



OLL SCHOOL BOARD MEETING – ZOOM

DATE: February 15, 2024

MEMBERS:

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

- **Opening Prayer - Fr. Peter**

- **Approve Minutes from January**
 - Maggie motion, Connor second, passed.

- **School Update - Becky**

Fund a Need

We have a few ideas for Fund A Need this year, I would love input or other ideas.

1. Irrigation and Sod for playground - Mark is seeking quotes
2. Interactive panels in classrooms to replace old ones. We replaced 4 last year. Looking to replace 4-5 this coming year
3. Fence for back playground
4. Monitor and speaker for the front entrance, similar to blue doors
5. Staff professional development, SMART, and Responsive Classroom Training
6. New cafeteria tables

Catholic School Study and Visit

OLL will have our Catholic School Study visit on March 19 and 20 this year.

Bishop Visit

Next School year we are up for a visit with one of the Bishops. We will request for Generation Day or May Crowning.

OPCY Personal and Internet Safety Lessons

Lessons started this month. 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 go from who is a trusted adult to internet safety.

NWEA Testing

Entire school percentage. 50% is average

23-24 school year		Winter
Reading	51.0 0	58.62
LA Usage(2-8)	59.6 3	61.59
Math	63.3 5	61.93
Science (5-8)	66.0 8	

Grade Level RIT Score Average

Reading	k	1	2 3 4	5	6 7	8
OLL	158.7	160.5	179.6 202 204.6	211.9	216.4 223.8	221.2
Nation	146.2	155.9	181.2 193.9 202.5	209.1	213.8 217	220.5
Math	k	1	2 3 4	5	6 7	8
OLL	167	166	188.4 203.8 209.1	216.1	225.8 228.7	232.2
Nation	150.1	160	184 196.2 206	214.7	219.5 224	228.1
Language Usage	k	1	2 3 4	5	6 7	8

OLL			186.9 201.1 209.1	214.2	215.9 220	223.7
Nation			183.8 195.1 202.8	208.4	212.8 215.2	217.7

7th and 8th grade Trips

Both of these trips were a success, and students returned this week. 8th graders are working on a reflection

paper and will share some at morning meeting.

Staffing

Staff reviews are happening this month and I am starting to plan budget for next year based on enrollment numbers and trends

Virtues In Practice(VIP)

Students are focusing on Responsibility

Service Projects -

- We are working with the Letters of Love group at Holy Family to write letters/cards to children.
<https://www.lettersofloveglobal.com/>
- Baby bottle campaign with Parish (Southwest Options)

Capital Campaign Dollars -

1. The capital campaign still has a significant dollar amount set aside for school projects due to needing to complete 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

Katye, Father, Amanda M, Kathy Jo, and I are currently working on the State of the school video and plan to send it out next Thursday.

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 Done
 - b. Assess needs and wants for parent education Committee has met and is starting to work on a long-term plan and short-term plan. They have started a women's bible study for lent. The first meeting was this week.
 - c.
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 first meeting done) b. Assess needs and wants for after-school programming (currently working on and looking at areas) There will be info in a few Did You Knows asking for parent interest.

c. Create a plan based on assessment results

- **Education Committee Update - Ginger and Gretchen**
 - Committee did general research and made recommendations for a new social studies curriculum. Teachers are evaluating that curriculum for final approval.
 - A related step will be for our committee to read through the new MN state standards for social studies. We will look for any standards or benchmarks that could be at odds with our Catholic values.

- **Enrollment Update - Amanda**

Current School Year		2024/2025	
Gr.	12/21		2/15/24
K	21		15
1	22		20
2	14		23
3	12		13
4	14		11
5	12		10
6	11		12
7	9		7
8	10		6
KR	15		21
4-5	21		
3-5	12		13
total	173		151
PreK	48		34
k-8	125		117
K-4	83		82
5-8	42		35

151 Students are registered for next year compared to 156 students enrolled at this time last year.

We have 20 students who have not informed us of their plans for next year. Of those, I believe that 10 will return but have not yet saved their spot. 6 are questionable to return, weighing OLL vs. public school system and 4 will go to the public school system.

I am still hopeful that our numbers will be similar to this year's CURRENT enrollment. Our overall retention is good. Our primary barriers have been losing families to out of state moves to more conservative areas and the overall decrease in district enrollment. **As a reminder, OLL is still STRONG! We had 123 TOTAL students enrolled in OLL in 2019.**

Community Building and Retention:

February 17 - Saturday 5:00 - 6:30 pm Family Fun Night: Family Skate at Thaler Arena

February 21st - Wednesday 4:00 - 8:00 pm Culvers Share Night: Eat at Culvers with family and friends! The funds support OLL Middle School Class trip and Mission Trip.

March 1st - Friday 5:00-6:30 - Family Service Night for Lent at FMSC: Must be 5 years old to participate

March 4th- Monday 3:45- 6: 00 pm Middle School Fun Night: Urban Air with Parish

March 15th- Friday Morning Live Stations of the Cross, followed by a parent coffee

March 18th - Monday 6:00 - 7:30 pm Family Bingo Night in the presentation room

I am very excited to announce that CSCOE awarded OLL with a \$5,000 Enrollment and Marketing Grant for my Enrollment and Marketing Plan that I submitted in the Fall. The plan included payment for our Marketing photos taken this fall, New Foam Core prints of those photos for our hallways, New Step and Repeat Banners, Several Marketing Banners for events and entertainment and perks such as ice cream trucks at enrollment and retention events, as well as other marketing opportunities.

- **Fundraising Update - Kathy Jo**

January and February:

Help a Student Campaign; goal \$70k went out a couple of weeks ago. Donations are starting to come in. Ornaments are being mailed out to donors of \$1000 or more.

The Catholic United Financial Raffle is wrapping up. Our goal was \$12k. Tickets were increased from \$5 to \$10. We might end up at \$6k.

Keg and Cork; goal was \$9K. Not all expenses are in but we believe we are around \$8K. Last year we raised \$7K. It was a fun and successful event.

This year we had to buy new banners for the first time in 7 years to the tune of \$705.

April:

Starlight Gala; goal \$60K.

550 auction letters went out last week and donations are coming in. We have received two leadership donations of \$2000 and \$5000. Gala invites are scheduled to go out on March 6.

Mail Easter Card. Printing was donated and cards will be mailed a week after Easter.

- **Financial Update - Connor**

	Current Month Actual	Current Month Budget	Current Month Budget vs. Current Month Actual	YTD Actual	YTD Budget	YTD Budget vs. YTD Actual	Annual Budget	YTD as % of Annual Budget
Income								
Parochial School								
Contributions Revenue Totals:	2,553.00	529.00	2,024.00	13,493.97	13,648.00	(154.03)	15,000.00	89.96
Bequests Revenue Totals:	60.00	0.00	60.00	85.00	0.00	85.00	0.00	0.00
Dividend/Interest Revenue Totals:	0.00	0.00	0.00	3,577.17	0.00	3,577.17	0.00	0.00
Other Revenue Totals:	2,461.95	2,312.00	149.95	21,389.20	19,422.00	1,967.20	40,000.00	53.47
Program Income Totals:	8,846.39	10,560.00	(1,713.61)	36,665.58	31,510.00	5,155.58	38,030.00	96.41
Tuition Revenue Totals:	93,560.78	93,019.00	541.78	474,235.01	465,095.00	9,140.01	837,171.00	56.65
Fee Revenue Totals:	37,218.00	20,972.00	16,246.00	128,722.70	110,805.00	17,917.70	193,600.00	66.49
Fundraising Revenue Totals:	12,766.27	5,852.00	6,914.27	234,685.40	214,087.00	20,598.40	378,000.00	62.09
Sales Totals:	48.00	0.00	48.00	80.89	0.00	80.89	0.00	0.00
Grant Revenue Totals:	2,268.00	0.00	2,268.00	15,664.40	0.00	15,664.40	0.00	0.00
Student Activity Income Totals:	115.00	0.00	115.00	846.00	606.00	240.00	1,500.00	56.40
Donor Restricted Income (Temp) Totals:	5,652.54	0.00	5,652.54	12,734.32	0.00	12,734.32	0.00	0.00
Donor Restricted Income (Perm) Totals:	0.00	0.00	0.00	500.00	0.00	500.00	0.00	0.00
Parochial School Totals:	165,549.93	133,244.00	32,305.93	942,679.64	855,173.00	87,506.64	1,503,301.00	62.71
Income Totals:	165,549.93	133,244.00	32,305.93	942,679.64	855,173.00	87,506.64	1,503,301.00	62.71

Expense

Parochial School

FICA/Medicare Exp Totals:	7,917.03	6,107.00	(1,810.03)	47,091.54	46,324.00	(767.54)	83,887.00	56.14
Other Employee Benefit Exp Totals:	1,462.36	116.00	(1,346.36)	3,774.92	2,643.00	(1,131.92)	23,843.00	15.83
Lay Insurance Exp Totals:	14,152.58	11,270.00	(2,882.58)	78,515.95	74,468.00	(4,047.95)	127,217.00	61.72
Lay Pension Exp Totals:	1,080.95	979.00	(101.95)	21,437.78	21,613.00	175.22	41,809.00	51.28
Staff Development Exp Totals:	0.00	500.00	500.00	89.82	1,324.00	1,234.18	2,468.00	3.64
Background Check Exp Totals:	0.00	0.00	0.00	752.50	0.00	(752.50)	0.00	0.00
Building Equipment Exp Totals:	301.87	0.00	(301.87)	398.86	2,516.00	2,117.14	2,700.00	14.77
Computer Hardware Exp Totals:	240.72	335.00	94.28	4,241.24	4,108.00	(133.24)	10,000.00	42.41
Computer Software Exp Totals:	1,713.64	91.00	(1,622.64)	7,982.92	6,636.00	(1,346.92)	7,500.00	106.44
Computer Consulting Exp Totals:	636.00	160.00	(476.00)	3,831.02	1,369.00	(2,462.02)	1,800.00	212.83
Mileage/Transportation Exp Totals:	0.00	25.00	25.00	489.91	181.00	(308.91)	307.00	159.58
Professional Services Exp Totals:	388.78	5,368.00	4,979.22	1,599.58	6,567.00	4,967.42	12,140.00	13.18
Fundraising Exp Totals:	1,343.17	333.00	(1,010.17)	10,107.20	2,331.00	(7,776.20)	4,000.00	252.68
Hospitality Exp Totals:	0.00	575.00	575.00	1,286.61	1,259.00	(27.61)	1,250.00	102.93
Marketing/Advertising Exp Totals:	606.62	(93.00)	(699.62)	8,503.28	4,730.00	(3,773.28)	15,000.00	56.69
Postage Exp Totals:	12.00	324.00	312.00	984.23	724.00	(260.23)	1,500.00	65.62
Instructional Exp Totals:	190.60	1,692.00	1,501.40	2,363.63	13,739.00	11,375.37	15,600.00	15.15
Program Exp Totals:	1,331.77	1,492.00	160.23	23,452.55	8,776.00	(14,676.55)	20,937.00	112.01
Supplies Exp Totals:	1,092.60	1,694.00	601.40	14,152.09	20,815.00	6,662.91	29,700.00	47.65
Telephone Exp Totals:	2,137.78	517.00	(1,620.78)	8,948.79	4,705.00	(4,243.79)	10,395.00	86.09
Utilities Exp Totals:	2,724.28	1,973.00	(751.28)	26,359.56	21,854.00	(4,505.56)	43,446.00	60.67
Bank Charge Exp Totals:	17.57	81.00	63.43	2,019.17	4,150.00	2,130.83	6,500.00	31.06
Maintenance & Repair Exp Totals:	2,000.94	2,402.00	401.06	7,220.55	8,391.00	1,170.45	13,171.00	54.82
Property/Liability Ins Exp Totals:	0.00	0.00	0.00	13,437.82	12,260.00	(1,177.82)	19,798.00	67.87

	Current Month Actual	Current Month Budget	Current Month Budget vs. Current Month Actual	YTD Actual	YTD Budget	YTD Budget vs. YTD Actual	Annual Budget	YTD as % of Annual Budget
Student Activity Exp Totals:	435.46	3,019.00	2,583.54	7,530.98	9,329.00	1,798.02	21,500.00	35.03
Cost of Goods Sold Exp Totals:	0.00	0.00	0.00	272.00	0.00	(272.00)	0.00	0.00
Expenditures of Restricted Donation Totals:	473.53	0.00	(473.53)	49,856.85	0.00	(49,856.85)	0.00	0.00
Parochial School Totals:	151,203.88	151,624.00	420.12	1,010,306.58	952,336.00	(57,970.58)	1,703,168.00	59.32
Expense Totals:	151,203.88	151,624.00	420.12	1,010,306.58	952,336.00	(57,970.58)	1,703,168.00	59.32
Income - Expense:	14,346.05	(18,380.00)	32,726.05	(67,626.94)	(97,163.00)	29,536.06	(199,867.00)	

(finance report continued next page)

Statement of Financial Position

School Only

January 31, 2024

	<u>Year Begin Balance</u>	<u>Year to Date Balance</u>	<u>Year to Date Change</u>
Assets			
Parochial School			
1010.00S Petty Cash Fund A-5-1010-00	59.02	53.10	(5.92)
1090.00S Tuition Receivable A-5-1090-00	0.00	253,768.88	253,768.88
1210.01S CCF #71013E School Agency Account A-5-1210-01	205,026.27	216,426.02	11,399.75
1230.01S CCF #51013B School PR Endowment A-5-1230-01	164,715.69	178,040.01	13,324.32
Parochial School Totals:	<u>369,800.98</u>	<u>648,288.01</u>	<u>278,487.03</u>
Total Assets:	<u>369,800.98</u>	<u>648,288.01</u>	<u>278,487.03</u>
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	(21,800.00)	(21,800.00)
2116.00S Accrued Payroll Taxes L-5-2116-00	0.00	(1,614.02)	(1,614.02)
2191.00S Deferred Tuition Revenue L-5-2191-00	7,236.97	457,411.00	450,174.03
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	631,246.59	(81,259.25)
Parochial School Totals:	<u>694,879.23</u>	<u>1,040,993.20</u>	<u>346,113.97</u>
Total Liabilities:	<u>694,879.23</u>	<u>1,040,993.20</u>	<u>346,113.97</u>
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:	<u>(325,078.25)</u>	<u>(325,078.25)</u>	<u>0.00</u>
Current Period Changes to Net Assets	0.00	(67,626.94)	(67,626.94)

	<u>Year Begin Balance</u>	<u>Year to Date Balance</u>	<u>Year to Date Change</u>
Total Net Assets:	(325,078.25)	(392,705.19)	(67,626.94)
Total Liabilities & Net Assets:	369,800.98	648,288.01	278,487.03

- **Parish Council Update - Fr. Peter**

Maggie Sartori will be replacing Rhonda Eurich as church administrator.

- **Open Discussion - All**

- **Closing Prayer**

