**ST. EDWARD EDUCATION COMMITTEE MEETING**

**Minutes**

**Tuesday, April 19th, 2022**

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

I. Opening Prayer-Fr. Todd Petersen

II. Roll Call – Tina Myhre, Nikki Traen, Shannon Gossen, Jaci Garvey, Teresa Myhre & Fr. Todd Peterson

III. Acceptance of Agenda-agenda accepted

IV. Approval of Minutes from Last Meeting-minutes approved with updates

V. Comments from Audience/Open Forum-none

VI. Review of Budget-no updates

VII. Unfinished Business-none

VIII. Reports

1. Principal and Staff Report-Jaci
   1. Contracts/Salaries/Benefits/Bonuses-group discussed proposition of salary increases
   2. Hiring-part time music position is open at this time-Jaci is hoping to have position filled within the next month and looking at a “Wednesday Secretary” position
   3. Safety Policies-a subcommittee will convene to look at these
   4. Summer Program-Jaci is working on filling open positions for the summer staff-still in need of 3-4 aides
2. Religious Education and Adult Formation/RCIA-Tina discussed upcoming First Communion and Totus Tuus and she is resigning her position after this school year
3. PEACE Report-no updates
4. Scrip Report – no updates
5. Marketing Report
   1. Enrollment Plan
      1. Administrative Change-Jaci’s position as technology teacher may look different and Wednesday Secretary position discussed
   2. Community Events-none at this time
   3. Round Table Discussion
      1. March – Kindergarten Round Up March 29th went well
      2. April – Fish Fry-went well
      3. May – Family Picnic on May 11th at 6 pm with Concert @ 7 pm; Jaci to check with CCW on helping with the main meal; and families to assist with desserts, fruits & vegetables
   4. Fundraising
      1. Challenge Grant – Updates
         1. Thank Yous-Teresa, Jaci & Trudy will finalize these
      2. OSV-“Our Sunday Visitor”-presentation on marketing and ability to use OSV servicers for school fundraising, overview of annual fund; OSV helps facilitate, plan and implement an annual fund process to assist marketing
         1. Annual fund process:
            1. State of the School Report-identifies when the fundraising will occur
            2. Major gift discussion-build a plan for those large donors
            3. Brochure/Announcement Mailing-initiate starting of annual fund with community
            4. Day of Giving Recommendations-Designated day to encourage giving
            5. Two follow up letters
            6. Six batches of Thank you Letters
         2. Marketing aspect discussed in regards to highlighting sense of community and creating awareness of the school’s mission
         3. Ala Carte options also included for website, online giving
         4. Group discussion on what school fundraiser to pair with OSV option
   5. Promotional Items
      1. Flashlights-Trudy is working on this
6. Technology Report-discussed upates for chrome books and Ipads; Scott is looking for new desktop computers
7. Accreditation SY22-23-group will look at this more in depth in the Summer
8. Grants
   1. Children’s First Financial-Jaci is making a list of items; will look at the grant’s next opening
9. Building Updates
   1. Painting-Jaci wants a painting crew for this summer to help with several rooms and the student cubbies-Jaci will contact Dawn Vlaminck
   2. Bathroom Project
      1. Quotes/Local Plumbers-3 local bids were not interested, Jaci never heard from 4th local bid, Jaci contacted Bisbee and she will reach out to them about project timeline
   3. Electronic Entry System
      1. Quotes discussed with the group

IX. New Business

a. Teacher & Staff Appreciation Week-group discussed plan for the week

X. Prayer-Teresa Myhre

Next Meeting – May 17th, 2022