

**Agenda:** May 2020 Annunciation School Advisory Council  
**Date:** Tuesday, May 12, 2020 **Time:** 6:45p.m.  
**Location:** Zoom Call  
**Meeting Attendees (P = Present A= Absent)**

P	John Bradford – Council	P	Father Brian Park – Pastor
P	Deborah Copperud – Council	P	Jennifer Cassidy – Principal
P	Josh Dingman – Council	A	APO representative
P	Nicole Farrell – Council	P	Parish Council rep – Leah Kaiser
P	Deb Ferrao – Council	A	Christy McFadden – Enrollment Coor.
P	Scott Hofer – Council		
P	Sara Juran – Council		
P	Tom Keegan – Council		
P	Malia Kimbrell – Council		
P	Meghan Manchon – Council		
P	Pam Nimmerfroh – Council		
A	Brenda Studt – Council		

**I. Call to Order** 6:45p.m.

Opening Prayer

Approval of Agenda - Unanimous approval

Approval of Minutes from April 2020 – Unanimous approval

**II. Open Public Forum**

Due to COVID 19 and the meeting being held over Zoom, there was no public forum.

**III. Attendee Check-in** 6:50p.m.

- Mother’s Day Highlights or any fun distance learning stories

**IV. General Reports** 7:10p.m.

- Principal’s Report
  - General report including end of year activities – see attached written report on Exhibit A.
  - Wrap up activities
- Father Park’s Report
  - No written report
  - Discussed Covid reopening plans (e.g., restart of Mass with social distancing); Masses will continue to be live streamed
  - Tentatively rescheduled confirmation Mass for mid-May and first communion mid-June.

- Received PPP loan from local bank of approximately \$550k.
- Jim Weiland officially resigned; outside firm hired through October.
- APO updates
  - Looking for additional candidates, co-VP, secretary, staffing for clothes sales, help for staff appreciation,
  - Pizza Luce fundraiser for June 1 – details to be confirmed (take out?)
  - Exploring curbside pickup and sale for used uniforms?
  - Discussion about potential for distance learning summer school – JC students identified as needing additional assistance will be eligible for summer tutoring, but not broadly available and full summer school; concerned/interested parents should reach out to JC
- Enrollment committee updates
  - See Christy's email – attach
  - Yard signs delivered
  - Minneapolis school board vote tonight –
  - Facebook ads are up
  - Requesting written testimonials for website and social media

## **V. Volunteer Hours Commitment**

7:30p.m.

- Volunteer Hours Commitment
  - Volunteer initiative roll out – discussion of plan for new policy announcement.
  - Discussed the use of Track It Forward, an online tool for tracking volunteer hours and publishing volunteer opportunities.
  - Discussed the volunteer policy for the handbook.

## **VI. Ongoing & New Business**

7:50p.m.

- Annunciation Strong/Spirit T-shirt design contest
  - 1 entrant so far
  - Will table the effort for now; may revisit in the fall.
- Discussed orange juice with the new principal event
- 8<sup>th</sup> grade survey – John and Megan prepared questions and led discussion; will prepare for distribution
- New council member applications and nominations –
  - Josh and Deborah Copperud leaving; Deb Ferrao returning for second term; two spots open
  - Six candidates – ASC will conduct ranked choice vote via email
- Election of school council officers

- Chair
  - Nominated – Nicole and Brenda
  - Elected – Deborah will conduct email vote
- Vice Chair
  - Nominated – Sara and Brenda
  - Elected – Deborah will conduct email vote
- Secretary
  - Nominated – Scott
  - Elected – Scott unanimously elected

## **VII. General Committee Updates**

8:30p.m.

- Facility/Campus Environment – No report
- Finance Committee –
  - Deb provided update on PPP loan
  - Big shortfall due to lower than expected enrollment of approximately \$350K; estate gift received that will largely cover shortfall
- Policy Committee – survey and volunteer policy – see above
- Marketing/Events – asking ASC members to staff marketing events.
- Strategic Planning – No report
- Technology – No report
- Enrollment Committee – See Christy's update
- Nominating Committee – No report
- Employee/Teacher recognition and pay
  - Last week to submit teacher recognition; last drawing will be conducted later this month
  - If there remaining PPP funds, exploring ability to provide distance learning bonus
- Ad Hoc Committee – No report

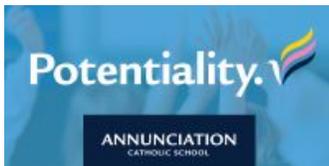
## **VIII. Farewell and Thank you**

8:40p.m.

## **IX. Adjourn**

8:45p.m.

## Exhibit A



### **School Advisory Committee May 11, 2020 Principal's Report**

As we come to our last meeting of the year, I want to begin by expressing my thanks to our parent leadership for helping us navigate a very challenging and unique year. After a difficult summer, things started to settle down – then we had the flood! We thought that was crazy....now the pandemic. Through it all, I feel blessed to have the support of all our ASC parents and our community who has truly stepped up in tough times to support each other. Thank you for all you have done! Keep praying for us as we head into the end of our school year – but not in the way we intended, but still celebrating all we have accomplished.

For my report, I am going to highlight a few of the important items we are attending to as we wrap up the year:

#### **Continuous learning/end of year:**

- Timeline:
  - May 22 – last instructional day
  - May 26 - staff and student work/wrap up days. Staff will be preparing materials for students, clearing classrooms, working on grading. Students can turn in any final work by Thursday.
    - 8th grade packets to pick up - 10:30-12:30
    - Virtual Graduation at 7 pm (a future celebration will be planned when gatherings are allowed.)
  - May 27 - staff and student work/wrap up days; setting up for drop off and pick up day
    - Student bags to return - teachers should be packing up student belongings by today. Labeled with student names and grades. (K-5 in foyer, MS in first floor hallway) Kowalski's donated bags
    - Lost and found items
    - Tables/tents - ready to go for set up
    - Student treats - wiffle ball and note to tie on for summer. Freezy or popsicle (or fruit snacks)
  - May 28 - 9:00-3:00
    - A-G- 9:00-11:00
    - H-N - 11:00-1:00
    - O-Z - 1:00-3:00

#### **Stations:** (bullhorns/walkie talkies)

- Tech - devices
- Library - books
- Bag pick up - return student belongings with runner
- Treats handout
- (optional - lost and found) - park and look (short fence on the south side of parking lot)

**Summer programs:** Currently, we are planning to operate the summer extended day program for Annunciation along with the preschool Summer Wow. We are working with the parish office and staff to use the compliance document to insure that processes and procedures required by the State of Minnesota are followed. After May 18, when we learn more of the Governor's plans for "re-opening", we will update families on the summer plans and registration details with the new guidelines.

**Summer tutoring and supports:** We are working with teachers to identify tutors to offer school programs for our most at-risk students who may have been most impacted by the stay at home learning. Some teachers will offer their tutoring for families as in the past. We also are working on providing summer activities and resources for families who wish to utilize them. These will be updated on our website – continuous learning page.

**Report cards/grading:** Annunciation will utilize the regular grading system with a few changes to accommodate the continuous learning. Since we are on semesters, the first half of semester 2 was in-school instruction as usual. Students all received the same learning environment and instruction. The second half has been at home with different learning environments for each child. This will be taken into consideration for the overall grade

- K-5: Standards- based grading as usual (3-2-1). No "failures" from at – home learning. Added to the grading scale:
  - P – participated (students who engaged, participated but wasn't able to provide enough for adequate assessment)
  - \* - asterisk – Not enough data to assess because of the COVID-19 distance learning. (students who were not able to participate at the same level as their peers because of illness, family situations, or other challenges at home)
  - No grade for Creative Arts, PSPE, library or Spanish. Activities were offered but not required.
  - No learning behaviors graded
- Middle School - Letter grading scale as usual (A-B-C-D, but no U). No "failures" from at home learning. In-school learning will be considered with greater weight given the varied circumstances of each student's learning situation at home Added to the grading scale:
  - P – participated (students who engaged, participated but wasn't able to provide enough for adequate assessment)
  - \* - asterisk – Not enough data to assess because of the COVID-19 distance learning. (students who were not able to participate at the same level as their peers because of illness, family situations, or other challenges at home)
  - Specialists classes (PSPE and Creative Arts) will use P and \* - no regular grades

**Enrollment:** As of May 2, 275 students enrolled. 30 pending. All families have been contacted multiple times. Communication continues with each pending family.

**Staffing – budget:** The Parish finance council approved the budget to retain the staffing despite the lower enrollment. With Mrs. Urick’s retirement, there will be internal movement of teachers as well as hiring for any open positions. Mrs. Zobel, our new principal, will be part of the decisions and hiring process.

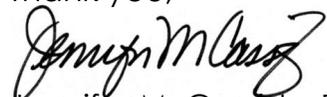
**MNSAA Renewal of Accreditation** – We are planning to continue to move forward with the MNSAA Accreditation timeline. Self-study 2019-20, strategic planning and site visit 2020-21. The Standards are:

- Standard 1 – MISSION AND PHILOSOPHY: The Values and Vision of the School
- Standard 2 – TEACHING AND LEARNING: Curriculum, Instruction and Monitoring Learning Performance
- Standard 3 – CLIMATE FOR LEARNING: School Environment and Facilities
- Standard 4: COMMUNICATION & COMMUNITY RELATIONSHIPS  
Stakeholder Involvement in the School
- Standard 5 – PERSONNEL: The Qualifications, Evaluations, and Development of the Staff
- Standard 6 – LEADERSHIP, ADMINISTRATION & GOVERNANCE:  
Responsibility for Educational and Organizational Effectiveness

**State of the School:** The State of the School presentation will be shared with families by May 22. Mrs. Zobel will be part of the presentation to introduce herself and share a bit about what she looks forward to when she takes the lead on July 1.

Your leadership and prayers during this time has been greatly appreciated. If you have any questions over the next few weeks or about this report, please contact me directly.

Thank you,



Jennifer M. Cassidy, Principal