



OLL SCHOOL BOARD MEETING - ZOOM

DATE: March 21, 2024

MEMBERS:

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

- **Opening Prayer - Fr. Peter**

- **Approve Minutes from February**
 - Beth motion, Gretchen second. Passed.

- **Enrollment Update - Amanda**

2024/2025

Gr.	Registered	Students who have not registered and have not indicated that they are leaving
K	15	0
1	20	1
2	22	0
3	12	1
4	11	1
5	13	2
6	12	0
7	8	1
8	6	1
KR	15	2
4-5		
3-5	17	2
total	151	
PreK	32	
k-8	119	
K-4	80	
5-8	39	

151 Students are registered for next year.

We have 11 students who have not informed us of their plans for next year. Of those, I believe that 8 will return but have not yet saved their spot. We have had 2 newly enrolled families cancel their registration due to changing their mind and staying with their current school. We have lost 1 current student to an out of state move (current 6th grade) and one current student due to behavior concerns (preschool) since our last board meeting.

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. I have 2 tours scheduled for after spring break and an additional 8 preschool families that are in the works who have either had a tour and are weighing options, or I am working on scheduling tour with.

As a reminder, OLL is still STRONG! We had 123 TOTAL students enrolled in OLL in 2019.

Community Building and Retention:

April 5th 6-7:30 pm - Mother Son Date Nights Country Club Lanes

April 12th- Middle School Spring Dance (at St. TheresOLL hosted the Fall Social).

April 22nd 6:00-7:45 pm, Family Movie Night Waconia Theater Showing : Elementals

May 1st - Kindergarten May Crowning and all school Mothers Brunch

- **Fundraising Update – Kathy Jo**

Help a Student Campaign; goal \$70k at \$67,366.

Catholic United Financial Raffle, goal was \$12k, ended right about \$10k.

Starlight Gala; April 27. goal \$60k. Auction items going well. Received a \$10k grant from CSCOE for our Fund-a- need to match 10 - \$1000 donors. I love what one of our teachers wrote about this need!

Play areas are essential for children's development, providing a space for them to run, jump, and explore. However, creating a safe and fun play area requires more than just a set of swings and a slide. One essential component of any play area is grass. Grasses not only provide a soft and comfortable surface for children to play on, grass provides a cushioning effect, reducing the risk of injury. Children can run, roll, and play on grass without fear of scrapes or bruises from falls. A lush, green lawn adds to the beauty of a play area, creating an inviting space for children and adults alike.

Easter card will include a Gala reminder card for 400 attendees of past galas, and the remainder will get a remittance envelope.

- **School Update - Becky**

Fund a Need

We have finalized our Fund a Need for the 2024 Gala. The Fund a need will cover "Curb appeal around the playground". Irrigation and landscaping, including sod for the Soccer field and grass areas by the playgrounds.

This project aims to enhance our gross motor play area, mitigate mud-related issues, and foster the development of crucial social skills in our students.

I secured a \$10,000 matching grant from CSCOE. The total project is estimated to be \$35,000. This Matching Grant will help cover the difference between our usual \$25,000 income from Fund A Need.

Catholic School Study and Visit

OLL finished their visit yesterday. We have not received our final report, but here are the commendations and recommendations from our exit interview today.

Commendations -

1. Unity of Leadership(parish and school) and good working relationships with all staff
2. Faculty Culture and overall positive/family feel. OLL is a place people want to be.
3. Teaching and learning in the building
 - a. Orderliness- student movement
 - b. Good Instruction
 - c. Student engagement

Recommendations -

1. Whole formation plan for staff and students
 - a. Build understanding in staff to become interior disposition
 - b. Look at a whole school and create a plan of what we do, not just by the teacher's discretion. I.e. Adoration, prayer after mass
2. Academic Culture integrated in faith in all disciplines. "Wholeness of knowledge"
 - a. Subject Philosophy statements: how can we integrate faith into each subject?
 - b. Look at preschool- 8th grade
3. Family Integration
 - a. PTO
 - b. Parent faith formation
 - c. Parent Education on parenting

Next Steps:

1. Sending up a draft report "road map" in April to Father and Becky
2. We will review the draft report and add input
3. Meet with the archdiocese to provide feedback on report
4. Receive final Road Map from Archdiocese in May

Bishop Visit

Next School year, we are up for a visit with one of the Bishops. The request has been submitted for Generation Day, April 25.

Variable Tuition/ Financial Aid

In April, we will award Variable Tuition Awards to families who show need. This will happen after we receive notification from AIM Higher on who will be receiving \$1,000 scholarships from them.

Virtues In Practice(VIP)

Students are focusing on Loyalty this month

Service Project -

Stuff the Bus - we had the most items per student within the Westonka School District so we have added another trophy to the shelf :)

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.

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. (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. This committee is continuing to work on developing parents education plans for next year.
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)
 - b. Assess needs and wants for after-school programming (currently working on and looking at areas)
 - c. Create a plan based on assessment results

- **Financial Update - Connor**

Proposed budget for next year: We budgeted for a 3% staff salary raise, assumed steady enrollment, factored in our tuition raise, increased our tuition capture rate to reflect the removal of the Kindergarten grant, and factored in our projected revenue increases for OLL+. We also compared our actual YTD with our budgeted YTD, and used that information to raise/lower budget line items as necessary.

See detailed finance reports at the bottom of this document.

Motion to approve budget - Katie. Seconded by Connor. Passed.

- **Parish Council Update - Fr. Peter for Steve**
- **Open Discussion**
 - After school activities
 - Current: STEM, Chef's Academy, Chess Club, Skyhawks Sports, Danceline, Cheer.
 - New Ideas: Art Class, Tennis (requested by middle school), Babysitter courses, Hang-outs when middle schoolers can bond, "advanced" versions of things we already offer (like Chef's Academy), Safe-at-home, In-house sports (SSYO - would need coaches), Open Gym/Field, Fitness training, Academic Teams (Knowledge Bowl/Math Team), Destination Imagination.
 - Work toward not having to include Kinders with 4th graders (often a barrier because we need numbers to make it worthwhile for teachers/coaches)
 - Let's find out WHY families want more activities. IS the goal community-building, in which case it's important that's OLL-specific? Or is the goal enrichment, in which case we can set families up with local community education/sports clubs/etc.
- **Closing Prayer**

Statement of Activities
2024-2025 Budget Proposal - Summary
 February 29, 2024

	YTD Budget vs. YTD Actual	Annual Budget	Next Year Annual Budget
Income			
Parochial School			
Contributions Revenue Totals:	278.72	15,000.00	14,845.00
Dividend/Interest Revenue Totals:	12,940.52	0.00	11,399.00
Other Revenue Totals:	157.17	40,000.00	42,000.00
Program Income Totals:	3,037.33	38,030.00	43,686.00
Tuition Revenue Totals:	7,600.01	837,171.00	877,757.00
Fee Revenue Totals:	21,258.70	193,600.00	206,695.00
Fundraising Revenue Totals:	19,122.52	378,000.00	397,987.00
Sales Totals:	134.89	0.00	80.00
Student Activity Income Totals:	(341.00)	1,500.00	1,740.00
Parochial School Totals:	64,188.86	1,503,301.00	1,596,189.00
Income Totals:	64,188.86	1,503,301.00	1,596,189.00

Expense

Parochial School			
Salary/Wages Exp Totals:	6,523.83	1,186,700.00	1,229,699.00
FICA/Medicare Exp Totals:	(2,463.16)	83,887.00	86,550.00
Other Employee Benefit Exp Totals:	(305.47)	23,843.00	20,787.00
Lay Insurance Exp Totals:	(6,952.80)	127,217.00	131,265.00
Lay Pension Exp Totals:	(6,985.79)	41,809.00	41,633.00
Staff Development Exp Totals:	1,627.18	2,468.00	3,385.00
Background Check Exp Totals:	(849.00)	0.00	752.00
Building Equipment Exp Totals:	2,117.14	2,700.00	1,300.00
Computer Hardware Exp Totals:	(1,958.89)	10,000.00	10,133.00
Computer Software Exp Totals:	(2,229.47)	7,500.00	7,500.00
Computer Consulting Exp Totals:	(2,541.52)	1,800.00	2,000.00
Mileage/Transportation Exp Totals:	(283.91)	307.00	300.00
Professional Services Exp Totals:	4,967.42	12,140.00	27,172.00
Fundraising Exp Totals:	(10,575.06)	4,000.00	21,480.00

	YTD Budget vs. YTD Actual	Annual Budget	Next Year Annual Budget
Hospitality Exp Totals:	(566.61)	1,250.00	1,277.00
Marketing/Advertising Exp Totals:	(3,018.59)	15,000.00	15,000.00
Postage Exp Totals:	(270.83)	1,500.00	1,760.00
Instructional Exp Totals:	7,209.00	15,600.00	8,379.00
Program Exp Totals:	(11,528.94)	20,937.00	37,949.00
Supplies Exp Totals:	6,630.29	29,700.00	23,950.00
Telephone Exp Totals:	(4,926.68)	10,395.00	14,639.00
Utilities Exp Totals:	(124.19)	43,446.00	48,177.00
Bank Charge Exp Totals:	2,246.18	6,500.00	3,500.00
Maintenance & Repair Exp Totals:	2,834.87	13,171.00	12,000.00
Property/Liability Ins Exp Totals:	(1,177.82)	19,798.00	20,975.00
Student Activity Exp Totals:	(5,673.80)	21,500.00	24,236.00
Cost of Goods Sold Exp Totals:	(272.00)	0.00	80.00
Parochial School Totals:	(28,548.62)	1,703,168.00	1,795,878.00
Expense Totals:	(28,548.62)	1,703,168.00	1,795,878.00
Income - Expense:	35,640.24	(199,867.00)	(199,689.00)

Statement of Activities
2024-2025 Budget Proposal - Fundraising
 February 29, 2024

Account Description	YTD Budget vs. YTD Actual	Annual Budget	Next Year Annual Budget
Income			
Parochial School			
Fundraising Revenue			
Fundraising Rev - Annual Fund Program	4,127.50	175,000.00	175,000.00
Fundraising Rev - Raffle	(3,960.00)	14,000.00	12,000.00
Fundraising Rev - Keg & Cork	10,690.18	9,000.00	10,670.00
Fundraising Rev - Rake-a-thon	9,824.84	50,000.00	59,317.00
Fundraising Rev - Scholarship/Help-A-Stu	(1,147.00)	70,000.00	71,000.00
Fundraising Rev - Starlight Gala	(413.00)	60,000.00	70,000.00
Fundraising Revenue Totals:	19,122.52	378,000.00	397,987.00
Parochial School Totals:	19,122.52	378,000.00	397,987.00
Income Totals:	19,122.52	378,000.00	397,987.00
Expense			
Parochial School			
Fundraising Exp			
Fundraising Exp	(2,819.09)	4,000.00	5,000.00
Fundraising Expense - Christmas Tree Lot	0.00	0.00	60.00
Fundraising Expense - Keg & Cork	(2,806.59)	0.00	1,000.00
Fundraising Expense - Rake A Thon	(4,420.34)	0.00	4,420.00
Fundraising Expense - Help A Student	0.00	0.00	1,000.00
Fundraising Expense - GALA	(529.04)	0.00	10,000.00
Fundraising Exp Totals:	(10,575.06)	4,000.00	21,480.00
Parochial School Totals:	(10,575.06)	4,000.00	21,480.00
Expense Totals:	(10,575.06)	4,000.00	21,480.00
Income - Expense:	8,547.46	374,000.00	376,507.00

Statement of Financial Position

School Only

February 29, 2024

	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	22.50	(36.52)
1090.00S Tuition Receivable A-5-1090-00	0.00	205,132.73	205,132.73
1210.01S CCF #71013E School Agency Account A-5-1210-01	205,026.27	217,966.79	12,940.52
1230.01S CCF #51013B School PR Endowment A-5-1230-01	164,715.69	178,134.20	13,418.51
Parochial School Totals:	369,800.98	601,256.22	231,455.24
Total Assets:	369,800.98	601,256.22	231,455.24
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	(1,950.00)	(1,950.00)
2116.00S Accrued Payroll Taxes L-5-2116-00	0.00	(148.57)	(148.57)
2191.00S Deferred Tuition Revenue L-5-2191-00	7,236.97	343,059.00	335,822.03
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	687,440.77	(25,065.07)
Parochial School Totals:	694,879.23	1,004,150.83	309,271.60
Total Liabilities:	694,879.23	1,004,150.83	309,271.60
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	(77,816.36)	(77,816.36)

	<u>Year Begin Balance</u>	<u>Year to Date Balance</u>	<u>Year to Date Change</u>
Total Net Assets:	(325,078.25)	(402,894.61)	(77,816.36)
Total Liabilities & Net Assets:	<u>369,800.98</u>	<u>601,256.22</u>	<u>231,455.24</u>

