



**OUR LADY  
OF THE LAKE**  
CATHOLIC SCHOOL

**OLL SCHOOL BOARD MEETING MINUTES**

**DATE: December 21, 2023**

**MEMBERS:**

Katye Miller (chair/finance)	P	Talia Hindi (marketing)	A	Fr. Peter Richards (pastor)	P
Gretchen Chilson (sec of educ)	A			Becky Kennedy (principal)	P
Connor Sir (finance)	P	Maggie Sartori (at large)	A	Rhonda Eurich (church admin)	A
Melinda Young (technology)	A	Steve Boatright (parish council)	P	Amanda Moodie (dir of enrollment)	A
Ginger Skaja (education)	A	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**

Opening Prayer by Fr Peter

- **Approve Minutes from November**

Connor motions to approve, Beth Frye seconds, all in favor. Minutes Approved.

- **School update - Becky**

**24-25 School Year Calendar**

Please review the calendar for next school year.

We will start before Labor Day to have the Wednesday before Thanksgiving, Good Friday, and Easter Monday off.

**MNSAA**

We are provided a conditional accreditation based on safety issues that were found during the visit. The issues that were found were unlocked custodial closets, maintenance office, ramp room door, and the gate under the the stairs going to the tunnel. These issues were brought up during the visit and brought to the maintenance

staff. Since then the custodial closets and the gate to the tunnel have been left locked. I have asked our director of Maintenance to put a lock on the ramp room door and I am continuing to work with Our custodians to keep the maintenance door locked.

Besides this, the report affirmed our school strategic plan and spoke highly of how our entire community lives our mission.

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

In November, students are focusing on Faith

### **Service Project**

All preschool - 8th-grade classes have made Christmas decorations and cards for the residents at Lake Minnetonka Shores and Harrison Bay senior living homes. K-4 students will deliver items on Thursday when they go to sign for the residents in the morning.

### **Current School Strategic Plan Initiatives for 23-24 school year**

1. Establish and create a Specialist Responsibilities and Learner Outcomes
  - a. Evaluate curriculum for specials and learner outcomes per grade.
  - b. Write learner outcomes for each specialist subject.
  - c. Assess and implement opportunities to enhance parent communication without adding new communication methods. - DONE
2. Build a collaborative partnership between Church and School geared toward enhancing faith formation for students within Church and School
  - a. Implement enhanced branding strategy
  - b. Integrate parish staff on school faith-focused committees, specifically Lent and Advent
3. At Our Lady of the Lake, we will live out our mission of serving others by being the hands and feet of Jesus.
  - a. Build a standard service calendar
  - b. Create a new Middle School Service Manual (solidify process, standard, and expectations)
4. Develop parent education opportunities to drive engagement and the success of OLL.

a. Create committee

b. Assess needs and wants for parent education

5. Our Lady of the Lake will strengthen the afterschool programs to help build community and enrichment opportunities.

a. Create afterschool program committee

b. Assess needs and wants for afterschool programming

c. Create a plan based on assessment results

• **Enrollment Update - Amanda**

**December Enrollment Update:**

Gr.	12/21
K	21
1	22
2	14
3	12
4	14
5	12
6	11
7	9
8	10
KR	15
4-5	21
3-5	12
<b>total</b>	<b>173</b>
PreK	48
k-8	125
K-4	83
5-8	42

**3 Families moved in December: Loss of 5 students. Two moved out of state and one joined brother's school closer to home. New Kinder student starting Jan 3 (included in current K count).**

**Community Building and Retention:**

- **Tuesday, November 28th, Night of Lights at Sovereign Estate. Sold 70 tickets**

- **Friday, December 8th, Feed My Starving Children-** Advent Family Fun Night 47 attended
- **December 10th, Pancakes with Santa-** Server 131 people, Made \$1,231 for the MS students

#### Enrollment:

- **Kindergarten Info Night is November 13th.** Seven Families attended including 2 new families.
- **Step up day for K-4th grade is November 28th.** Was a success
- **Middle School Information Night is December 1st.** Was a success
- **Save your Spot opens January 1st for current families. The registration fee will be reduced for them through January 15th.**
- **Enrollment applications for new families opens January 8th. There application fee will not be reduced.**
- **January 8th Kindergarten Round Up- 6:00-7:30pm**
- **January 20th Preschool Round Up- 9:30 am- 10:30 am**
- **January 28th All School Open House( Catholic Schools Week)- 11:30 am -1pm**

**\*\*PLEASE VISIT OUR FACEBOOK PAGE AND LIKE AND SHARE THE EVENT TO SPREAD THE WORD TO OTHERS\*\***

#### Marketing

- Enrollment Postcards went out December 15th with Round up Dates
- Enrollment Banner will be put up 12/28-1/29 at the intersection on Commerce and Cty Rd 15.
- Town Planner Calendars arrived for all St Boni, Orono, Westonka and Excelsior Zip codes (Be sure to flip through your to see our Ads).
- Jubilee Counterpart updated with Roundup and Open House information
- Anytime Fitness updated with Roundup and Open House information

#### ● **Fundraising Update - Kathy Jo**

##### November

End of year mailing went out. Even though return for church and school were not great, we believe seeds were planted. A major donor increased his gift from \$50 to \$85k this year. Thank you to Katye for her help with this gift.

##### December

Christmas cards went out. They were donated. Major givers will receive an ornament with their end of year statements.

The database software Little Green Light will be launched next Tuesday. There were many returned envelopes from the end of year and Xmas card mailing. This software will be user friendly and make donation tracking and reports slick.

## January

Catholic Schools Week. Invite Ambassadors to week events, especially mass. Help a Student Campaign; goal \$70k and Catholic United Financial Raffle; goal \$14k, end of year acknowledgements.

## February

Keg and Cork; goal \$9k. Keg and Cork is a small committee. We will have the same entertainment as last year. We are ordering a new big banner as the original is worn. Daynita, Mindy and Kathy Jo are working on Sponsorships and food. This year we will serve kombucha as a non-alcoholic option.

March 19: mail Easter Card. Printing was donated and card is done.

April: Starlight Gala; goal \$60k. Gala committee will have its 5th meeting Tuesday, January 9th. We have a pretty big, fun and strong group planning away. Thank you to Beth Frye for helping chair this event. We are requesting board members to sponsor a table, invite friends and/or give a live or silent auction item.

- **Financial Update - Katye**

Reviewed School's Statement of Financial Position, as well as the School's Statement of Activities. YTD, we are running a deficit of 163k, which is on track with (but slightly better than) our planned YTD deficit of 165k. As shared in her update, Kathy Jo recently received a large donation of 85k toward our Annual Fund. This gives us reassurance that we are progressing nicely toward our annual fundraising goal. Overall, we feel good about our current financial position.

- **New Business**

Approve 2024-25 School Calendar - Becky asks for a motion to approve, Connor motions to approve, Beth seconds. All in favor. 24-25 Calendar is Approved.

- **Closing Prayer**