



**OUR LADY  
OF THE LAKE**  
CATHOLIC SCHOOL

**OLL SCHOOL BOARD MEETING MINUTES**

**DATE: October 13, 2023**

**MEMBERS:**

Katye Miller (chair/finance)	P	Talia Hindi (marketing)	P	Fr. Peter Richards (pastor)	A
Gretchen Chilson (sec of educ)	A	Jennifer Simmonds (at large)	A	Becky Kennedy (principal)	P
Connor Sir (finance)	P	Maggie Sartori (at large)	P	Rhonda Eurich (church admin)	P
Melinda Young (technology)	P	Steve Boatright (parish council)	P	Amanda Moodie (dir of enrollment)	P
Ginger Skaja (education)	A	Nancy Erdmann (faculty rep)	P	Kathy Jo Peterson (dir of fundraising)	
Beth Frye (fundraising)	A	Meaghan Rasset (faculty rep)	A		
Rachel Iverson (marketing)	A	Kate Spangenberg (faculty rep)	A	<b>P = Present, A = Absent</b>	

- **Opening Prayer**
  
- **Approve Minutes from August Meeting**
  - Connor motion, Talia second, Approved
  
- **School Review - Becky**
  - School Update:

**School Locking:** This past month, the campus started locking the glass doors entering the gathering space from the church and door 8 during school hours. This means the gym, gathering space, and presentation room are locked during school hours to increase student and staff safety.

**MNSAA:** All documents have been submitted to MNSAA for our visit. Now, we clean up loose ends and prepare for the visit in November.

**Virtues In Practice(VIP):** October students are focusing on Work

**Service Project - Rake A Thon** We have collected Roughly \$22,000 for the Rake a Thon so far. The goal is \$50,000. We have two weeks to collect.

**Pastor Appreciation:** On Wednesday, October 25, the students will show appreciation for Fr. Peter and all he does for the school and our faith community.

**Storybook Theater:** We are working with Storybook Theater this year for a one-week incentive theater experience. Students will have Auditions on November 6th, and the performances will be on November 10.

**NWEA:** Testing Staff will be meeting individually next week with an NWEA Data Coach to collaborate and develop a plan for using the data to guide instruction for the next few months. On Wednesday, the staff will meet as a group to look at whole school trends and analyze historical data. The time together will give us time to look at the curriculum and expectations and discover areas we excel and areas we need to focus on. Our kindergarten class is the highest we have ever seen on average for fall testing. We are looking into possible reasons. The preschool program is fantastic, good guessing, testing environment, etc... Our fall assessments give data for teachers to see what students are coming in knowing. This information helps guide instruction for the next few months and also allows individualized lessons to be selected for blended learning. A drop from spring to fall is natural. The drop from spring to fall for reading does cause us to look at this more in-depth. Last year's spring and this year's fall do represent a student body, so we will need to look at the data individually.

### **Staff Focus This Month**

The staff has been using this month to build necessary relationships and teach routines to students. This year has started off really well! We are seeing students and their areas of growth and strengths. Teachers are collaborating and getting into the routine with their classes.

In leadership, there are a lot of things going on, MNSAA, Staffing (subbing and after school), training, fundraising, creating robust after-school offerings, middle school overnight needs, students' needs, etc... Thankfully, OLL has an amazing team of staff that help make it all successful.

### **MNSAA**

Please review the School Strategic Plan. We will vote on this at the board meeting.

### **Believe and Read**

This year, 3rd grade started the Believe and Read reading program we are using through Groves Literacy Organization. We have a coach onsite every Friday working with 3rd-grade Title 1 teachers to ensure the capability of teaching the program. K-2 receives coaching every other week. Learn more about Believe and Read [Here](#). There is also a Principal certification for Believe and Read, and I will complete this program this school year.

### **Coaching**

This year, we continue to team up with Northshore Coaching to have an educational coach work with teachers each month to help them reach their teaching goals. Our coach works with three teachers each visit and will be here monthly through April. A CSCOE grant and Title 1 and 2 cover this coaching.

### **Virtues In Practice (VIP)**

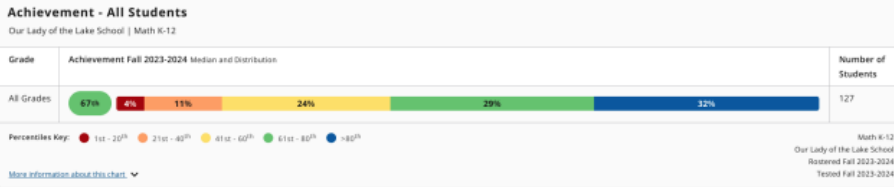
We started our VIP program this month. Each month, we will focus on a different virtue. Each week of the month, we introduce a different piece. Week 1, the virtue, week 2, a saint that exemplifies the virtue. Week 3, how to practice the virtue in school, and week 4, how to practice the virtue at home. Students can nominate for the VIP award. We are starting with focusing on our mission this month: Praise God, Work Hard, Love One Another

### **NWEA Testing**

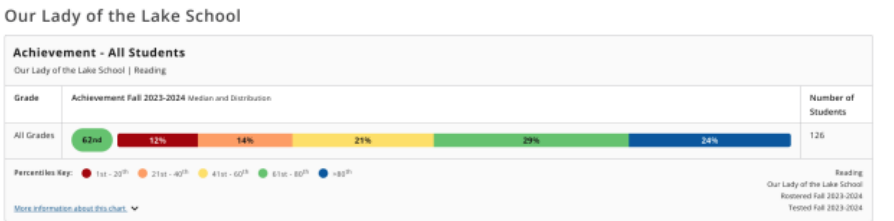
Students started the NWEA Growth assessment this week. Teachers use this data to help guide the instruction needed for each student. The results create a learning continuum for teachers where each student is placed where they are proficient and ready to learn to MN state standards, and teachers can plan instruction and small groups around this data.

23-24 school year %	Fall		22-23 school year %	Fall	Winter	Spring		21-22 school year %	Fall	Winter	Spring
Reading	50.76		Reading	55.31	55.87	56.94		Reading	56.39	51.18	51.9
LA Usage (2-8)	58.24		LA Usage (2-8)	62.81	55.01	61.06		LA Usage (2-8)	53.92	49.67	49.11
Math	63.23		Math	60.51	57.01	55.88		Math	56.49	56.2	46.31
Science (5-8)	65.50		Science (5-8)	64.68		59.27		Science (5-8)	54.38		54.79

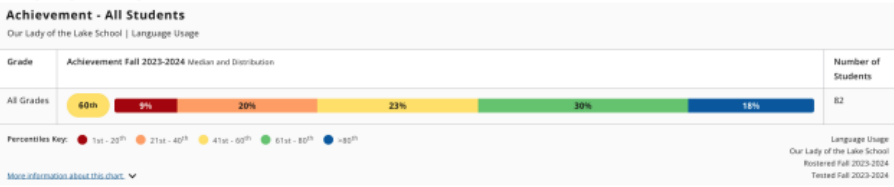
**Math K-8th**



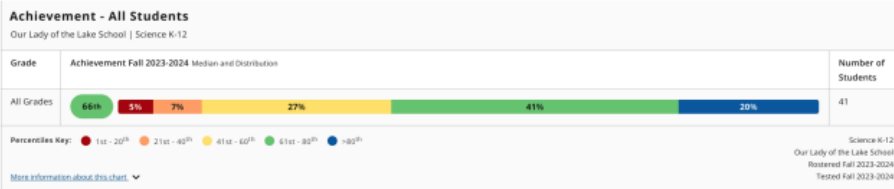
**Reading K-8th**



**Language Usage 2nd-8th**



**Science 5th-8th**



- **Enrollment Update (Questions Only) - Amanda**
  - **September Enrollment Update:**

Gr.	9/20
K	21
1	22
2	14
3	14
4	14
5	13
6	11
7	9
8	10

KR	15
4-5	21
3-5	13
<b>total</b>	<b>177</b>
PreK	49
k-8	128

## Community Building and Retention:

- Monday, October 2nd (4 pm-8 pm) **Culver Family Fun night**. Join other OLL families for a night off from cooking at the Navarre Culvers. Our 7th and 8th grade students will be serving with a percentage of their profit going toward their class trips.
- Wednesday, October, 11th (6 pm- 8 pm) **Dad Happy Hour at Back Channel Brewery**. Connect with other OLL Dads and enjoy local food truck fares and beers and sodas.
- Friday, October 13th, West Metro Middle School Fall Social, 6:30 pm - 9 pm. St. Therese, St. Joes, Good Shepard, and OLL. Sponsored by Holy Family Catholic High School. Approximately 80 students will attend.
- Friday, October 27th, Spaghetti Dinner in the Pace Center. Save the Date**
- Tuesday, November 28th, Night of Lights at Sovereign Winery. Email me to purchase tickets.

## Marketing updates:

- Professional photographs were taken on Monday, Sept. 25th and Sept. 27th for updated marketing material.
- Town Planner Calendar ads are now being finalized. Calendar mails our December 15th

## Enrollment:

- Kindergarten Info Night is November 6th**. Facebook event has been created. Please share on your personal FB page or community group pages. I am working with staff to update the PowerPoint and information.
- Step up day for K-4th grade is November 28th**. I am working with staff to elevate classroom letters to parents and their classroom activities.
- Middle School Information Night is December 1st**. I am working with staff to update material and incorporate our new 5th grade homeroom teacher. I am creating a Middle School specific invitation that will go to our 4th grade students as well as the Westonka 4th grade students.
- Admissions and Enrollment Process**: Becky and I are formalizing the admissions and enrollment process to better serve the school as a whole and streamline transfer student processes. We will develop an admissions process rather than enrollment for transfer students. This will include a specific process and timeline for record requests and review before student acceptance. The goal is to identify and evaluate the needs and accommodations required to serve not only the student transferring but also our classroom teachers and current students. We will share more information with you as this unfolds.

- Fundraising Update (Questions Only) - Kathy Jo**

Fundraising Update October 2023

Little Green Light software was ordered to allow one platform for donor cultivation, solicitation and reports. Consultant will migrate lists from: SalesForce, Parish, Gala, School and Excel into LGL. CSCOE Migration Grant of \$1500 submitted. LGL will cost between \$486 and \$648 a year depending on the number of constituents after migration. We receive \$200 off that range in the first year.

The End of Year appeal will go out Thanksgiving week asking for parish and school support. The parish will cover half of this expense.

This year Christmas and Easter cards will include a donation remittance envelope to non givers. The Christmas Card will be mailed December 10 to the entire list. Kathy Jo secured a donation for the cards to be printed.

We are set and prepared for the Catholic Financial Raffle with a goal of \$14,000. Catholic Schools Week and Help a Student take place at the end of January/beginning of February.

The Keg and Cork committee will meet next week.

Kathy is working on securing Gala Chairs.

Possible Ambassador Prayer or Mass Breakfast in May.

● **Financial Update (Questions Only) - Katye**

*Our Lady of the Lake Church*

Statement of Activities  
School Only  
September 30, 2023

	Current Month Actual	Current Month Budget	Current Month Actual vs. Current Month Budget	YTD Actual	YTD Budget	YTD Budget vs. YTD Actual
<b>Income</b>						
<b>Parochial School</b>						
Elementary School Totals:	65,774.71	62,802.00	2,972.71	77,208.46	72,571.00	4,637.46
Pre-School Totals:	32,770.85	34,593.00	(1,822.15)	34,905.70	37,732.00	(2,826.30)
Extended Day Totals:	13,000.00	13,000.00	0.00	13,000.00	13,000.00	0.00
School Development Totals:	27,236.71	30,164.00	(2,927.29)	60,669.33	51,161.00	9,508.33
Extra Curricular Activities Totals:	3,979.00	2,845.00	1,134.00	4,877.48	7,614.00	(2,736.52)
Summer Program Totals:	6,111.00	6,111.00	0.00	6,111.00	6,111.00	0.00
Non-Operating Activity Totals:	(1,122.30)	0.00	(1,122.30)	1,585.39	0.00	1,585.39
Parochial School Totals:	147,749.97	149,515.00	(1,765.03)	198,357.36	188,189.00	10,168.36
Income Totals:	147,749.97	149,515.00	(1,765.03)	198,357.36	188,189.00	10,168.36
<b>Expense</b>						
<b>Parochial School</b>						
School Building Totals:	13,777.09	19,102.00	(5,324.91)	34,444.11	52,351.00	(17,906.89)
Elementary School Totals:	93,792.63	85,747.00	(8,045.63)	212,989.02	195,939.00	(17,050.02)
Pre-School Totals:	28,080.32	26,534.00	(1,546.32)	55,903.69	48,924.00	(6,979.69)
Extended Day Totals:	7,071.23	6,786.00	(285.23)	23,954.61	10,571.00	(13,383.61)
School Administration Totals:	22,220.02	22,487.00	(266.98)	52,247.61	46,579.00	(5,668.61)
School Development Totals:	16,218.22	13,257.00	(2,961.22)	73,634.46	30,697.00	(42,937.46)
Extra Curricular Activities Totals:	1,250.00	0.00	(1,250.00)	1,250.00	0.00	(1,250.00)
Summer Program Totals:	3,823.35	4,233.00	(409.65)	16,038.07	30,500.00	(14,461.93)
Parochial School Totals:	186,232.86	178,146.00	(8,086.86)	470,461.57	415,561.00	(54,900.57)
Expense Totals:	186,232.86	178,146.00	(8,086.86)	470,461.57	415,561.00	(54,900.57)
<b>Income - Expense:</b>	<b>(38,482.89)</b>	<b>(28,631.00)</b>	<b>(9,851.89)</b>	<b>(272,104.21)</b>	<b>(227,372.00)</b>	<b>(44,732.21)</b>

- **Old Business**

- Parish Council Update
  - Been immersed with the Operating System for our Parish
- Education Team Update
  - Looking into new social studies curriculum for our teachers to explore what is the best fit, similar boat to other catholic schools that is align with our CAtholic values and teaches history
- Marketing Committee Update
  - Held a meeting to how to involve our sphere of our friends to help incentivize family and friends, as well as chamber involvement
  - Reviewed current marketing plan and will look into new printed materials in local bathroom stalls etc. Will be focusing on website improvements and looking for new areas to improve. Planning to incorporate testimonials; Polar plunge volunteers – Talia is jumping in:-)
- Advancement / Fundraising - Pass; not present
- Finance update: next few months figuring out how to make our data actionable and understandable for the board and community. Will be looking to build a 5 year plan.

- **New Business**

- Open Discussion - Nothing to consider

- **Closing Prayer**