

**ST. EDWARD EDUCATION COMMITTEE MEETING MINUTES**  
**Tuesday, February 19, 2024**  
**6:00 – 7:30 pm**

*St. Edward Catholic School exists to provide a comprehensive academic foundation that empowers children in their faith journey by teaching Catholic values while encouraging lifelong service.*

- I. Opening Prayer- Fr. Todd
- II. Roll Call – Jaci Garvey, Fr. Todd Petersen, Teresa Myhre, Nikki Traen, Ann Longtin, Adam DeRoode.
- III. Acceptance of Agenda- Accepted as is
- IV. Approval of Minutes from Last Meeting- Approved
- V. Comments from Audience/Open Forum- None
- VI. Review of Budget- Reviewed
- VII. Unfinished Business-
  - A. School Bus- No updates
- VIII. Reports
  - A. Principal and Staff Report-Jaci
    - a. Hot Lunch Report- Every 3 years MN USDA Lunch Program does reviews/audits on the lunch program. Trudy has been working hard to prepare for their visit.  
A dog was brought into the lunch room and this was reported to the health inspection. The inspector had a visit with Cynthia and a letter was given to put in the school file as a reminder no pets are allowed in the kitchen area.  
Preschool Lunches- Money has been coming in for that since Jaci put the request out.
    - b. Stay Interviews Summary
      - i. Recruit, Retain, Reward Grant- Jaci gave each staff their letters of intent and had each staff answer various questions about their job, what they like, what changes would they like to see and what they need additional support with. There is also a \$10,000 grant for staff development this can help staff with various education topics. Each staff was given a \$100 at the beginning of the year to help with classroom purchases.
    - c. Letters of Intent- Waiting on 2 staff with their decisions and Jaci plans to have discussions with these staff.
    - d. Summer Program- Will be offering this year. Cherie and Rose will be back helping with the program. Discussed raising daily cost to help cover staffing. Committee agreed to charging \$33/day for a new rate.
  - B. Religious Education and Adult Formation/RCIA- No updates
  - C. PEACE Report- Will be holding Prime Time Reading event for 3<sup>rd</sup>-6<sup>th</sup> graders on 4/12/24
  - D. Scrip Report - Julie – No updates
  - E. Marketing Report – Committee - Meets March 4- Committee members include: Faith Okland, Dodie Derynck, Erika Gorecki, Tina Myhre and Neil Bot.
    - a. Enrollment Plan
      - i. Prospective Family Report
        1. Mull, Longtin, Dietitian at the Manor (Not sure who this family is but Dodie will work on getting a name.) Also suggested reaching out to Matt and Katie Botteger.
    - b. Community Events
    - c. Round Table Discussion
      - i. Senior Citizens- Will presenting to a group and offering some food.
    - d. Fundraising
      - i. Calendar Fundraiser- Raised \$7000 to date.
      - ii. CUF- All tickets needed to be turned in by February 18<sup>th</sup>. Trudy is working on getting a final total. Discussed how the dollar amount for the goal is figured out and Jaci takes the total number of families or students (whichever is lower) and comes up with a goal based on that. Children’s House- it is optional for them to participate so it was discussed not including them in the estimate as that increases the goal amount and if they aren’t participating it could be difficult for students to reach the goal.
      - iii. Flurry of Fun- Working on getting the final budget figured out. Discussed in great detail if the Flurry committee could have their own account and some of the challenges the committee faces with getting the budget figured out. Discussed the up-front cost and not sure if there is money to start out each year for the committee members to purchase items for

the Flurry. Discussed how we can better track the flow of expenses and income. Discussed how we can improve the budget sheet to incorporate the fund a need and to know where the money goes and how to monitor it throughout the year. Jaci and Fr. Todd will have some further discussion with Caren to see what can be done.

- e. Promotional Items
  - i. String Bags- No discussion

F. Technology Report

- a. Telephone System- Grant was sent into Lincoln Lyon Electric for phone system.
- b. Access Points- this is the Wi-Fi. Working setting up a time to install and it would have to be days where the WIFI can be shut down for periods of time.

G. Wellness Committee- Had discussion about breakfast and how we can improve food options that are given to students for breakfast. Discussed trying to limit the number of sugars and Carbs and how we can add protein to the menu. Jaci will reach out to the Wellness Committee members to see if they can re-group and have discussions.

H. Grants

I. Building Updates

- a. Painting- On hold.
- b. Windows, Preschool Space
- c. Doors- They are complete and will be painted when the weather is nicer
- d. Mini-Split- Based on Give Smart website the Flurry raised \$850 but Jaci believes some donations were turned into Caren since that.
- e. Painting/scraping needed in 2<sup>nd</sup> floor space- Summer project
- f. Gym Floor- We still have around \$10,000 left over from the bathroom remodel project and Jaci inquired with a flooring company the cost of various floor options. Synthetic floor would be an estimate of \$26,000 and a wooden floor would be more than that. Will continue to consider options.

IX. New Business- None

X. Prayer

Next Meeting – Tuesday, March 19, 2024