



School Advisory Council Meeting Minutes – August 2017

Tuesday, August 8th, 2017

Spirit Center Conference Room 6:45pm

Mission Statement

Annunciation School is a Catholic parish School. We are a united and caring community of students, staff and parents committed to learning based on Christian values within our rich Catholic heritage. We provide our students with an outstanding religious and academic education, addressing the needs of the whole child.

Present: Council Members: Mike Lori, Steve Peterson, Allison O'Brien, Alison Golla, Laura Vonhof, Lori Huber, Josh Dingman, Deb Ferrao, Jayne Dow Larkin **Principal:** Jennifer Cassidy

Absent: Council Members: Wendy Bagley, Angela Maurer-Green, Adrian Woodward **Pastor:** Father Brian Park **APO Liaison:** Sarah Nuahn/Christy McFadden

I. Call to Order

- i. Opening Prayer – All
- ii. Approval of Agenda – All
- iii. Approval of Minutes – N/A

II. Open Public Forum

- i. Laura Vonhof, speaking for herself and on behalf of other 5th grade parents brought forth concern regarding the temperature (heat) in the 5th grade classroom space during August/September and late spring. She has already procured a few donated new window unit air conditioners, if provided clearance to use them in the space. Discussion about use of existing box fans, power consumption and ability of the small air conditioners to cool a space that large. Some concerns as well about noise in the shared space. Steve Peterson will look into it with the Facilities Committee and provide recommendations at the September meeting.

III. Old Business

- i. **Meeting Focus, 2016/2017 wrap up and 2017/2018 Planning/Initiation**
Welcome new members Jayne, Josh, Deb, Angela; orientation was completed prior to meeting.
- ii. Enrollment Update – Jennifer Cassidy shared current enrollment number is 357; the target number for budget was 360. New students may still trickle in as the school year starts as several more tours are scheduled. Currently there are 35 students in kindergarten; 20 transfer students overall with 5 new students in 5th grade.
[Note: Update as of 9/5/17: Enrollment number is 371; 11 students more than plan. Transfer students are spread nicely across grades.]
- iii. Minnesota Nonpublic School Accrediting Association (MNSSA) Update– Credentialing visit occurs every 7 years; visit completed in June. Strategic plan initiatives are generally based off of that visit and report. Jennifer Cassidy happy to report no changes are

Approved 9/12/17

required; we are on track. They are choosing however to make some modifications/improvements.

- iv. Organizational/Staffing Updates: Ellison Smith hired as a full-time Learning Specialist. Megan Stebbins will become the Library/Media Specialist. Larissa Lutwin will be the new Creative Arts teacher. Harry Kaiser was hired as the Physician Education teacher and will job share with Mike Langer. Mike will also act as Dean. As dean, Mike will help across the board with day-to-day support as more needs continue to rise outside the classroom.
- v. Key Summer Updates: Money raised through Fund-a-Need and Trivia Night allowed us to purchase new interactive smartboards for all classrooms. All key card access was wiped clean and re-keying was completed. New process for how will procure access; with focus on security. Lockdown PA system is being fixed/wired to reach all areas. Parking lot lights were replaced with LEDs for cost saving. Power upgrades in auditorium was completed. Retaining wall in front of school. Parish center door security enhanced. Chromebooks were obtained for piloting 1:1 in Pupke's social studies classroom. Will implement an Artist in Residence program for K-8; also possible partnership with Stages Theater to support creative arts.
- vi. Key Committee Goals Review: Discussed specifics; refer to those outlined in handout from planning meeting in June and individualized emails to committee chairs; chairs need to assess what is needed to move projects forward.

IV. General Reports -

- i. Pastor – Father Park - deferred
- ii. Principal – Jennifer Cassidy - as above
- iii. APO – Sarah Nuahn/Christy McFadden - Deferred

V. Committee Reports - Deferred

VI. New Business

- i. Motion to rename School Advisory Council (SAC): motioned, voted and quorum obtained; approved to change name to Annunciation School Council (ASC)
- ii. Prep for Back to School Night August 23 at 4:00: Need ASC to host table with information on: who we are, what we do, how to contact with concerns, and sign-up sheet for volunteer opportunities (joining for 2108 or as ad hoc committee members with specific skills/interest). Alison to coordinate information for table and staffing (Alison, Mike and Allison to take shifts).
- iii. Parent Information and Celebration Night – September 6th at 6:30: Jennifer/Fr. Park to recap accomplishments and set tone for the year; introduction of new faculty; K-5 IB presentation for parents to support accreditation; 6:00-8:00 Middle School orientations (timed). We will end the evening with a Celebratory Kick-Off reception in the garden with new marketing brand campaign launch with large screen for video/beer wine.
- iv. Marketing Committee- Planning needed quickly for SeptemberFest representation, coordinate table with apparel sales; donation of themed basket to Silent Auction from ASC; Lori Huber volunteered to put this together; ASC members give monetary donation towards this basket to Lori. Start planning of preview night in November.
- v. Mascot action plan – Will ask APO to work with Student Council on developing mascot.

VII. Adjournment