



**School Advisory Council Meeting Minutes – May 2018
May 8th, 2018 at 6:45 PM; Spirit Center Conference Room**

Present: Council Members: Alison Golla, Allison O'Brien, Adrian Woodward, Angela Maurer-Green, Mike Lori, Laura Vonhof

Principal: Jennifer Cassidy **Pastor:** Father Brian Park **APO:** Maren Christensen

Absent: Council Members: Steve Peterson, Josh Dingman, Deb Ferrao

- i. Opening Prayer – Father Park
- ii. Approval of Agenda – Laura Vonhof, Alison Golla
- iii. Approval of April minutes – Allison O'Brien, Laura Vonhof

II. Open Public Forum

No issues brought forth.

III. Old Business

1. 2017/2018 Fundraising – Mike Lori
Discussion on fundraising efforts. The funds generated from Dancing with Annunciation Stars (DWAS) were allocated in part to Creative Arts. Trivia Night net revenue allocated for the Creative Arts room remodel, window safety, and purchase of equipment. The equipment target cost was \$28,000 and \$21,000 was raised. This covers all but the bandshell. Specific musical instruments were purchased/earmarked for by individual doors. Estimates received of net revenue from Auction. Funds were split between tuition assistance program and auditorium/creative arts remodel. Room improvements cost estimate is still to be determined. Steve will spec and markup drawing with mechanicals so it can be bid on by general contractors. Laura Bischoff has specs of interiors.
2. Update on 2018/2019 and Marketing Efforts – Jennifer Cassidy, Mike Lori
Overall, locked in numbers are higher for this timeframe than previous years. The target is 40 students across the board for each grade. The billboard honoring the 2018 8th grade graduates (photo) was designed by Karl Wolf and has been finalized. The billboard will be up from mid-May through mid-July on 46th and Nicollet above Sun Street Breads. Assuming we will be approved of IB Accreditation by early to mid-summer, the marketing team will update all materials to include the IB accreditation and promote this significant accomplishment.

There may be a need for ASC member involvement in key summer marketing activities. Last year ASC members help staff tables at family events at parks and festivals. We will also need early planning (August timeframe) for table at SeptemberFest ties to enrollment/marketing. This year we had new brochures and bags school information, ride tickets, etc for prospective families. We also sold apparel. We'll need to coordinate with marketing late summer on what new materials are available. Focused efforts will need to begin early for planning of both Preview Night (November) and MS Preview Night with broad based marketing. Check dates of both events against those of other schools.

3. One to One MS Tech Program Launch – Adrian Woodward
Meeting is scheduled for Friday, May 13th with architect Steve (2nd visit), Laura Bischoff (designer) to discuss the Creative Arts redesign based on needs (space, color, lighting). Cost needs for equipment have been identified and these items will be the fundraising target at Target Night on April 13th. Still need costs for auditorium completion (AV/Video).

Discussed possible concept rooms to better support learning as possible part of large capital campaign. A team will visit Our Lady of Grace to see change they have made. It is important to communicate why these are needed and how learning will be impacted. A grant request has been submitted for sensory upgrades.

4. Tech Program for MS Update - Adrian Woodward, Josh Dingman, Jennifer Cassidy
Things are moving right along and falling into place. Still need to draft purpose statement message for parents to go out with policies. Laura Vonhof to draft this messaging this week and send out for comment. School will conduct mandatory meetings for students/parents in the fall before issuance of chromebooks and will require sign-off on policies. These meetings have already been scheduled for August 28th and 29th. Discussed possible talking points for speaker Erin Walsh on young people's use of technology. Her presentation has been scheduled for September 20th. Training for teachers/staff originally scheduled for June 3-5 led by a Google Classroom Consultant has been postponed pending new hires but will take place over the summer. This training will help prepare teachers to implement this in their classrooms. Technology fee is being finalized.
5. Capital Campaign - Mike Lori
The Capital Campaign is planned for early 2019. Discussed how ASC may be more integrated into and support these efforts. Questions to consider include: Is it possible for ASC/parent comment/input on inclusive items of campaign? Are the classroom/Media center/accessibility cost estimates for future renovations/updates and needs included? Should a feasibility study be considered?

IV. Questions on General Reports – N/A

- V. Committee Reports** – Refer to written reports sent via email for more detail. Jennifer reviewed highlights/key points from Principal's report. Father Park spoke about the successful event with great feedback on the recent First Communion. They are now preparing for Confirmation coming up on May 20th. Rummage Sale event sign-up has been posted. Maren summarized APO efforts. Staff Appreciation week was a great success. APO is busy planning for Kindergarten Round-Up.

VI. New Business

1. State of the School: Jennifer will provide the Annunciation Community with a review and update on the accomplishments and Strategic Plan at the State of the School presentation on May 10th, held in the library. Attendance is needed by all ASC members. Jennifer to review and update parents on the accomplishments of initiatives set forth in our Strategic Plan. We are on track with Strategic Plan except in regard to timing for some initiatives which may be tied to needs included in the Capital Campaign. Primary initiatives to be discussed include: IB accreditation; ensuring a thriving campus environment with large joint learning/maker spaces (media center), grow enrollment through continued marketing campaign, ensuring school security (lighting, cameras, PA system), our continued efforts for growing diversity in our school community and improves support services (learning specialists/emotional support specialists).
2. Sensory Grant: Sensory grant from a family foundation was secured for \$21,000 thanks to the efforts of a few parents. Discussion on whether we should consider a grant team to work on long-term fundraising opportunities. Should a grant work committee be established as part of ASC?

3. 2018/2019 Uniform Considerations: Discussed whether possible phase out of skorts for MS should be considered. The skorts are specially made for us and we are the only school who uses them. Lengths vary, and some lengths may not be in line with uniform policies which is very difficult to assess. No changes were recommended at this time.
4. Open Positions: Discussed the open positions in the school. Jennifer states they have had many great candidates and interviews. The middle school math teaching position has been more difficult so the key focus in recruitment is on math.
5. ASC New Member Nominations: Alison Golla and Allison O'Brien presented several new candidates. Discussed and reviewed ASC needs. It was recommended to send the following applicants to Father Park for review and final approval: John Bradford, Deborah Copperud and Scott Hofer. We will continue to accept applications for next year's council
6. ASC Senior Leadership 2018-2019 Voting: Nominations for ASC leadership were reviewed, and the council voted. The ASC leadership for 2018-2019 will be as follows:
 - Co-Chairs: Alison Golla and Allison O'Brien (shared role/responsibilities)
 - Vice Chair: Angela Maurer-Green
 - Secretary: Deb Ferrao
7. Allison O'Brien will host an "End of Year Celebration & Welcome" for all current and new members likely in June. An invitation with details will be forthcoming.

VII. We will adjourn until Fall 2018. Adjournment 8:45pm