**ST. EDWARD EDUCATION COMMITTEE MEETING**

**Minutes**

**Tuesday, January 18th, 2022**

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

I. Opening Prayer-Fr. Todd Petersen

II. Roll Call – Shannon Gossen, Fr. Todd Petersen, Teresa Myhre, Jaci Garvey, Rod Guza, Sara Gorecki, Julie Pohlen

III. Acceptance of Agenda-agenda accepted but will table topic Accreditation “Standard 6”

IV. Approval of Minutes from Last Meeting -November 2021 meeting minutes accepted

V. Comments from Audience/Open Forum-none

VI. Review of Budget- no officials #’s reviewed; Jaci shared summer program financials and will discuss this next month

VII. Unfinished Business-none

VIII. Reports

1. Principal and Staff Report-Jaci
	1. Staff Burnout – Catholic Charities; two week break was good for staff and students; staff are concerned about increasing Covid #’s, staffing, etc; Jaci has reached out to Catholic Charities and is working on providing some staff mental health in-service days; Jaci is researching another program for staff that is a more individualized focus “Happy Teacher Revolution”; discussion about things that parents/families can do to uplift staff; Jaci stated that the school received $20,000 in state funding to help assist with staffing costs and testing costs
2. Religious Education and Adult Formation/RCIA-Tina not available for updates on religious education
	1. Sunday FIRE-Tina said people are really enjoying the Search series
3. PEACE Report-apparel orders did well, Sara requesting final #’s from Steve Sussner, looking at scheduling a movie night-possibly looking at February
4. Scrip Report - Julie said that the Christmas gift card #’s had a good turn out; continue to sell after masses and maybe making it available on Sunday night at the Catholic Schools Week Chili Feed
5. Marketing Report
	1. Enrollment Plan
		1. Prospective Family-60 invitations sent out for the Christmas program; invites will also receive invites to Chili feed
		2. Prospective Family List-share contacts with Jaci & Trudy
		3. Family to Family interactions
	2. Community Events:
		1. Catholic School’s Week-Jaci discussed the calendar and plans for Catholic Schools Week-calendar will go out this week to families
			1. Thank you’s-plan to give these to mini session & career day volunteers
	3. Round Table Discussion
		1. January – Catholic School’s Week Open House
		2. February 27th-Sunday evening at 5 pm with meal and childcare provided-Jaci will need help with this; Trudy and Jaci can work on marketing for this
		3. March-Wednesday evening idea around kindergarten round-up
		4. April-
		5. May – Family Picnic
	4. Fundraising
		1. Challenge Grant – Updates; school has between $78,000 and $80,000 to begin work on projects; continue to work on bleacher updates and the bathroom project could be something completed this summer
			1. Thank You ideas discussed by group and these will be sent to all donors
			2. Marketing position-person is interested in the position; group discussed some ideas and expectations of the position
		2. Flurry of Fun-catering & entertainment has been booked, getting some good donations for the silent and live auction, will work on getting links and information in bulletin and school website; Mass on Saturday February 5th will be at 4:30; “Fund a Need” ideas discussed by group-funds would be available for teachers to tap into additional funds for educational and staff development opportunities
	5. Promotional Items-no updates
	6. Signage-no updates
6. Technology Report-technology lab computers are 12 years old; discussion on cost of computers; Scott is looking into other computer options; group will continue to discuss Spring 2022
7. Accreditation SY22-23
	1. Standard 6-tabled
8. Grants-no updates
9. Building Updates
	1. Painting-no updates
	2. Bathroom Project-looking at bids; Jaci will talk to Wayne; project is broken down into 3 phases
	3. Help Days-no updates
	4. Part-time Cleaning Help-Julie Schuelke is helping with this; focusing on bathrooms, windows, and dusting
	5. Stage Curtains-those will be hung on Wednesday January 19th at 9:00 a.m.
	6. Electronic Entry System-no updates

IX. New Business

* 1. Summer Program and afterschool program create opportunities for outreach-group discussed some options

X. Prayer-Fr. Todd Petersen

 Next Meeting – February 15th, 2022