**ST. EDWARD EDUCATION COMMITTEE MEETING**

**AGENDA**

**Tuesday, March 15, 2022**

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

I. Opening Prayer-Fr. Todd Petersen

II. Roll Call – Shannon Gossen, Teresa Myhre, Fr. Todd Petersen, Jaci Garvey, Brad Hennen, Julie Pohlen, Sara Gorecki, Nikki Traen, Chassidy DeRoode, Ronni Vlaminck, Mary Ann Horner, and Officer Bill Bolt, and Tina Myhre

III. Acceptance of Agenda-moved officer Bolt to beginning of meeting; agenda accepted

IV. Approval of Minutes from Last Meeting-minutes accepted

V. Comments from Audience/Open Forum-none

VI. Review of Budget-discussion of Flurry $39,000 revenue was most that has ever been brought in; a few other items still need to be deducted; discussion on the public grant money that is not included in budget, no new expenses or major surprises with budget at this time

VII. Unfinished Business -none

VIII. Reports

1. Principal and Staff Report-Jaci
	1. Letters of Intent-went out two weeks ago; Maria Callens will not be coming back; Jaci will start advertising that position this week; three staff members have shared that they are not sure about future; Fr. Todd Petersen recommended to Jaci that she get signed contracts in place sooner rather than later
	2. Safety Policies-Officer Bill Bolt spoke to the group regarding last week’s soft lock down, he also spoke to lock downs in general in school settings; suggestion to ensure continuity of drills and verbiage that is done at the public school since students are going over there for programs and will eventually transition over there, discussion about use of verbiage of soft lock down vs. code yellow; discussion about including the code situations in family handbook, moving forward school will review policies and work with public school to coordinate drills and language; Miss Novotny will be helping Jaci with policy reviews
		1. Medical Emergency-discussion of emergency contacts and policies, school and church each have an AED and there was a staff training yesterday
		2. Lock Downs-see above
	3. Summer Program-will be happening this summer; there is no director at this time-position will be posted; will also share information/flyer with the public school
2. Religious Education and Adult Formation/RCIA-Tina talked about the Adam & Eve talk in Wilno this weekend; Lenten confessions for all grades starting next week; 7 students attending the March 25th-27th retreat and adoration sign-up is in the back of the church; Jaci mentioned that students and staff help cover Friday the 25th; April 3rd- St. Eloi is having their soup and chilli feed which is a matching fundraiser which will be from 11 a.m.-12:30 pm they will also have BINGO; Sunday Fire was canceled several weeks ago d/t weather; but last one will be April 10th; they continue to have a good crowd
3. PEACE Report-Prime Time reading happened; no other activities planned at this time
4. Scrip Report - Julie has no new updates
5. Marketing Report
	1. Enrollment Plan-continue to work with perspective families and roundtable discussions
	2. Community Events:
	3. Round Table Discussion
		1. February – Round Table Feb. 27th-Jaci felt this went very well
		2. March – Kindergarten Round Up will be held March 29th-from 5-7 pm; 5th-8th grade students will be invited to help with tours; Jan will be in the library, Maria will be in the music room, Jen in the gym, Maria in the Children’s House Classroom; sign has been ordered that says “We Love St. Ed’s”; invitations will be sent to all families with children that will be age 3 by September 1st
			1. Help Needed with tours, greeting families, snack will be milk and cookies
		3. April – Fish Fry Friday April 8th 4:30-7:00 pm; with Living Stations at 7 pm with Mrs. Horner-binder with all the information; Teresa to work with Michael L.; assign duties and sign-up genius
		4. May – Family Picnic will be the same night as the Spring music concert with meal
	4. Fundraising
		1. Challenge Grant – Updates-received another $25,000
			1. Thank Yous will be sent to all people that donated
		2. Flurry of Fun-had final meeting at the end of February; they would like to be a more structured committee with Caren as treasurer; with President, Vice President & secretary; would also like a parent representative from each class and community members; they also sent out a survey and got good feedback from families and communities; committee feels like continued use of Give Smart is a great asset to fundraiser
			1. 3 R’s Grant for staff-discussion tabled until April
		3. Catholic United Financial-goal was met; K-8 students will get to go to movie in Hendricks
		4. OSV-marketing opportunity; Fr. Todd Petersen has worked with OSV; school has had 1 applicant to the marketing position; Jaci will reach out to OSV to see if they can present at next meeting; and invite Katie Konold
	5. Promotional Items-no updates
	6. Signage “I Love St. Edward’s” sign will be coming
6. Technology Report-Miss. Novotny got her new touch screen and students and staff are enjoying it
7. Accreditation SY22-23-no updates
8. Grants-no updates
9. Building Updates
	1. Painting of rooms-Miss Novotny and Mrs. Horner’s rooms need to be painted this summer
	2. Bathroom Project
		1. Quotes/Local Plumbers-waiting on final quotes and still hope to have bathroom project completed this summer
	3. Electronic Entry System
		1. Quotes-Verdeka quote of $26,000 ($13,000 would be for labor) this would include “key fobs” that would have access, there would also be cameras in three locations; the side door entry people would be able to get buzzed in

IX. New Business

1. Ninja Anywhere-activity for students in Fall 2022-group is agreeable and Jaci will share information with the student council
2. Nikki Traen has accepted the open position on the education committee

X. Prayer-led by Jaci Garvey

 Next Meeting – April 19th, 2022