'd like to provide.

Tech Committee: expressed desire to find volunteers to look at performance now that we have Chrome books in place. Idea to pull volunteers to help with some services so that we do not need to call on Canopy for items that are not immediately urgent.

HR: looking at how to incent and barometer staff members that are going above and beyond. Also looking at “employer branding” to attract the right talent.

VII. New Business

1. Upcoming events

- **SeptemberFest**
 - ASC Table: Allison O'Brien will coordinate
 - ASC Basket for Silent Auction
- **Tech Speaker at Annunciation on September 20 (parents only, optional)** – be advocates for people's attendance, helping plan hospitality
- **Archdiocese School Advisory Councils In-Service on September 25 (optional)** – it is located at the archdiocese, Allison to forward email
- Preview Night on October 25 – ASC marketing team will working on this night instead of enrollment team. APO will provide hospitality.

2. Archdiocese private school assessment for 8th Graders

- Weigh pros and cons on 8th graders participation – we can accept or decline.
 - a) NAPE assessment (National Assessment of Private Education) with goal to get national data supporting why independent education is important/good. Conducted as a digital assessment on a table, in randomly selected schools, administered fully by NAPE reps from Jan 28-March 9. Students/schools remain anonymous.
 - b) Concerns over time commitment, what we really get out of it, and the validity of the study (how accurate are the results?). John will send question to validate how scientific the study is to Jennifer to get answers back.
 - c) Other thoughts are that it is not supposed to take a large amount of time and may be good to accept to help with the validity of the data with randomly selected school and to help publish data that may support independent education.

3. Key ASC Goals for 2018/2019

- Strategic Plan
 - Needs updating to reflect actual timeline and goals of school
 - Required review with MNSSA in 2018
- **Campus Environment/Facilities**
 - Identifying school campus needs and prioritizing their inclusion in upcoming capital campaign: We have done the identification, but need to have others involved to help determine how needs will get met, process on how to role out – John volunteered to help. Feasibility study for capital campaign in Jan.
- **2018/2019 Fund a Need**
 - What any additional “needs” should be (if there is anything outside of capital campaign)
- **Other Goals Identified**
 - a) ASC Marketing Committee and Admissions team meet to define roles.

- b) Parish and School Connection: find ways to connect parish and school more closely – idea of a “buddy”/1st friend program, connecting a parish member – could help with the capital campaign.
- c) Budget and Tuition – discussions soon, set by Dec/Jan

4. Committee member nominations

- Strategic Planning: Allison, Alison, Angela, John
- Facility/Campus Environment: John, Laura, Nicole
- Marketing/Events: Jennifer, Angela, Nicole, Deborah
- Budget: Deb, Scott
- Technology: Adrian, Josh
- Policy: Laura, Scott
- Nominating: Josh, Deborah
- Other Ad-Hoc committees?
 - HR: Angela
 - Vice-Chair: Angela
 - Secretary: Deb

VIII: Meeting Adjourned 8:45pm