

**Preliminary Meeting Minutes: October Annunciation School Advisory Council**  
**Date: Tuesday, October 9<sup>th</sup>, 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)
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**

6:45

**Opening Prayer**

**Approval of Agenda** - approved

**Approval of Minutes - September** – added Nicole to Facility/Campus committee and approved

**II. Open Public Forum**

No issues brought forth by external ASC members.

**III. Unfinished/Old Business**

1. Feedback on ASC table/basket at SeptemberFest
  - a. Allison O'Brien brought up that we may need to rethink the purpose of the ASC table, because it doesn't get a lot of traffic at Septemberfest. Discussion that selling the Annunciation merchandise is still a good idea, and it as also important to have a presence where people can ask questions and we can hand out school material. Think about fewer hours next year, but hours were already not very long. Nicole brought up idea of having ASC sponsored a few hours of BINGO, etc – we can answer questions that way while taking it over. With this idea, merchandise could be sold with/by the tickets.
  - b. ASC Parents Night Out basket did well at Septemberfest!
2. NAEP testing for 8<sup>th</sup> graders decision – Jennifer Cassidy did reach out and let the NAEP folks know that we didn't think it was the right time for our school to participate. Has not heard back, but assume the decline was received.
3. Trivia Night (Nov. 16): Where to direct funds (ideas):
  - a. Help-a-Student
  - b. Creative Arts items that are still needed: Window coverings for classroom (most impactful item), Riser (\$6,300), microphone and chord for auditorium, new or gently used sound board for auditorium
    - i. Talked about the messaging so that people understand why we are still raising money for creative arts since we did this at Trivia Night and auction last year. Need to make sure that there is an understanding that there are steps in finishing off the projects that we started. ("final phase" messaging)
  - c. Ability to lower the basketball hoops in the gym so that we can host tournaments – with these, we could run some tournaments but probably not playoffs (another school already has playoffs built into their programs). If move forward, discussed messaging that this is the last step in finishing off our gym.

4. Preview Night (Oct 25 at 6:30): Planning update – Jennifer G, Nicole, Deborah
  - a. Marketing/Event Committee met with Sheila Steichen (enrollment) and Sheila is happy with the agenda and that we have taken it over.
    - i. FB event – all ASC members to go out and say that we are attending to broaden reach
    - ii. Billboards around town
    - iii. Ad placed in SW Journal
    - iv. Postcards going out to households with children ages 3-5
    - v. Invites going out to our preschool families and parish families with children not enrolled
  - b. Nicole reviewed agenda – videos, 2<sup>nd</sup> graders performing, student experience (still finding the person to give this). Jimmy Dunn has provided some names for alumni, will finalize. Still reaching out to parent speaker.
    - i. Looking for ASC volunteers that evening to be available.
    - ii. Will streamline check-in process with ipad questions.
    - iii. Would like to record the evening – looking for a contact.

#### IV. General Reports

1. Officers – Allison and Alison: Insights from Archdiocese School Advisory Council In-service
  - a. Passed around a sheet of most difficult things to learn as a school advisory council.
  - b. Had a list of dos and don'ts for council members – when making decisions, really try to make decisions for the whole, not for a group of decisions. Also, importance of role to support the decision that are made.
  - c. These lists will be scanned and emailed to ASC members who are to read them.
2. Principal – Jennifer Cassidy
  - a. Sent out report – didn't review specifics, but in a busy time and in a rhythm now.
  - b. Chris was mentioned in the report – clarification on his role. He was trained in responsive classrooms, travels around the country, and comes around to coach. He visited three classrooms today and will follow up with teachers to help coach.
  - c. Will try to launch Spirit Program (name TBD) to recognize students. Will launch during a Monday morning meeting. Will be looking for gift cards, etc. as incentives.
3. Pastor – Father Park
  - a. Just had 4<sup>th</sup> Annunciation awakening retreat – approximately 35 attendees. Next one is in March.
  - b. Tomorrow is the big CSCOE mass (attended, as a school, 2 years ago).
  - c. Has had about 22 weddings here in the last two years! Hoping that is encouraging for the school.
  - d. Nicole Pattini replaced Sr. Sue.
  - e. Two weeks ago at Caribou, someone approached him to say that he's at Carondolet but has been hearing great things about Annunciation!
4. APO – Christine Headrick
  - a. Looking at expenses (tight). Fun Run this weekend - sign-ups are still a little light.
  - b. Still recruiting for co-Vice President and still going through the volunteer sign-up sheets.
  - c. Providing hospitality for preview nights.

#### VI. Committee Reports

1. **Facilities/Campus Environment** – just getting started with making a list of all improvements needed and trying to become more systematized, especially when grants/money come up fast.
2. **Budget/Finance:** Need to get moving to finalize tuition in Dec. meeting. Jennifer and Jim have met, and Jim is already looking at scenarios. Next parish finance meeting is October 23<sup>rd</sup>. Deb to schedule time with Jim and invite Allison and Scott in case they can attend. Deb to invite Jim to next meeting.
3. **Events/Marketing:** no further update
4. **Technology:** Josh and Adrian went to the technology speaker and met with Julie to see how things are going with Chrome Book. The filtering on the Chrome Books looks to be in good shape. The speaker had great content, but light attendees (was the night of heavy rain). Would like to do another

technology talk in the spring – Christine said APO could help with it. Adrian also attended a great technology talk at Holy Angels.

## VII. New Business

1. Snow plowing and removal – Nicole Farrell
  - Brought up the snow removal process in the parking lot and the mounds that build up every winter. Jennifer asked Nicole to help look into more about moving snow after it is plowed (work with Jim). Catholic Mutual also is not fond of the snow because of danger – could they give us an insurance discount if we paid to remove the snow? Facility committee will also put this topic on the agenda.
2. Uniform policy considerations
  - Language not clear for acceptable bottoms for Spirit Wear days
    - We will tweak the language.
  - Add navy blue skirts/skort in addition to jumpers for K-5?
    - Group is fine with adding these, but maybe even add for middle school or just extend the plaid skirt/skort for middle school to the lower grades. Jennifer will ask uniform stores what our options are.
3. Need for creation of a Grant Process/Sign-off Flow
  - Ad-hoc committee to serve this need; identify key members
    - Alison, John, Jennifer, Angela, (and Mauren)
4. CSCOE Impact Grant – \$10K – consider options for biggest impact on the school; deadline is December 1<sup>st</sup>, 2018
  - Use of these funds was discussed in parish leadership meeting and with staff, but a clear use had not been identified. Suggested that we can use it to reward and retain key staff.
  - CSCOE would like it used for pushing academic excellence and enrollment.
  - Other ideas generated:
    - Middle school enrichment opportunity ideas.
    - We need to be careful about how we use it because we are not guaranteed this grant every year.
    - Investment to infuse more science in lower grades.
    - Responsive classroom pieces.
    - Could we use this for the basketball hoops? Would need to come up with compelling story of how this works for academic excellence and enrollment.
5. Capital Campaign
  - **Need for understanding on what is included in campaign to help us in considering fundraising needs for the school:** school roof, windows, classroom upgrades (furniture, carpet, paint). Bigger idea is to re-do the entrance, media room, and add elevators, but this would be a multi-million dollar project. Feasibility study will be important to determine how much we could raise and what priorities are to individuals surveyed.
  - **Opportunity for ASC review/comment?**
  - **Timing:** Feasibility study in Jan/Feb to determine what we can reasonably raise. Actual decision to go through with it will also be made. Campaign would launch sometime in March, with an approximately 12 week campaign for a 3-yr pledge.
  - Allison asked if Father Park can have the person in charge of our feasibility study to come and educate ASC members. Father Park to reach out to her.
  - Brought up idea again of connecting older members of Parish to school children to build that connection.
6. Other upcoming fundraising needs to consider: ASC members help come up with funding ideas for both of these:
  - Dancing with Annunciation Stars (DWAS) – Jan 26, 2019
  - 2018/2019 Fund-a-Need Auction (help-a-student or designate school project)
    - Help-A-Student need has jumped tremendously over the last couple of years.

## VIII. Adjournment

8:45