



OLL SCHOOL BOARD MEETING MINUTES DATE: December 8, 2022

Merry Christmas everyone!

MEMBERS

| | | | | | |
|------------------------------|---|------------------------------------|---|-----------------------------------|---|
| Kelly Geadelmann (chair) | P | Melinda Young (technology) | P | Fr. Peter Richards (pastor) | P |
| Katy Miller (Finance) | P | Rachel Iverson (marketing) | P | Becky Kennedy (principal) | P |
| Gretchen Chilson (education) | A | Beth Frye (fundraising) | P | Rhonda Eurich (church admin) | P |
| Connor Sir (finance) | P | Steve Boatright (parish council re | A | Amanda Moodie (advancement dir) | P |
| Jennifer Simmonds (at large) | P | Nancy Erdmann (faculty rep) | P | Amanda Young (dir of fundraising) | P |
| Ginger Skaja (education) | P | | | Meaghan Rasset (faculty rep) | A |
| | | <i>A=Absent, P=Present</i> | | | |

• Opening Prayer

• Approval of October/November Minutes

Father Peter motion. Melinda Young Second. Passed.

• School Update

OLL + Review final proposed tuition for the summer

Goal to improve marketing to ensure we are clear on what the program is, which includes programs, care, and some field trips, enabling our kids to have some down time and creative time.

OLL + 10% increase for K-4, Preschool +\$1000 per month if you are going 5 days a week

OLL+ Summer Program - Vote on cost

Motion to approve Beth Freye, Second Father Peter, approved

Second

Program Details:

10 weeks: June 12th through August 18th (No camp on July 3rd- 5th)

Days: Monday through Friday, 7:00 AM - 5:30 PM

Cost:

| | Current Preschool students | Current K-4 students(10%) |
|--------------|-----------------------------------|----------------------------------|
| 5 Day | \$3,000 | \$2,530 |
| 3 Day | \$1,950 | \$1,665 |
| 2 Day | \$1,400 | \$1,210 |

Drop-ins welcome with advanced notice, \$60/day Elementary, \$70/day Preschool

2023-2024 School calendar

Similar school days to this year

Motion to approve Beth Freye, Second Melinda Young

Approved

Virtues In Practice(VIP)

December students are focusing on Charity

MNSAA Time Line

Currently:

- 1. Staff are working through the standards narration and collecting evidence.**
- 2. Ginger will start creating a school survey to send out to parents**

February:

- 1. Staff will start combing through self-study narrations and evidence and name strengths and weaknesses**
- 2. The parent survey will be sent out**

March:

- 1. Start identifying strengths and weaknesses from the parent survey**
- 2. Staff will continue combing through self-study narrations and evidence and name strengths and weaknesses**

April:

- 1. Create the first draft of the School Strategic Plan based on self-study and survey results**

AIM Higher Scholarships

We received our check for the first payment of our student's AIM Higher Scholarships

Enrollment Update

Enrollment is unchanged from the previous month. We have 1 new preschool student beginning in January and 3 potential students looking to enroll (2nd grade, 6th grade and preschool) in January.

Enrollment Events:

Kindergarten Roundup: January 9th

Preschool Roundup: January 21st (Featuring the Teddy Bear Band)

All school open house and grandparents Mass: January 29th. This is also our kick off Mass for Catholic Schools week and will include the KC pancake breakfast as well.

Marketing for Events:

Banner in Commerce MarketPlace, Banner on OLL fence, Social Media “events” and Ads, Ad in the Laker with events. Parish Sunday bulletin, Parish Mail out bulletin. Flyers in local shops.

Enrollment Dates:

January 5th: Current Family Enrollment opens and Priority Save your spot Fee (½ off: \$80)

January 9th: New Family Enrollment opens

January 19th: Priority Save your spot Fee ends (Fee increases to \$160, \$320 Family Max)

Community Building:

All School Service Night: (TOMORROW) Feed My Starving Children December 9th

Christmas Cookie Social: Following the Christmas Concert December 15th (K-8 Concerts at 1pm and 6:30, Preschool at 5:15)

Fundraising

We have a large donation sum that we were not expecting that will be coming through at the end of this month or beginning of next year. We will also know about another large donation that we reached out for by December 22.

A few key dates for the Catholic Schools Raffle coming up next month: **Raffles starts January 13th

and ends February 26th**

We are required to have a class with Catholic Mutual. Dates and information below.

Estates Planning Basics/Advanced Estate Planning Class

Tuesday, January 10th at 6:30pm in the Presentation Room.

Learn about how leaving a legacy isn't just for the well-to-to, it's for everyone. Parishioners are introduced to concepts and best practices for estate planning, asset protection, tax reduction and planned gifts. Who should attend? Content is designed for adults ages 45-75 who are either making their first will/estate plan or those who need to update an existing document or plan.

Finance Update

Attached is the financial update as of Nov 2022. We are tracking along nicely with our budget, and as of this month, we are projecting a net profit of \$1375 for the school year.

| FINANCIAL FORECAST | | | | | | | | |
|--|--------------|------------|----------------|-------------------------|--------------------|---------------------------------|-----------------------------|------------------------------------|
| November 2022 | | | | | | | | |
| OUR LADY OF THE LAKE CATHOLIC SCHOOL | | | | | | | | |
| Academic Year: July 2022 through June 2023 | | | | | | | | |
| Revenue and Expenses | Year-To-Date | | | Projected Annual Result | | | Official Budget (2022-2023) | |
| | Actual | Budget | Better/(Worse) | Current Month | Prior Month Actual | Month-Over-Month Better/(Worse) | Budget | Budget to Curr. Mth Better/(Worse) |
| Total Enrollment | 179 | 179 | | 179 | 179 | - | 179 | - |
| K-8 Enrollment | 122 | 122 | | 122 | 122 | - | 122 | - |
| Gross Revenues: | | | | | | | | |
| Tuition | | | | | | | | |
| K - 8 | \$ 248,950 | \$ 271,576 | \$ (22,626) | \$ 509,877 | \$ 514,658 | \$ (4,780) | \$ 532,504 | \$ (22,627) |
| Pre-Kindergarten | \$ 147,666 | \$ 147,750 | \$ (84) | \$ 290,457 | \$ 290,898 | \$ (442) | \$ 288,900 | \$ 1,557 |
| OLL+ | \$ 53,759 | \$ 31,668 | \$ 22,091 | \$ 117,092 | \$ 119,713 | \$ (2,621) | \$ 95,000 | \$ 22,092 |
| Summer Program | \$ 28,228 | \$ 33,550 | \$ (5,322) | \$ 49,679 | \$ 49,679 | \$ - | \$ 55,000 | \$ (5,321) |
| Registration | | | \$ - | | | \$ - | | |
| Aim Higher Financial Aid Grants | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Other Income (School/Dance/Field/Band) | \$ 30,542 | \$ 20,428 | \$ 10,114 | \$ 72,015 | \$ 66,522 | \$ 5,493 | \$ 63,539 | \$ 8,476 |
| Parish Subsidy | \$ 83,334 | \$ 83,334 | \$ - | \$ 200,000 | \$ 200,000 | | \$ 200,000 | \$ 0 |
| Fundraising | | | \$ - | | | \$ - | | |
| Annual Fundraising Events | \$ 104,267 | \$ 107,380 | \$ (3,113) | \$ 323,559 | \$ 353,656 | \$ (30,097) | \$ 326,186 | \$ (2,627) |

| | | | | | | | | |
|-------------------------------|------------|------------|------------|--------------|--------------|-------------|--------------|------------|
| Fund A Need - Previous Year | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total Gross Revenues | \$ 696,747 | \$ 695,686 | \$ 1,061 | \$ 1,562,680 | \$ 1,595,126 | \$ (32,447) | \$ 1,561,129 | \$ 1,551 |
| Expenses: | | | | | | | | |
| Employee & Benefits | \$ 557,742 | \$ 557,717 | \$ (25) | \$ 1,344,355 | \$ 1,334,005 | \$ (10,350) | \$ 1,341,489 | \$ (2,866) |
| Maintenance | \$ 35,494 | \$ 26,996 | \$ (8,498) | \$ 76,861 | \$ 76,265 | \$ (596) | \$ 68,358 | \$ (8,503) |
| Administrative | \$ 17,530 | \$ 14,247 | \$ (3,283) | \$ 43,256 | \$ 40,624 | \$ (2,632) | \$ 39,974 | \$ (3,282) |
| Marketing | \$ 4,048 | \$ 5,293 | \$ 1,245 | \$ 16,755 | \$ 19,642 | \$ 2,887 | \$ 18,000 | \$ 1,245 |
| School Programs | \$ 27,518 | \$ 41,139 | \$ 13,621 | \$ 73,490 | \$ 73,196 | \$ (294) | \$ 88,746 | \$ 15,256 |
| Summer Program Exp | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 4,500 | \$ 4,500 |
| Fund A Need Spent | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Setup/Consulting/Legal | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Financial Expenses (PPP Loan) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Other | \$ 6,589 | | | \$ 6,589 | \$ 6,439 | \$ (150) | | |
| Total Expenses | \$ 648,920 | \$ 645,392 | \$ 3,061 | \$ 1,561,305 | \$ 1,550,171 | \$ (11,134) | \$ 1,561,067 | \$ (238) |
| Net Profit (Loss) | \$ 47,827 | \$ 50,294 | \$ 4,122 | \$ 1,375 | \$ 44,955 | \$ (43,581) | \$ 62 | \$ 1,313 |
| | | | | | | | | |
| | | | | | | | | |

| Fundraising Breakdown | Year-To-Date | | | Projected Annual Result | | | Official Budget | |
|--------------------------------------|--------------|------------|----------------|-------------------------|--------------------|---------------------------------|-----------------|------------------------------------|
| | Actual | Budget | Better/(Worse) | Current Month | Prior Month Actual | Month-Over-Month Better/(Worse) | Budget | Budget to Curr. Mth Better/(Worse) |
| Rake-A-Thon | \$ 40,355 | \$ 38,205 | \$ 2,150 | \$ 47,150 | \$ 56,355 | \$ (9,206) | \$ 45,000 | \$ 2,150 |
| Ambassador Program | \$ 16,054 | \$ 37,500 | \$ (21,446) | \$ 128,553 | \$ 145,077 | \$ (16,524) | \$ 150,000 | \$ (21,447) |
| Keg & Cork | \$ - | \$ - | \$ - | \$ 7,000 | \$ 7,000 | \$ - | \$ 7,000 | \$ - |
| Raffle (Replaced Christmas Tree Lot) | \$ (100) | \$ 500 | \$ (600) | \$ 5,900 | \$ 6,065 | \$ (165) | \$ 6,000 | \$ (100) |
| Gala | \$ 775 | \$ (1,600) | \$ 2,375 | \$ 52,375 | \$ 51,625 | \$ 750 | \$ 50,000 | \$ 2,375 |
| School Bequest/Gift Account | \$ 1,514 | \$ 325 | \$ 1,189 | \$ 1,544 | \$ 1,544 | \$ - | \$ 355 | \$ 1,189 |
| Scholarship Fund-Help-A-Student | \$ 35,050 | \$ 29,200 | \$ 5,850 | \$ 65,850 | \$ 70,850 | \$ (5,000) | \$ 60,000 | \$ 5,850 |
| Donations | \$ 10,620 | \$ 3,250 | \$ 7,370 | \$ 15,188 | \$ 15,140 | \$ 48 | \$ 7,831 | \$ 7,357 |
| Alumni Campaign | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | \$ 104,267 | \$ 107,380 | \$ (3,113) | \$ 323,559 | \$ 353,656 | \$ (30,097) | \$ 326,186 | \$ (2,627) |

| Reserves & Dedicated Funds | Year-To-Date | | | Current Balance | | | Opening Balance 6/30/22 | |
|---|--------------|--------|----------------|-----------------|-------------|---------------------------------|-------------------------|-------------------------------------|
| | Actual | Budget | Better/(Worse) | Current Month | Prior Month | Month-Over-Month Better/(Worse) | Opening Balance 6/30/22 | Opening to Curr. Mth Better/(Worse) |
| BalSheet 1069 - CCF 71013E Conserv.Growth | | | \$ - | \$ 194,446 | \$ 191,172 | \$ 3,274 | \$ 202,895 | \$ (8,449) |
| BalSheet 1509 - Fund A Need | | | | \$ 37,952 | \$ 38,068 | \$ (116) | \$ 44,229 | \$ (6,277) |
| BalSheet 1512 - School Reserve Acct | | | | \$ 24,636 | \$ 24,636 | \$ - | \$ 37,632 | \$ (12,996) |
| BalSheet 1519 - Grants | | | | \$ 24,934 | \$ 23,638 | \$ 1,296 | \$ 33,772 | \$ (8,838) |
| BalSheet 1533 - Student Council | | | | \$ 180 | \$ 180 | \$ - | \$ 180 | \$ - |
| BalSheet 1537 - PTO | | | | \$ 4,617 | \$ 3,439 | \$ 1,178 | \$ 3,774 | \$ 843 |
| | | | | | | \$ - | | |
| | \$ - | \$ - | \$ - | \$ 286,765 | \$ 281,132 | \$ 5,632 | \$ 322,482 | \$ (35,717) |

Report Distribution:
(Excel) School Board Chair & School Principal, (PDF) to Board

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Open Discussion

Spoke about the Rest of Year plan to prepare for the Strategic Plan, which will complete as we go into the 2023 school year.