ST. EDWARD EDUCATION COMMITTEE MEETING MINUTES
Tuesday, December 16, 2025
6:00 – 7:30 pm

St. Edward Catholic School exists to provide a comprehensive academic foundation that empowers children in their faith journey by teaching Catholic values while encouraging lifelong service.

I. Opening Prayer

II. Roll Call – Fr. Todd, Rod Guza, Adam DeRoode, Nikki Traen, Jaci Garvey, Corrisa VanKeulen, Ronni Vlaminck and Shannon Gossen

III. Acceptance of Agenda- Accepted

We need fill the president position for the Education Committee.

Discussed open position and filling the position- Jaci sent a list of names to Fr. Todd and she will start making phone calls tomorrow to individuals asking if they would be interested in joining.

IV. Approval of Minutes from Last Meeting- No meeting minutes from November meeting.

V. Comments from Audience/Open Forum- Ronni and Shannon presented at the meeting due to concerns with communication, transparency and timeliness of a recent situation that occurred at the Public School. Public school staff did not communicate to St. Edward's school regarding the situation at school. Jaci has spoken with Minneota Officer, Mario and also with the principal's group on how to handle these situations. Reviewed what needs to be improved for communications. Discussed coming up with templates to use for immediate release to families and making them aware of situations and then will do more follow up once more details are disclosed. Jaci will be reaching out to Public School administrators to see how we can improve communication between schools, especially since St. Edward students are in the public school for various activities. Discussed having St. Edward families enrolling into the Public School JMC program to receive further information.

VI. Review of Budget – None presented

VII. Unfinished Business

VIII. Reports

A. Principal and Staff Report-Jaci
   a. Staffing-
      i. Dan, Bus Drivers- Continue to look for a bus driver and a replacement for Dan's custodial duties.
      We continue to have a lady come in on the weekends for about 3 hours to assist in cleaning. Jaci will reach out to Julie S. to see if she would be able to come back and assist.
   b. Preschool Inspection- Correction order came back- Staff violation- didn't have documentation for job classifications. Training requirements needed to be recorded.
   c. Fire Marshall Report- Extension cords need to be removed. Exit signs- some are outdated and need to be updated. Fire alarm- need to inspect annually. Carbon dioxide detectors need to be in preschool rooms, but will put them in all the rooms. Need to update the railing spaces on the stairs coming into the school and going down in the church basement. Have until Feb 12, 2026 to make corrections. Will discuss with parish council about these updates and how to improve the stairs in the church basement.
   d. Kindergarten interacting with the preschools- Jaci will send out a permission slips to the parents to inform them that preschool students will be interacting with older children. This is to make sure we are in code with state regulations.

B. Religious Education and Adult Formation/RCIA- No updates at this time.
   March 17-19 Jaci and Fr. Pullman are planning pilgrimages to St. Mary's and this will be through the diocese for grades 7-12.
C. PEACE Report- no updates
D. Scrip Report- no updates
E. Marketing Report – Committee – no updates
   a. Enrollment Plan
   b. Community Events
      i. Open Gym – Oct. 15 – April 26
      ii. Read for Our Children- Had a good turn out
      iii. Christmas Program- Done
      iv. Read for the Record-

v. Missoula Children's Theatre – Next CSW – Jungle Book- Jaci- will be meeting with them 12/17/25. Have homes for the 2 individuals coming to assist. Mary Kay Rebaey will assist with piano.
vi. Connor Flanagan- still planning for March/April

c. Mission Statement- Looked at some options and selected a couple to review with staff and possibly student council group.
d. Round Table Discussion
    i. Meeting with local parishes- Met with Fr. Rolling to discuss enrollment options for the Ivanhoe area.
e. Fundraising
    i. Anonymous Donor - $2,000 – Match
    ii. Newsletter, Calendar Fundraiser- Henle will print newsletter and mail them out to alumni.
f. Promotional Items
    i. Staff Apparel- Jaci working with Jodi in Ghent for apparel. Staff will be gifted an allotment to spend on apparel.

F. Technology Report
    a. Cameras- on hold
        i. Verkada vs. In house
G. Wellness Committee –
H. Grants
    a. Missoula Children's Theatre – Next CSW – Jungle Book
    b. CSCOE
        i. Preschool
        ii. Marketing
        iii. General
    c. Safety and Security Grant- Jaci sent an email to get something scheduled. Will be locking side church doors. Discussed getting security doors for the church basement. Reviewed with staff lock down procedures, and practicing lockdowns.
        i. Safety and Security Assessment
I. Building Updates
    a. Mini-Split
    b. Gym
    c. Ramp in honor of Brian and others
    d. Automatic Lights – CH done
    e. Cooler – Next Fall w/Grant
    f. Heat – Boiler
    g. Rust in Boys Bathroom
    h. Church Security

IX. New Business

X. Prayer

Next Meeting – Tuesday, January 20, 2026