



School Advisory Council Meeting Minutes – October 2017
Tuesday, October 10th, 2017 at 6:45 PM; Spirit Center Conference Room

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, Adrian Woodward, Lori Huber, Josh Dingman, Deb Ferrao, Jayne Dow Larkin, **Pastor:** Father Brian Park **APO Liaison:** Christine Headrick **Guest:** Anne LaLonde Laux

Absent: Principal: Jennifer Cassidy **Council Members:** Wendy Bagley, Angela Maurer-Green, Laura Vonhof

I. Call to Order

- i. Opening Prayer – Father Park
- ii. Approval of Agenda – Steve Peterson and Alison Golla
- iii. Approval of Minutes – Steve Peterson and Lori Huber

II. Open Public Forum

- i. Guest Speaker: Anne LaLonde Laux: IB Policies and Application for Authorization

Anne presented on “What it means to be an IB school”, the IB Curriculum, the planning, and teaching efforts and reflection. For the past two years, Anne, along with the leadership team, teachers, and staff have worked long and hard to incorporate the IB philosophy of international mindedness, inquiry and character attributes and align the curriculum from K-8 with IB. All of the Minnesota common core standards are incorporated within IB. Teachers in the PYP have met weekly or more with regularly scheduled collaboration sessions. Anne shared some of the highlights on the accomplishments they have made in a relatively short time. These efforts culminated in a 44 page application, including 23 supporting documents that was submitted last week, applying for IB authorization. Anne also discussed a list of additional features/objectives that have been or will be rolled out this year.

III. Old Business

- i. Jayne provided a recap of SeptemberFest accomplishments from a Marketing Committee perspective.
- ii. Father Park briefly presented information on the Padrino Program. ASC discussed and considered whether it may be a good fit for Annunciation. The Padrino program is a sponsorship program run by St. Stephens to help Latino students get involved in Catholic education. This seems to be aligned with our efforts to become more diverse and inclusive. We agreed to do some additional research on how to become involved.
- iii. ASC discussed ideas for this year’s Fund-A-Need at Auction. Help-a-Student will be one of them. Main ideas discussed were the Media Center/Library, Outside Learning space (open up and use inner courtyard), Learning/Creator Space Classroom Equipment, Classroom Teaching and Learning Resources for IB/Literacy. A consensus was reached

to recommend moving forward with a Fund-A-Need for a new Media Center/Library, which plays a central role in the IB essential elements, inquiry and learning and would support all subject areas and learning styles to benefit all students in K-8.

IV. General Reports -

- i. Pastor – Father Park: Provided recap on recent events including the Weekend Retreat and the 2nd Grade Grandparents Tea. Discussed ways to engage and include the grandparents in more activities throughout the grades.
- ii. Principal – Jennifer Cassidy: Written report provided prior to meeting.
- iii. Development Director – Tom Konz: Deferred.
- iv. APO – Christine Headrick: Preparing for 5K this Sat. Please encourage people to sign up or make a pledge. This takes place of APEX Run & is our major fundraiser for the year. We need people to continue to sign up this week if it's going to be profitable. We have 10 sponsors which is helping. Fall Teacher Grants were dispersed with the dues collected during registration. Grants went to full & part time teachers. Two other small grants for classroom teaching devices were also given. Barnes & Noble Book fair is coming up on Dec. 5th. APO hosted Breakfast w/Principal last Friday; less than 20 people were in attendance but good, quality discussion.

V. Committee Reports - Deferred

VI. New Business

- i. 1x1 Program: Adrian Woodward.
 - a. Policy drafts are set and have been provided to administration, faculty and staff to review. Policies should set the stage for the why and how, stating intentions clearly. Small group inquiry team will mainly be reviewing (Cassidy, Steege, Pupkes, and Guillatt). Should be sent back through Policy Committee (Alison and Allison) to finalize after review and suggested edits. Finalization is sought by November meeting. Implementation of appropriate use policies and community use/digital citizenship is key.
 - b. Costing and fee effort sits with Julie Loney and tech team. Selection of device and how they will be labeled. Must determine what the budgeted tech fee is going to be considering support/infrastructure, equipment, software. Considering different fees for primary grades and Middle School. Fees need to be finalized by December meeting for budgeting and January for initiation of enrollment. Consider Marketing/communication approach for enrollment timeframe.
 - c. Filtering and monitoring options need to be determined in terms of who looks at that and who takes action.
 - d. Infrastructure Review/Bandwidth needs to be tested, as this is the main concern of the faculty. Josh Dingman can do this testing and provide recommendations.
- ii. Campus Environment Team Kickoff: Steve Peterson
 - a. Brainstorming session will be set for later this month. Members to include: LaLonde Laux, Loney, Stebbens and ASC Campus Environment team. Will discuss vision and short and long-term needs and goals. Research learning space changes that fit the needs of varying learner styles.
- iii. Budget: Mike Lori.
 - a. Needs to be completed in Q4. Finance Committee meeting with Jim Weiland the week of October 23rd. ASC to review draft at November meeting, with a December meeting approval.
- iv. Enrollment Process Updates: Jayne Dow
 - a. Currently we are losing prospective families in the time gap between application and enrollment. This is likely due to the time in between application and enrollment combined with possible confusion on the two processes with fees collected at both steps. Enrollment team will implement a streamlined process

Approved 11/14/17

“New Family Enrollment Process” by asking for financial information with the application versus asking them to then “enroll” a few months after application. By unifying the process and providing better communication on the steps, expectations can be managed and help given to guide them through the process. Goal is to deepen commitment to Annunciation earlier and invest during the application, with the enrollment fee eliminated for new kindergarten families.

VII. Adjournment 9:00