**ST. EDWARD EDUCATION COMMITTEE MEETING**

**AGENDA**

**Tuesday, January 19, 2021**

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

I. Opening Prayer-Fr. Todd Petersen

II. Roll Call-Erika Gorecki, Jaci Garvey, Teresa Myhre, Shannon Gossen, Fr. Todd Petersen, Nikki Traen, Sara Gorecki, Tiny Myhre

III. Acceptance of Agenda -agenda accepted

IV. Approval of Minutes from Last Meeting-approved

V. Comments from Audience/Open Forum (15 min)-non

VI. Review of Budget-almost all expenses are under budget, income for preschool appears to be low, after-school program also have some families that are behind in payment, Jaci will follow-up with Trudy; discussion on format of payment if it would be best for families to do this quarterly or monthly-this is easiest for RenWeb to be done monthly

VII. Unfinished Business

1. Committee Member-group discussion of potential candidates: Juanita Bot, Cindy Claeys, Brad Hennen-Jaci will start conversation with Brad Hennen

VIII. Reports

1. Principal and Staff Report-Jaci
	1. Staff-everything is going okay; things are going well with Miss Evers; Jaci has concerns about staff burnout due to the school year and Covid; discussion about the snow day on January 15th and how staff may need to be prepared for the online virtual learning for snow days
	2. Summer Program-Tara Thooft emailed Jaci this week and she will remain on as staff but does not want the director position; will need to discuss this position as it will require 8-10 staff to make this program work; staff need to be Virtus trained; Jaci did two days of training for staff last year; requirement is 16 years of age; Jaci would prefer that full time position be someone in college or older; Elena & Wyatt were volunteers last year and she would like volunteers to have extra training again
	3. COVID update-things are going well, Covid #s across the diocese continue to go down, attendance has been good; question about the idea of singing proposed to Covid taskforce; idea to have music class in the sanctuary or the church; discussion about this and a lot of various ideas shared in the group; Sara said the recommendation is 12 feet distance with singing without masks
	4. Catechesis of Good Shepherd Info/Training for staff-training was done by Joy Wambeke; Mrs. Rabaey has taken over full time position for the Catechesis of Good Shepherd aide; Jaci would like to see several of the staff trained in the Catechesis of Good Shepherd
2. Religious Education and Adult Formation/RCIA-Tina; confirmation retreat is all day on Saturday with adoration; Tina is going to try do something different on Wednesdays so the teachers don’t feel disrupted; Totus Tuus sp?-Tina submitted an application to do this again and they are looking for high school seniors and college students for missionaries
3. PEACE Report-no updates; Sara shared the #s-2018 (78 items) 2019 (64 items); 2020 (128 items)
4. Scrip Report - Julie Pohlen-no updates
5. Marketing Report
	1. Enrollment Plan
		1. Preschool/Kindergarten Information Session-no updates
	2. Community Events:
		1. Catholic Schools Week-will not be able to do a formal open house; idea to put together a virtual open house with a video; want it to be professional appearance; Teresa and Jaci will work on this; would like there to be an opportunity where families and students can share their experience with catholic education
		2. Ideas: online family fun night, mini-sessions will be offered
	3. Round Table Discussions
		1. Ideas-about how to get feedback from families-group discussed surveys versus round table discussion via Zoom versus online survey; group likes the idea of online zoom discussions with the teacher around the first ½ of the meeting; Jaci will work on a schedule; idea to have these on Wednesday evenings; Jaci will send an email out to seek parent input on various topics
	4. Fundraising
		1. Calendar letters were sent out
		2. Catholic United Financial Raffle Tickets are going home on Thursday with information shared in the parent letter; prizes will be similar for those that purchase tickets, student winnings will be tuition assistance, school will provide a pizza party for the top selling class; goal is to sell $6,000 tickets with a prize for students to spend the day at Camden
		3. Flurry of Fun-group is working on seeking out donations and this has been more difficult as the smaller businesses have been hard hit; Nikki mentioned needing to get the fundraiser link to the school website, Jaci had a question about seeking sponsorships to get the business name on the school website, Nikki discussed the idea of having auction items that are activity based ie: extra 15 minute recess for a class, principal for a day
6. Technology Report
	1. Website is up and running, but is not current, Jaci and Ronni are working on this; Jaci is working with staff to help update pages
7. Grants
	1. Lyon/Lincoln Electric-no updates
	2. Midco-no updates
	3. Bayer grant money was received in December 2020
8. Building Updates
	1. Fire Marshall-came thru on January 7th and everything is up to code and file is closed; would only come back if there were program changes (ie: increasing preschool size) and/or need for a sprinkler (would be needed in the case of a childcare license); stage curtains are in terrible shape but replacement ones would need to be fire retardant; may use the “fund the need” for Flurry of Fun for the curtains-but Jaci would like there to be an estimate of the cost of curtains so this can be communicated with Flurry of Fun event
	2. Painting-no painting occurred during Christmas break; lockers, sheet rock, and walls need to be done; Dawn Vlaminck has not responded to Jaci, some of the teachers thought cork board or chalk paint may be good ideas-idea to look at February over an extended weekend-Jaci will put the ask out to families
9. Signage
	1. “Love your Neighbor”
	2. Marathon

IX. New Business

* 1. Transportation-families from the Marshall/Ghent/Dawson/other outside communities-discussion about what pros/cons this could bring to the school; Jaci will discuss this with Mr. Deitte

X. Prayer-Erika Gorecki

 Next Meeting – February 16, 2021