



**OUR LADY
OF THE LAKE
CATHOLIC SCHOOL**

OLL SCHOOL BOARD MEETING MINUTES

DATE: MARCH 18, 2021

MEMBERS

Brett Broghammer, chair (finance)	P	Heather Hyslop (technology)	P	Fr. Peter Richards (pastor)	P
Scott Kohls (finance)	P	Kelly Geadelmann (marketing, vice chair)	P	Becky Kennedy (principal)	P
Gretchen Chilson, secretary (education)	P	Sally Serie (marketing)	P	Rhonda Eurich (church admin)	P
Amanda Markle (education)	P	Beth Frey (at large)	P	Kassie Ricke (advancement dir)	P
Todd Schmidt (technology)	P	Chris Johnson (at large)	P	Liz Engelhart (parish council rep)	P
				Nancy Erdmann (faculty rep)	P
--- MEETING VIA ZOOM ---		A=Absent, P=Present			

- * Opening Prayer
- * Approve February minutes
- * School Update - Becky

21-22 School Calendar Update

The ½ day before conferences was so valuable for staff; I would like to propose we add these to next year’s calendar. The dates would fall the Friday before Parent/Teacher Conferences to give time to teachers to prepare for conferences, catch up on planning, and connect with staff.

Proposed dates are November 5, and February 18. No need for vote. Becky will make this change.

Believe and Read Program

We were not selected for the Believe and Read program this year. We will try again next year when we won’t also be implementing a new math program.

Outdoor Classroom

Quotes on a cement pad and permanent covering are being sought after. Amanda Moodie is leading this project. We have some money available for this project from fundraising last summer and COVID dollars.

Grandparents Day

Grandparents Day- April 30th has been updated to “Grandparents Day in a Box” for this year. Three parents are working on building the contents of the box and we are currently taking orders.

School Board Elections

School board elections will be held April 9-11. If you plan to stay on the board, please complete the application [here](#).



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Capital Campaign Projects

I am working with Chris Gibbs, architect, to develop a 5 to 10 year plan on updating the school to improve safety and improve the use of spaces.

Roger and I are also working with a plumber and getting costs for updating a classroom to a science classroom. This could happen within the next year, depending on timing and costs.

*** Advancement Update – Kassie**

Enrollment:

	<u>2020-2021</u>	<u>Current</u>	<u>Projected</u>
Pre-K	60	68	50
K	20	18	18
1st	19	23	20
2nd	14	22	18
3rd	12	15	15
4th	8	12	11
5th	9	7	7
6th	8	7	8
7th	8	7	5
8th	4	8	5
Total:	162(102 K-8)	187(119k-8)	157(107k-8)

Enrollment process:

1. Prospective family contacts school;
 - a. Submission form, through website
 - b. Contact school directly
2. Initial contact: email and phone call
3. Follow up if needed
4. Introductory information:
 - a. Student's grade
 - i. Preschool readiness
 - ii. Schedule options based on age, not needing full time care
 - b. Before/After care availability
 - c. School overview
5. Sent email with more grade specific information and videos, set up tour
6. Follow up with tour reminder
7. Tour, approximately 1 hour
8. Follow up
 - a. Thank you
 - b. Answer additional questions



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- c. Send registration link
9. Once registered, send congratulations email
10. Follow up with invitations to upcoming school events
11. Back to school new family picnic

Tours/Conversion/Not accepted

<i>2019-2020</i>	<i>2020-2021</i>	<i>2021-2022</i>
39/28/0	80/51/13	58/28/4

Marketing/Retention/Events:

1. Social media- Facebook and Instagram
 - a. Facebook- Launching middle school campaign, beginning April 6th
 - b. Page highlights include:
 - Celebrating students: Annabelle 2nd place winner CSCOE
 - Positive in-person message
 - Lent/Faith
 - Family community/Love One Another
 - Middle school- leadership, service, social aspects, personalized learning
 - c. Instagram-
 - i. Building followers
 - ii. Launching Middle School campaigns
2. Monthly events:
 - March
 - a. Easter Egg Hunt, preschool enrollment driver redesigned for retention
 - b. Middle School
 - April
 - a. Movies in the park
 - b. Preschool ice cream social
 - May
 - a. Family Kickball
 - b. MS event- all area Catholic schools?

Fundraising:

1. Ambassador Program- ongoing YTD \$73,153K goal: \$100K
2. Starlight Gala- Saturday, May 22nd at WCC- NEW DATE



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* **Subcommittee Updates**

* **Finance – Scott**

Proposal A – Hire dedicated Fundraising Role (part time, 3 days/week). Large focus would be on “ambassador” type fundraising (largely, alumni and their parents), which is where we’ve come up short in recent years. Proposal is a trial basis for the position, from now until June of 2022.

Motion by Brett, second by Todd, Approved.

Proposal B – Budget for next year, including salary increases for employees, new teacher for 3rd/4th grade, begin chromebook replacement, and new fundraising role. Budget ends with an “extra” \$422.

Motion by Scott, second by Kelly , Approved.

* **Marketing** – Kelly G./Sally

* **Tech** – Todd

Meeting to finalize quote for wifi upgrade this summer (school and church)

* **Education**- Gretchen / Mandy

Helping to review Math curriculum options. Final decision will likely be made by staff in June.

* **Closing Prayer**

Reminders of Strategic Plan Initiatives - 20/21 School Year

1. Our Lady of the Lake School will ensure academic excellence while serving the school’s student population (Strategy 2) Establish a dedicated k-8 science lab. - **Starting this again.**

(Action Step 3) Set up a financing plan

(Action Step 4) Raise funds for science lab



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2. At Our Lady of the Lake School, our Catholic identity will be a source of strength.

(Strategy 1) Our lady of the Lake will strengthen and enhance the spiritual growth and Catholic Identity for the faith formation of the school community.

(Action Step 4) Establish a faith formation committee consisting of staff and students. [Middle School Leadership team is working on this initiative this year.](#)

3. To continue to serve our students, families and community, we will work to ensure the viability, growth and success of Our Lady of the Lake.

(Strategy 1) Our Lady of the Lake will intentionally improve and develop the Middle School culture.

(Action Step 4) Develop a needs and wants and cost analysis for improvement. [-Finalizing surveys to be sent out to students.](#)

(STRATEGY 2) Evaluate the discipline process for all grade levels.

(Action Step 3) Follow-up on changes to ensure they meet our needs.

4. Our Lady of the Lake School will provide a safe and attractive environment for learning.

(Strategy 1) Update/improve school entrances, bathrooms, hallways and classrooms

(Action Step 4) Implement a budget plan, start replacing needs. [Part of the capital campaign.](#)