



**OUR LADY  
OF THE LAKE  
CATHOLIC SCHOOL**

**OLL SCHOOL BOARD MEETING MINUTES**

**DATE: SEPTEMBER 21, 2023**

**MEMBERS:**

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

- **Opening Prayer**
  
- **Approve Minutes from August Meeting**
  - Connor motion, Fr. Peter second, Approved
  
- **School Review - Becky**
  - MNSAA School Strategic Plan - Discussion/Approval
    - Connor motion, Ginger second, Approved
  - School Update:

**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.

### **• 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 10
- 8 10
- KR 15 (kinder ready)
- 4-5 21
- 3-5 13
- 
- total 178
- PreK 49
- k-8 129
- 

Community Building and Retention:

- September 11th 1st official family fun night at Big Stone sculpture garden. Great turnout.
- Sunday, Sept 24th (5 pm-8 pm) will double as a Family Fun Night at Minnetonka Orchard. The wine garden will be open serving gourmet wood-fired pizza, hot dogs and snacks, Everly wine, Easton cider, water, and soda. The farm animals and playhouses are just up the hill from the wine garden and available for families. 25% of all proceeds will go to the school. This event is open to the public as well as the school to increase profit sharing.

- Wednesday, Sept. 27th (6 pm- 8 pm) Moms Wine Night at Sovereign Winery. Connect with other OLL moms and enjoy the beautiful winery. Wine and light Fares are available for purchase.
- 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 Shepherd, and OLL. Sponsored by Holy Family Catholic High School.
- Friday, October 27th, Spaghetti Dinner in the Pace Center. Save the Date

#### Marketing updates:

- Professional photographs will be taken on Monday, Sept. 25th and Sept. 27th for updated marketing material.
- Ad in Laker Pioneer for Best of West Lakes: Best Private School, Best Preschool, Best Principal, Best Teacher (Nancy Erdman), Best Summer Program, Best Vacation Bible School.
- Town Planner Calendar Ad's will be developed in the month of October

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

Aug/Sept: get to know staff, supporters and volunteers. Attended Geadelmann Dinner and Kennedy Pizza Party with many supporters and staff in attendance. Attended Ice Cream Social, Back to School Mass, Church Picnic and Incredible Festival daily. Plan to attend Kassie and Anna Crab Boil. Staffed parent drop off and pickup for first two weeks of school. Met with Kassie and Beth 2x to discuss development efforts. Continue to call key supporters and reaching out to other Catholic School Development Professionals. Research database software with Katye. (Little Green Light and Neon are my top choices) I also really like Bloomerang and Donor Perfect but they are quite more money.

Oct/Nov: Prepare Christmas (mail date Dec 8), Easter card (mail March 19). I secured inkind printing for both cards. Coordinating kid's artwork with Dawn. Both cards will include a gift remittance envelope if the receiver has not yet given in 2023. There will be a slightly different message for nongivers inside the card.

Prepare end of year campaign mailing (mail date Nov 17) for church and school with input from Fr. Peter and Anna. New software will allow us to combine list in sales force of 2000 records (mostly alumni) with parishsoft list of 1200 parish households, gala auction attendees and School Speak parent and staff list and eliminate deceased, update address changes and combine duplicates. It will continue to give address, deceased and duplication updates along with home value, net worth and giving capacity. The list in sales force has not been used and needs a rehaul.

December 8: mail Christmas card

January: Catholic Schools Week. Invite Ambassadors to week events - especially mass. Help a Student Campaign; goal \$70k and Catholic United Financial Raffle; goal \$12k

February: Keg and Cork; goal \$9k

March 19: mail Easter Card

April: Starlight Gala; goal \$60k. We need chairs.

May: Ambassador Recognition Prayer Breakfast or Mass with soft ask. Gift of \$5,000 in the calendar year or a single gift of \$25,000 or more.

Other: The 3 mailings along with the Ambassador Event will meet our Annual Fund Goal of \$150k and hopefully allow us to build our endowment which is currently around \$150k. Alumni Reconnection efforts, development committee, Prayers and Pledges Campaign.

- **Financial Update (Questions Only) - Connor**

YTD Revenue / Expense		
	Revenue	Expense
Tuition	\$ 322,715	
Fundraising	\$ 14,718	
Other Revenue	\$ 37,592	
Building Expenses (including Custodian Salary)		\$ 19,470
Salary, Wages, and Benefits		\$ 200,342
Other Expenses		\$ 58,610
<b>Total</b>	<b>\$ 375,024</b>	<b>\$ 278,422</b>
Net Income	\$ 96,602	

- **Old Business**

- Committee/Small Group Meetings were held
- Turn in signed Code of Conduct for Church Personnel

- **New Business**

- **Casey Breen - Training on New Parish/School Operating System (1 hr)**
- Open Discussion

- **Closing Prayer**