



OLL SCHOOL BOARD MEETING MINUTES

DATE: January 18, 2024

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)	P	Rhonda Eurich (church admin)	A
Melinda Young (technology)	A	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)	P
Beth Frye (fundraising)	P	Meaghan Rasset (faculty rep)	A		
Rachel Iverson (marketing)	A	Kate Spangenberg (faculty rep)	A	P = Present, A = Absent	

- **Opening Prayer - Fr. Peter**
- **Approve Minutes from December**
 - Connor motion, Gretchen second, passed.
- **School Update - Becky**

Catholic Schools Week: We are so excited to get Catholic Schools Week kicked off starting Friday January 26. We have students leading weekend masses on Jan 27 and 28. On Monday, 6th - 8th-grade students will travel to Xcel Energy Center for Mass of the Holy Spirit with all of the Archdiocese schools.

MNSAA: The school response has been submitted to MNSAA, and we should have an updated accreditation status by the end of March, if not sooner.

Catholic School Study and Visit: OLL will have our Catholic School Study visit on March 19 and 20 this year. This study/visit is much like MNSAA, except that all standards include the four areas of the Archdiocesan Framework for Curriculum: Virtue Formation, Spiritual Formation, Apostolic Discernment, and Academic Achievement and Integration.

OPCY Personal and Internet Safety Lessons: The school teaches internet safety and personal safety lessons to all grades. This is part of the Archdiocese Protecting Children and Your Initiative Lessons that all schools and parishes must comply with. These lessons are age-appropriate and start with who is a trusted adult to internet safety.

NWEA Testing: Students are working through NWEA testing this month. Teachers will be reviewing results next Monday during our PD day.

7th and 8th grade Trips: 7th and 8th grade will be gone the week of February 5-9. 7th grade will be at Wolf Ridge, and 8th grade will be in Chicago for an Urban Immersion Mission trip with the Dr. David Dast Center.

Virtues In Practice: In January, students are focusing on compassion. Service Project – We are working with the Letters of Love group at Holy Family to write letters/cards to children.

Capital Campaign Dollars 1.) The capital campaign still has a significant dollar amount set aside for school projects due to not completing the proposed office move. Once the dollar amount is finalized, I will need to finalize a needs/wants list. This will also take into consideration any upcoming School Strategic Plan initiatives. 2.) Over Spring Break the Sound Dampening panels in the gym will be installed on the ceiling. Mark Mason is leading this. 3.) This spring/summer the playground steps will be completely removed and redone.

State of the School: This year, we will create a video to send out to the school and parish community during mid-February. The following week, there will be a coffee with Becky (and Katye) after school mass. People will be invited to the coffee to ask questions or discuss anything from the video.

Current School Strategic Plan Initiatives for 23-24 school year:

1. Establish and create Specialist Responsibilities and Learner Outcomes
 - a. Evaluate curriculum for specials and learner outcomes per grade. (Starting February-specialists)
 - b. Write learner outcomes for each specialist subject. (spring/summer)
 - 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 (marketing, Amanda, include Anna S)
 - b. Integrate parish staff on school faith-focused committees, specifically Lent and Advent (started for Advent and including Lent committee too)
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 (May)
 - b. Create a new Middle School Service Manual (solidify process, standard, and expectations)(middle school teachers spring)
4. Develop parent education opportunities to drive engagement and the success of OLL.
 - a. Create committee (created and meeting 1/23/24)
 - 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 after-school program committee (created and now need to set time to meet)
- b. Assess needs and wants for after-school programming
- c. Create a plan based on assessment results

● **Enrollment Update - Amanda**

Current School Year	2024/2025	
Gr.	12/21	1/16/24
K	21	15
1	22	19
2	14	22
3	12	12
4	14	11
5	12	8
6	11	12
7	9	7
8	10	6
KR	15	20
4-5	21	
3-5	12	13
total	173	145
PreK	48	33
k-8	125	111
K-4	83	79
5-8	42	33

Enrollment for next year is coming along nicely. Save your Spot Enrollment and New Family Applications are now open. 145 Students are registered for next year including 8 new family students. Preschool Roundup is this Saturday. I anticipate an additional preschool enrollment surge from that event. This is on par to last year's 149 students enrolled on 1/20/23.

Community Building and Retention:

- All School Open House and Pancake Breakfast Sunday January 28th: Special 10:30 Grandparents Mass followed by a Knights of Columbus Breakfast, Open House and classroom activities. The OLL Dance team will perform and the 4th and 5th grade science fair will take place. Please attend and support our teachers and students. Check out the classrooms and bring your family for the pancake breakfast. All proceeds from the breakfast support the 8th Grade Chicago Mission trip.

- February 10th Sweetheart Dance for female students and a male chaperone of their choosing (like a daddy daughter dance, but we are being sensitive to students who do not have an active father presence).

- February 17- Family Fun Night, Family Skate at Thaler Arena Saturday 5- 6:30 pm

Enrollment:

- Kindergarten Round Up took place on January 8th. Twelve students attended including 3 new families.

- January 20th Preschool Round Up- 9:30 am- 10:30 am
- January 28th All School Open House (Catholic Schools Week)

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 yours 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**
 - End of year mailing brought in about \$7,000. The cost was around \$2300. Postage was high due to many envelope returns as we purged out bad addresses from Salesforce.
 - Little Green Light software is up and running. Becky and Carol joined me for a quick demo on Tuesday.
 - January: Catholic Schools Week. Kathy Jo will invite Ambassadors to week events, especially mass. Help a Student Campaign; goal \$70k will be mailed on the 29th and Catholic United Financial Raffle begins soon with a goal of \$14k.
 - February 3: Keg and Cork; goal \$9k. Keg and Cork is a small committee. Marketing, Sponsorships and tables falling into place. Mom's wine night is tomorrow night.
 - April: mail Easter Card. Printing was donated and cards are done.
 - Starlight Gala; goal \$60k. The Gala committee is slowly coming together. Please consider sponsoring a table, inviting friends and/or giving a live or silent auction item.
- **Financial Update - Connor**
(see next page)

Statement of Financial Position

School Only

December 31, 2023

	Year Begin Balance	Year to Date Balance	Year to Date Change
Assets			
Parochial School			
1010.00S Petty Cash Fund A-5-1010-00	59.02	46.10	(12.92)
1090.00S Tuition Receivable A-5-1090-00	0.00	397,987.35	397,987.35
1210.01S CCF #71013E School Agency Account A-5-1210-01	205,026.27	211,113.45	6,087.18
1230.01S CCF #51013B School PR Endowment A-5-1230-01	164,715.69	172,387.47	7,671.78
Parochial School Totals:	369,800.98	781,534.37	411,733.39
Total Assets:	369,800.98	781,534.37	411,733.39
Liabilities			
Parochial School			
2110.01S Accrued Liabilities - School Reserve L-5-2110-01	(24,863.58)	(24,863.58)	0.00
2115.00S Accrued Wages L-5-2115-00	0.00	(41,650.00)	(41,650.00)
2116.00S Accrued Payroll Taxes L-5-2116-00	0.00	(3,079.47)	(3,079.47)
2191.00S Deferred Tuition Revenue L-5-2191-00	7,236.97	571,763.00	564,526.03
2240.00S Clearing Account L-5-2240-00	0.00	613.21	613.21
2430.00S Due To / (From) Operating Fund L-5-2430-00	712,505.84	685,399.45	(27,106.39)
Parochial School Totals:	694,879.23	1,188,182.61	493,303.38
Total Liabilities:	694,879.23	1,188,182.61	493,303.38
Net Assets			
Parochial School			
3000.00S Unrestricted Net Assets N-5-3000-00	(580,567.84)	(580,567.84)	0.00
3100.00S Net Assets - With DR (Temp) N-5-3100-00	99,589.59	99,589.59	0.00
3200.00S Net Assets - With DR (Perm) N-5-3200-00	155,900.00	155,900.00	0.00
Parochial School Totals:	(325,078.25)	(325,078.25)	0.00
Current Period Changes to Net Assets	0.00	(81,569.99)	(81,569.99)

	Year Begin Balance	Year to Date Balance	Year to Date Change
Total Net Assets:	(325,078.25)	(406,648.24)	(81,569.99)
Total Liabilities & Net Assets:	369,800.98	781,534.37	411,733.39

Statement of Activities

School Only

December 31, 2023

	Current Month Actual	Current Month Budget	YTD Actual	YTD Budget	Annual Budget	YTD Last Year
Income						
Parochial School						
General Operations Totals:	0.00	0.00	0.00	0.00	0.00	0.00
Elementary School Totals:	82,129.72	72,994.00	299,507.19	280,921.00	630,798.00	333,269.68
Pre-School Totals:	32,237.00	31,469.00	131,903.70	133,895.00	292,873.00	162,943.50
Extended Day Totals:	13,365.00	13,000.00	52,755.00	52,000.00	117,000.00	86,731.48
School Administration Totals:	0.00	0.00	0.00	0.00	0.00	0.00
School Development Totals:	116,066.10	123,842.00	254,131.17	221,354.00	393,000.00	235,074.97
Extra Curricular Activities Totals:	148.00	(340.00)	10,714.48	9,315.00	14,630.00	9,321.71
Summer Program Totals:	6,111.00	6,111.00	24,444.00	24,444.00	55,000.00	0.00
Non-Operating Activity Totals:	8,363.93	0.00	4,077.17	0.00	0.00	(3,330.57)
Parochial School Totals:	258,420.75	247,076.00	777,532.71	721,929.00	1,503,301.00	824,010.77
Income Totals:	258,420.75	247,076.00	777,532.71	721,929.00	1,503,301.00	824,010.77
Expense						
Parochial School						
School Building Totals:	17,482.85	15,641.00	84,357.04	91,311.00	170,005.00	79,344.05
Elementary School Totals:	95,006.73	89,481.00	391,217.15	391,879.00	880,999.00	389,718.96
Pre-School Totals:	26,438.34	26,083.00	109,433.28	107,948.00	240,169.00	110,858.48
Extended Day Totals:	7,604.57	6,587.00	33,265.04	31,289.00	70,885.00	60,261.82
School Administration Totals:	15,730.28	13,207.00	89,062.37	87,943.00	177,526.00	89,025.94
School Development Totals:	12,867.76	9,866.00	116,082.93	56,289.00	118,229.00	79,058.76
Extra Curricular Activities Totals:	1,519.07	0.00	6,014.07	3,553.00	5,356.00	3,450.02
Summer Program Totals:	0.00	0.00	29,670.82	30,500.00	39,999.00	0.00
Parochial School Totals:	176,649.60	160,865.00	859,102.70	800,712.00	1,703,168.00	811,718.03
Expense Totals:	176,649.60	160,865.00	859,102.70	800,712.00	1,703,168.00	811,718.03
Income - Expense:	81,771.15	86,211.00	(81,569.99)	(78,783.00)	(199,867.00)	12,292.74

- **Parish Council Update - Steve**
- A goal is to improve communication between parish and school
- **Open Discussion - All**
- **Closing Prayer**

