**ST. EDWARD EDUCATION COMMITTEE MEETING**

**AGENDA**

**Tuesday September 21, 2021**

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

I. Opening Prayer-Fr. Todd Petersen

II. Roll Call – Fr. Todd Petersen, Jaci Garvey, Brian Timmerman, Shannon Gossen, Nikki Traen, Tina Myhre, Julie Pohlen, Jennifer Gruenes, Brian Zitzmann, Teresa Myhre & Brad Hennen

III. Acceptance of Agenda -agenda accepted with addition “Survey Creation” under accreditation

IV. Approval of Minutes from Last Meeting-minutes approved

V. Comments from Audience/Open Forum -Brian Zitzmann sales representative from Catholic United Financial provided some updates, school annually participates in the raffle ticket fundraiser, last year the school raised over $7,000; scholarship funds available for high school and post-secondary for people that are members, REnew Program, MinisTree Program for volunteering, Foundation Grants, End of Life Workshops, Virtual Credit Union, SEED money for special events/RE department

VI. Review of Budget-no updates

VII. Unfinished Business

1. Bug Days Parade Sept. 12-plans for next year, be able to hand out candy with St. Edward stickers or Christian message (Avery Labels), idea to offer homework pass for students that walk the parade, discussion about how to get more participation among staff and students; Brian mentioned planting pumpkins and children can scratch their name into it and as it grows it will show their name

VIII. Reports

1. Principal and Staff Report-Jaci
	1. Covid Update-1 family in quarantine so far with 1 positive student, no identified spread at this time, Covid-19 plan continues to be a working document for St. Edward School
	2. Teachers-no updates
2. Religious Education and Adult Formation/RCIA-Tina-75 religious education families, 133 total students, 14 students are doing online lessons, 16 catechist, 2 sessions, they are offering adoration at the 6:30 session with night prayer offered
	1. Sunday Formation “Sunday FIRE”-group is working together on this organization, lessons are planned, Jaci is working on getting catechist, need Virtus trained adults or volunteers to help with childcare, Tina sat at the Fall Festival on Sunday and this was helpful, Mrs. Rybinski is offering children’s choir, discussion around registering children for the catechesis and group decided against this
3. PEACE Report-Papa Murphy’s Pizza Fundraiser for parent teacher conference night-flyer this week, promotion in the bulletin, will have the Trunk or Treat on Saturday October 30th 10:30-Noon; will have apparel orders available at parent teacher conferences and orders here in time for Christmas; PEACE committee would like website access-Jaci & Fr. Todd will work with her on this
4. Scrip Report - Julie -Thursday & Friday last week had a Scrip Now special, Julie updated the board, Marshall Golf Course was added, # of parent volunteers has increased and working to get trained, Scrip gifts for teachers will start end of October, idea to have Fr. Todd share in church announcements or have Julie share announcement throughout the year
5. Marketing Report
	1. Enrollment Plan-no updates
	2. Community Events-parade discussed already
	3. Round Table Discussion
	4. Fundraising
		1. Marathon Kickoff (Sept. 3 – Oct. 15th)-Trudy is working on collecting money and Julie is working to use Give Smart for online giving, idea to have some volunteers available to help Trudy with counting money
		2. Challenge Grant – Updates; unable to move forward on the grant at this time; Jaci got quotes for gym floors, Jaci & Adam DeRoode are going to look at the RTR gym floors tomorrow, Jaci spoke with Wayne about the plumbing remodel in the middle school wing and this project would be too big for him, Bisbee plumbing came in and assessed last Friday and the quote will include phases; Teresa Myhre received a price quote for a tile gym floor from ACE hardware would cost approximately $10,000 and this does not include removal of the old floor or installation
		3. Calendar Fundraiser-ongoing and this would run simultaneously with Challenge Grants
	5. Promotional Items-no updates
	6. Signage-Dan will be working to switch signs
6. Technology Report-copier issues that should be resolved as of today, Ipads are not functional for the NWEAs or Ars, Jaci is using some EANS funding to help replace one classroom of these, idea to use a website to sell some of the Ipads to get some funding from them since they are still working
7. Accreditation SY22-23
	1. Oct. 10 Mission and Philosophy Round Table 4 pm will be the focus “Survey Results Round Table”
	2. Survey Creation-Jaci, Erika & Julie working on this and have a list of three questions; What are your favorite things of St. Edward school? What do you think St. Edward does well? What do you think St. Edwards do to improve? If your child(ren) doesn’t attend St. Edward School why not? How do you want us to communicate with you? Jaci would like the survey shared in the parent letter, community & parish community this Thursday-Jaci will send the survey to this group and will provide feedback
8. Grants-Trudy applied for the Catholic United Financial Grant
9. Building Updates
	1. Painting-no updates
	2. Bathroom Project-waiting on Bisbee quote
	3. Help Days-no updates
	4. Part-time Cleaning Help-no updates
	5. Stage Curtains-Jaci has received several quotes
	6. Electronic entries-receiving several quotes on this for keyless entry options

IX. New Business

* 1. Flurry of Fun-February 5th-Legion is booked and entertainment will be dueling pianos; Silent Auction will be done through Give Smart; Live Auction will be in person and live

X. Prayer

 Next Meeting – October 19, 2021