

Agenda: September 2019 Annunciation School Advisory Council
Date: Tuesday, September 10, 2019 **Time:** 6:45p.m.
Location: Spirit Center at Annunciation School
Meeting Attendees (P = Present A= Absent)

P	John Bradford – Council	A	Father Brian Park – Pastor
P	Deborah Copperud – Council	P	Jennifer Cassidy – Principal
P	Josh Dingman – Council	A	Heather Mueller – APO
P	Nicole Farrell – Council	A	Courtney Dingman – APO
P	Deb Ferrao – Council	P	Christy McFadden – Enrollment Comm.
P	Scott Hofer – Council		
P	Sara Juran – Council		
P	Tom Keegan – Council		
P	Meghan Manchon – Council		
A	Pam Nimmerfroh – Council		
P	Brenda Studt – Council		

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

- Opening Prayer
- Approval of Agenda
- Approval of Minutes from May and August 2019

II. Open Public Forum 6:53 p.m.

- Christy McFadden raised a question regarding hair dye policy

III. Reports 6:58 p.m.

- **APO** – Nicole Farrell read Courtney Dingmans’s APO report
 - APO continuing to seek grade representatives for SeptemberFest
 - APO seeking 50 volunteers for Mass of the Holy Spirit; will receive \$5,000 from CSCOE
 - APO organizing the Trick or Trot Fun Run fundraiser – Saturday, October 12, at 2pm at Normandale Lake
- **Enrollment Committee** – Christy McFadden presented the Enrollment Committee’s report.
 - Preview Nights
 - advertising includes 2 billboards;
 - conducting morning and evening events;
 - discussion regarding the open house for prospective parents and the event agenda.
 - Grant for social media coach – refining ACS social media presence and generate web traffic
 - Marketing materials – looking for volunteers with marketing and graphic design experience
- **Principal’s Report** (see report attached as **Exhibit A**)
 - Discussion regarding staffing levels – Jennifer Cassidy reported that ACS has materially the same staffing levels as the 2018-19 school year.
 - Discussion of the ACS budget, including:
 - planning cycle, the timing of a tuition decision and publication;
 - budgetary tradeoffs; and
 - meeting cadence.
 - New website
 - First stage of the website transformation consisted of transferring existing content to the new website format to enhance navigation and ease content management.

- Second stage will include the addition of new content and making the website mobile device friendly.
- AgraCulture lunch program
 - Efforts are being made to ease ordering milk.
 - Requests have been made to add the preschool to AgraCulture lunch program.
 - ACS kitchen has experienced oven and ice machine breakdowns.
- **Father Park** – No report

IV. Old Business

7:45 p.m.

- **SeptemberFest** – ASC is sponsoring and providing volunteers to support SeptemberFest Bingo on Sunday from 12 – 2p.m.
 - Nicole Farrell to provide talking points for Bingo host re: ASC and potential student parents.
- **ASC Basket**
 - Nicole Farrell prepared Date Night Getaway Basket which includes luggage, chocolate, Crave gift certificate, and wine.
- **ASC Term Limit**
 - Noted that the AS Constitution and bylaws haven't been updated in many years
 - There was discussion regarding changing term length
- **Annunciation Diversity Statement**
 - Deborah Copperud provided statements of similarly situated schools and prepared proposal; Deborah will incorporate ASC comments and will provide updated proposal at October meeting.

V. New Business

8:05 p.m.

- **ASC Committee member nominations** – prior committee chairs provided description of committee purview and sought volunteers. The committees will consist of the following members:
 - Facility/Campus Environment – John Bradford (Chair), Scott Hofer
 - Marketing/Events – Meghan Manchon (Chair), Brenda Studt, Nicole
 - Strategic Planning – John Bradford, Nicole Farrell, Tom Keegan (Chair), Pam Nimmerfroh (added per post-meeting correspondence)
 - Budget/Finance – Deb Ferrao (Chair), Sara Juran, Tom Keegan, Nicole Ferrell
 - Technology – Josh Dingman (Chair), Tom Keegan
 - Policy – Deborah Copperud, Scott Hofer (Chair), Meghan Manchon
 - Enrollment Committee liaison – Nicole Farrell, Deb Ferrao, Brenda (Chair)
 - Nominating – Deborah Copperud (Chair), Josh Dingman,
 - Employee/Teacher recognition and pay – Josh Dingman, Brenda Studt, Nicole Farrell, Sara Juran, Pam Nimmerfroh (added per post-meeting correspondence)

Adjourned at 8:22 p.m.

Exhibit A



School Advisory Committee September 10, 2019 Principal's Report

The beginning of the school year has been extra busy, but energetic and positive. The feel in the school has been wonderful and students are smiling and already jumping into learning. We have hit the ground running! With a number of new initiatives, we still have a few bugs to work out, but all the changes are improvements, so we are excited about that. Some highlights to date:

Mission and Philosophy

- MNSAA Renewal of Accreditation – This year, we begin our self-study for MNSAA. The renewal process is over a 2-year period and is a very detailed process. This will require much time and effort from staff to research and create the narratives for the six Standard areas. 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
- MNSAA Strategic plan - MNSAA has asked Annunciation to update the strategic plan based on the number of changes in timing for some of our strategies. Below are the 5 key objectives of the plan with strategies for this year under each:
 - Objective 1 - Position Annunciation School as a Catholic leader, recognized for educating the whole child
 - Expand Inquiry education through middle school.
 - Objective 2 - Support learning and development of the whole child by ensuring an appropriate campus environment.
 - Define state of the art facility options to enhance teaching and learning – including study of design options for flexible classroom environments
 - Continue developing and improving student behavior and intervention practices – including training staff on EnVoy program to enhance Responsive Classroom and evaluate the effectiveness.
 - Objective 3 - To better serve more students, develop a comprehensive plan for growing our enrollment to capacity.

- Evaluate key areas of enrollment potential to increase incoming kindergarten prospects – including engaging parents and parish community in enrollment efforts.
 - Objective 4 - Maximize student learning through continuous implementation of innovative and evolving curriculum, instruction, assessment and grading.
 - Implement new curriculum – including new Believe and Read program for K-2 and new literacy curriculum with review for grades 6-8.
 - Objective 5 - Create a supportive and engaging environment for staff that ensures educational excellence
 - Revisit and review Annunciation's organizational structure – including needs and priorities of students considering impact of current enrollment.
 - Develop a plan for staff compensation and benefits to attract and retain outstanding talent.
- Annual Report – Annunciation received high praise for our Annual report to MNSAA, describing our work of last year related to our strategic plan. Reviewer's summary note: *"Thank you for your time and effort submitting a thorough and thoughtful annual progress report to MNSAA. Clearly, school improvement is ongoing at Annunciation Catholic IB World School! Congratulations on all your accomplishments this past year!"*
- Mission and Vision statement – as part of the IB implementation process, we evaluated and updated our Mission and Vision statement.
- Pedagogical Leadership team – Collaboration is a big part of being an IB World School. The best schools have strong collaboration among teachers and staff. Having teachers participate in planning, professional development, and school goals also provides a positive school culture. To achieve this, we have formed our PLT – teachers, specialists, and admin staff will meet on a regular basis to carry out the recommendations of the IB in our authorization report, help us prioritize academic goals for the school, and plan professional development to help us meet those goals.
- Agraculture lunch program – fitting with our philosophy of supporting the whole child, we have switched to the new lunch program this year, providing healthier meals for students. Though we have had a few logistical bumps in the road, students and parents have enjoyed the improved lunches. We look forward to this partnership.

Curriculum and Instruction

- Believe and Read – Annunciation is a pilot school for the CSCOE/Groves literacy grant. The teachers in K-2 are receiving weekly coaching on foundational skills for the program. The grant is for 3 years and will add 3rd grade next year.
- Staff training – to support growth in the key areas this year, Annunciation will have a full staff PD day on Monday, October 21, the Monday after MEA. This day will be a full training for K-5 on the new Benchmark literacy curriculum and time for MS staff to observe IB in middle school classrooms to expand inquiry education.
- Literacy focus – staff is implementing and we will be training on the use of the Benchmark Workshop curriculum for K-5. Middle School ELA is reviewing curriculum options and meeting with high school programs to evaluate student achievement.

Learner Performance

- MAP testing - Students in grades 2-8 will be taking the NWEA MAP tests which are the standardized tests we take each year to monitor student performance. In addition, we use multiple assessments to help determine students in need of intervention services or enrichment. This data provides another lens for us. The testing window is September 14-October 4.
- AIMSweb – for the Believe and Read program, progress monitoring will be done using the AIMSweb assessment for literacy in grades K-2.

- NWEA MAP – through a generous grant from CSCOE, we will be working with Tierney Education to create a plan for Annunciation on the implementation and use of the NWEA MAP testing data. These tests can provide another lens for individual student growth as well as school growth.

School Climate

- EnVoy training was introduced during workshop week to provide additional tools for creating a positive learning environment. EnVoy utilizes non-verbal methods for climate and culture. A follow up training will occur in February.
- Responsive Classroom – this fall, we set a plan to focus on 6 core elements of RC to support creating a positive learning environment. We have “6 for 6” – for the first 6 weeks, we have asked staff to take time to review, remind, model and encourage the 6 processes and expectations for our school. By creating consistent procedures and processes with expectations for all, we can have a foundation and climate that will be a positive space for teaching and learning. Also, our time and efforts can be focused on the learning rather than the behaviors.

Community Relations

- Sycamore – to help improve communications, we have changed to a new learning management system – Sycamore. Though we are still working through the initial learning curve and implementation, Sycamore has great potential to be a strong tool for communication with our parents.
- Parent Information Night – will be next Wednesday. We look forward to sharing the goals for the upcoming year and a few of our new initiatives with our parents. Then parents have time to meet teachers and learn more about the day-to-day experiences of their children.
- Enrollment team - The Enrollment team is focusing on increasing the retention of families from preschool to the school. The team will meet once a month and will include the preschool site director and executive director to help increase preschool to kindergarten retention.
- Preview Night – open house – this year, we have an open house for prospective families in the evening on November 7, but will also add a morning open house on Friday, November 8.
- Breakfast with the Principal – we will continue to hold information sessions for parents several times this year. Because we had several information sessions this fall, the first formal Breakfast with the Principal is scheduled for February, hosted by APO.

Enrollment – 2019-20

PreK -	72
K	42
1	34
2	39
3	39
4	28
5	38
6	34
7	39
8	43

Total: K-8 – 336

Total PreK-8 - 408

We are blessed with many exciting things happening this year – our new programs and resources to improve teaching and learning. With the Accreditation renewal, we also have the opportunity to reflect on our strengths, identify our challenges and prepare to create the next strategic vision for our future. Thank you for your leadership and support in our work. I look forward to the year ahead!

Any questions regarding this report, please contact me directly.

Thank you,


Jennifer M. Cassidy, Principal