**ST. EDWARD EDUCATION COMMITTEE MEETING MINUTES**

**Wednesday August 25, 2021**

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

I. Opening Prayer-Fr. Todd Petersen

II. Roll Call – New Committee Member – Jaci Garvey, Fr. Todd Petersen, Teresa Myhre, Sara Gorecki, Shannon Gossen & Brian Timmerman (new committee member), Nikki Traen & Emily Hennen; Teresa Myhre will be the committee chair, Shannon Gossen will continue as co-chair and secretary; still waiting to fill one position-Jaci will follow up with all the applicants for the one remaining position

III. Acceptance of Agenda- agenda accepted with addition of new agenda item of “School Mass Times”

IV. Approval of Minutes from Last Meeting -Shannon shared them with the group

V. Comments from Audience/Open Forum-parent questions about the meeting minutes and how to make them available to families, request to have agenda available two weeks prior to the meeting, Jaci discussed the logistics, it was decided that the secretary would have access to the school website to post agendas (the Thursday prior to the meeting) and meeting minutes (within one week of the meeting)

VI. Review of Budget-no updates

, VII. Unfinished Business-no updates

VIII. Reports

1. Principal and Staff Report-Jaci
   1. Summer Program-went well and had good attendance, continues to provide a good opportunity for the community; suggestion about keeping Totus Tuus separate from summer program; Jaci and Nikki will put together a survey monkey for summer care families
   2. Covid Update – reviewed the handbook during family fun night; 6 foot distancing changes to 3 foot; change in mask requirements in the school, face coverings required on the bus, school is open to visitors but remains locked, handbook will go out to families with parent letter; Jaci received a letter from the diocese with concerns about Covid rates and masking indoors-Jaci will continue to work with Sara re: county numbers and Covid updates
   3. Teachers - Music-Maria Callens, 1st and 2nd -Tayna Pofliet, Cayna Larson will be the afterschool coordinator and preschool assistant, Mary Coequyt will be back to help teachers, two volunteers to help in preschool rooms
   4. FunFest-Jan provided updates to the Fun Fest document; overall people felt like it was a success, suggestions for future-Mrs. Garvey should not be in charge of event, map of where things should be/layout, need extension cords, more flyers around town, served 150-160 meals, had plenty of water and ice cream treats, recommend to not have library, many other suggestions, Shannon will have a map of event, recommended to have annually
2. Religious Education and Adult Formation/RCIA-Tina
   1. Sunday Formation-discussed this in May & June; a lot of discussion amongst the group regarding when to start, curriculum to use, facilitators, idea to use the Great Bible Adventure; plan to start October 3rd with Catechesis of Good Shepherd, Coffee & Rolls: CCW, location: Knights Hall, Children’s Choir, need a committee of facilitators to work with Father Todd-Dawn V., Brad, Shannon, Tina/Jason & Teresa/Seth, Jan Bot, Jaci-Shannon will do this and send email
3. PEACE Report-no updates
4. Scrip Report - Julie -no updates
5. Marketing Report
   1. Enrollment Plan-in October will begin looking at those families
   2. Community Events:-nothing planned at this time
   3. Round Table Discussions
      1. Mission and Philosophy-September/beginning of October and will need to review these in a public forum and this is related to accreditation -Sunday October 10th
   4. Fundraising
      1. Marathon Kickoff (Sept. 3 – Oct. 15th)
      2. Challenge Grant-$25,000 match grant-2021 Catholic Schools Challenge Grant-group decided to pursue the grant-group will have a follow-up meeting in person/via Zoom on September 8th from 6-7pm
      3. Calendar Fundraiser-no updates
   5. Promotional Items-no updates
   6. Signage-Fun Fest will be taken down, will wait for awhile to put up a new sign
6. Technology Report-no updates
7. Accreditation SY22-23-2 year cycle; will start this Fall and then in 2023 an accreditation team will come on site
   1. Steering Committee-Julie Pohlen and Erika Gorecki will be working with Jaci
   2. Timeline-this will be on the agenda for the next several years
8. Grants-no new updates other than the Catholic Schools Challenge Grant
9. Building Updates
   1. Painting-several families and Trudy helped with this
   2. Bathroom Project-Wayne Wyffels worked on the project during the summer and finishing up prior to the start of school next week
   3. Help Days-for painting, weekend projects-Jaci will contact Teresa
   4. Part-time Cleaning Help-needing some assistance 5-6 hours/week

IX. New Business

1. Calendar – Dec.-group approved for return to school on January 5th to allow for one teacher workday and one day for teachers/staff to work on accreditation
2. Bug Days Parade Sept. 12-discussion about music and having a theme
3. School Mass Times-it is at 10:30 because students are at the public school

X. Prayer

Next Meeting – September 21, 2021