**ST. EDWARD EDUCATION COMMITTEE MEETING**

**AGENDA**

**Tuesday, Nov. 16th, 2021**

**6:00 - 8:00 pm**

I. Opening Prayer-Teresa Myhre

II. Roll Call – Teresa Myhre, Fr. Todd Petersen, Jaci Garvey, Tina Myhre, Julie Pohlen, Shannon Gossen

III. Acceptance of Agenda-addition to new agenda “Catholic Schools Week” and “Bussing”

IV. Approval of Minutes from Last Meeting-minutes accepted as posted

V. Comments from Audience/Open Forum-no comments

VI. Review of Budget-no updates

VII. Unfinished Business

1. none

VIII. Reports

1. Principal and Staff Report-Jaci
   1. Preschool staffing/substitute requirements with MDH standards was discussed-if anyone has ideas of subs should share names/contacts with Jaci; MDH showed up for their annual review yesterday
   2. Volunteer time- discussion around how parents/families can show their appreciation
   3. MDH letter sent to schools today recommending vaccinations, masking again, three feet of physical distance, six feet between adults and students, program for screening of unvaccinated students, contact tracing, quarantine, ventilation, notification of cases to MDH, & cleaning-Jaci discussed this with the group and stated that the school will continue to look to the diocese for recommendations and guidance
2. Religious Education and Adult Formation/RCIA-Tina
   1. Sunday Formation-no childcare this past weekend, so children were taken over to the atrium for Catechesis of Good Shepherd, Catechesis of the Good Shepherd for the adults went well, this coming Sunday will be advent for the family focus
   2. Religious Education starting with confessions this week, older students will be invited to Adoration and confessions at St. Eloi on Sunday, families were invited to the Christmas concert, no choir practice tomorrow night, Tina did apply and received two grants for Catholic United Financial
3. PEACE Report-Trunk or Treat & Pizza sales went well, clothing apparel orders are closed
4. Scrip Report - Julie -notification sent home to religious education, Julie will work on gift card/Christmas gift promotions after Thanksgiving
5. Marketing Report
   1. Enrollment Plan
      1. Prospective Family tour will take place tomorrow
      2. Prospective Family List drafted from the Baptism list-discussed
   2. Community Events: Jaci would still like to go visit with the Knights, CCW & Rotary,
   3. Round Table Discussion
      1. December-Christmas Concert-CCW will provide a meal before hand
      2. January-Catholic Schools Week Kick Off-Breakfast-reach out 3rd & 4th grade parents
      3. February-round table at 5 pm with meal and childcare provided
      4. March-? Wednesday night
      5. April-Montessori
      6. May – Family Picnic
   4. Fundraising
      1. Challenge Grant – request submitted and waiting to hear back
      2. Calendar Fundraiser-Jaci is going to send out Google Doc and please update address/names/contacts
      3. Flurry of Fun-meeting tomorrow, working on getting donations, all major decisions have been secured
   5. Promotional Items-no updates
   6. Signage-no updates
6. Technology Report-Trudy’s new computer arrived
7. Accreditation SY22-23
   1. Teacher workdays started last week with staff, Jaci will continue to work on their accreditation pieces; Jaci did attend a training
8. Grants-no updates
9. Building Updates
   1. Painting-no updates
   2. Bathroom Project-related to challenge grant
   3. Help Days-Jaci visited with Jennifer Rabaey and working to coordinate these on Saturdays
   4. Part-time Cleaning Help-Jaci is having conversations with staff and this is helping
   5. Stage Curtains-received three quotes and Jaci selected one
   6. Electronic Entry System-still waiting on quotes, first one was $26,000, Jaci still needs to follow up with other companies
   7. Bleachers-they are still available from RTR, waiting to hear back from bleacher company-Jaci is calling RTR tomorrow

IX. New Business

* 1. Catholic Schools Week-Shannon will contact Mrs. Novotny and Trudy
  2. Bussing-discussion on group bussing options for the school and church

X. Prayer

Next Meeting – December 21st ??? Jaci proposing December 14th-Jaci is going to talk to Fr. Todd Petersen and email group