**ST. EDWARD EDUCATION COMMITTEE MEETING**

**AGENDA**

**Tuesday, February 16, 2021**

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

I. Opening Prayer-Fr. Todd Petersen

II. Roll Call-Shannon Gossen, Ericka Gorecki, Tina Myhre, Teresa Myhre, Brad Hennen, Jaci Garvey, Michael Ludwikowski, Claren Novotny, Fr. Todd Petersen, Nikki Traen & Rod Guza

III. Acceptance of Agenda-agenda accepted

IV. Approval of Minutes from Last Meeting-approved

V. Comments from Audience/Open Forum (15 min)-none

VI. Review of Budget-some unexpected expenses with the boilers came up-both are fairly new so working through the maintenance as replacement is not of concern

VII. Unfinished Business

VIII. Reports

1. Principal and Staff Report-Jaci
   1. Staff-Jaci sent out letters of intent to all staff yesterday to gain an idea of staff intent-these are not formal contracts
   2. Summer Program-Jaci is starting to look at staff, grants, food program
   3. COVID update-staff are health, some of the staff are working to get vaccinated
   4. NWEA were completed; opted to do this to assess for student growth, and identify where there are continued needs; will do them again in the Spring
   5. Communication-several years ago it revamped to include a weekly newsletter and daily announcement, discussion about the use of social media and Facebook; a lot of discussion on the role of social media, newspapers, local church bulletins, radio & word of mouth; Jaci has created a marketing (social media) team and Trudy will be part of this-Shannon will work with Jaci and team on this topic
2. Religious Education and Adult Formation/RCIA-Tina-confirmation is on Sunday (19 students will receive this at St. Eloi) with capacity being close-but didn’t want to omit too many families, 1st Communion has been changed to April 18th; St. Edward students will do their retreat April 15th-17th, Living Stations of the Cross on March 31st; Religious Ed retreat is on March 20th; April 28th-last day of religious Ed; May 16th-Baccalaureate; discussion about the differences in educating the 1st Reconciliation and 1st Communion students at St. Edwards and religious education students-parents would like more open communication from Jennifer to the 1st communion students at St. Edwards; Jaci will reach out to Joy and have share resources and videos with families; Fr. Todd said that there are resources that could supplement what is being taught to students for 1st communion-Jaci will reach out to Fr. Todd, Joy & Jennifer to work on communication to parents
3. PEACE Report-no updates; Jaci had the following ideas for PEACE and/or CCW—fundraisers for St. Edwards water bottles for all students, St. Edwards lanyards-Nikki discussed what the options had been through Borch’s, St. Edwards school cookbook
4. Scrip Report - Julie Pohlen-no update
5. Marketing Report
   1. Enrollment Plan
      1. Preschool/Kindergarten Information Session-mid March-Jaci will look at notes from last year
      2. Promotional Video-Teresa has been working on this
      3. Valentine’s Day Cards-picture of preschool children and teachers on the new playground set was sent out to perspective families-discussion about outreach and marketing.
   2. Community Events:-Catholic Schools Week follow-up-students had a good time; Shannon has talked with Jaci about helping to organize this and working with school, student council, PEACE committee for the next Catholic Schools week
   3. Round Table Discussions
      1. Classroom/Parent Sessions-we just had 75-80% of families attend parent teacher conferences; Jaci and Ericka felt that Kindergarten/Preschool would happen in March and State of the School would be in April
   4. Fundraising
      1. Calendar-$13,000
      2. Catholic United Financial Raffle Tickets-sold out and waiting on another shipment
      3. Flurry of Fun-Nikki talked about the Facebook Group and she will work with Jaci to get this linked with the school website
   5. Promotional Items – Cookbook, Lanyards, Water Bottles, Laptop Bags-see above notes
6. Technology Report
   1. Website-no updates
7. Grants
   1. Dollar General-Jaci working on this-may reach out to people for help
   2. Lyon/Lincoln Electric
   3. Midco-school received
8. Building Updates
   1. Painting of the Gaga pit was completed, painting of lockers-weekend of March 12, 13 & 14th-will need a painting crew for this
9. Signage
   1. “Love your Neighbor”
   2. Marathon
   3. “Now Enrolling”

IX. New Business

1. Preschool Bathroom Remodel-school has received some funding; Jaci is going to need lots of volunteer labor to carry out cement (Summer project to start in June); Jaci has gotten quotes on plumbing

X. Prayer-Ericka Gorecki

Next Meeting – March 16, 2021