



OLL SCHOOL BOARD MEETING – ZOOM

DATE: August 29, 2024

MEMBERS:

Katye Miller (chair/finance)	P	Meggie Humphrey (at large)	P	Fr. Peter Richards (pastor)	A
Gretchen Chilson(secretary/education)	P	Claudia Thode (at large)	P	Becky Kennedy (principal)	P
Brian Govern (finance)	P	Nancy Erdman (faculty rep)	P	Amanda Moodie (dir of enrollment)	P
Tom Herr (technology)	P	Meaghan Rasset (faculty rep)	A		
Ginger Skaja (education)	P	Kate Spangenberg (faculty rep)	P		
Kassie Ricke (marketing)	A	Steve Boatright (parish council)	P		
Talia Hindi (marketing)	P			P = Present, A = Absent	

- **Opening Prayer - Katye**

- **Introductions**

- **Vote on Chair**

Katye has accepted a role as Parish Administrative Assistant at the church. The board must vote on whether Katye can continue on as Board Chair for the remainder of the year, while mentoring a new Vice Chair. *Motion to approve: Katye. Second: Ginger. Passed unanimously.*

See Katye or Becky if you are interested in being the new vice chair.

- **School Update - Becky**

24-25 School Theme Reflecting God's Love

Back To School We started school this week for K-8 and it is going great so far.

- We worked on creating a Middle School Orientation for incoming 5th graders and

transfer students. This is still being discussed on how to improve or change for next year. Lots of areas of growth.

- New this year is a preschool packet that is sent out in July to help parents feel better prepared for OLL Preschool.

Event Sponsorship Levels In an effort to share with our parent community the variety of ways our fundraisers are looking for sponsors, I am creating a [document](#) for the entire school year. Please take a look and provide feedback at the meeting. This will go out to parents in September along with information on fundraising as a whole. This will be a joint effort between PTO and School.

MNSAA See [this document](#) to review 5-year plan AND what we are focusing on this year.

Staffing We are fully staffed. I am currently looking for two long-term subs for staff who will be going on Maternity leave this winter.

Playground Rope/barrier update Maintenance is currently researching and planning what will be used instead of the rope for the south end of the playground black top barrier. We are looking at this from a whole campus view and including Maggie Sartori too. I am working with the bus company to help keep the gate closed as long as possible, before picking up students at 2:50. In the meantime, we are purchasing some orange flag rope to tie in with the current rope to make it more visible.

Professional Development

1. Preschool staff attended a SMART training this summer.
2. Middle School homeroom teachers took a 4-day Responsive Classroom training.
3. We have set up coaching once a month for three staff members. Some staff will have coaching each month, and some will have it every other month. The goal is for all staff to work with our coach by the end of the 24-25 school year.
4. We are part of a Math coaching initiative with CSCOE. Our 3-5th grade math teachers will receive coaching once a month.

- **Marketing/Enrollment Update - Amanda**

September Enrollment

Preschool enrollment is down throughout Westonka. A consideration could be the increased cost of homes in this area. Many young families may not be able to afford starter homes in this area. I did send out a preschool specific mailing on July 7th to all of Westonka district ages 3/4 (2's are not yet entered). I also handed out 80 preschool specific bags at the parade to young families. We will pick up a few students as they turn 3. I do have 2 students turning 3 in October but they are still working on potty training.

Overall retention of returning students is still VERY strong. I will provide a thorough breakdown of retention and enrollment at our September Board meeting. The barrier is now the cost of living, and conservative families either choosing to homeschool or moving out of Hennepin County or MN altogether.

Gr.	8/20
K	12
1	22
2	21
3	14
4	12
5	15
6	12
7	9
8	7
KR	16
4-5	16
3-5	11
total	167
PreK	43
k-8	124

Beginning of the school Year Historical Enrollment				
year	K-8	Preschool	Total	
<u>17/18</u>	71	52	123	
<u>18/19</u>	75	56	131	
<u>19/20</u>	80	43	123	
<u>20/21</u>	100	59	159	COVID- Increase as we were in person learning
<u>21/22</u>	118	68	186	COVID- Increase in preschool from parents holding children back during the Covid Crisis.
<u>22/23</u>	121	57	178	
<u>23/24</u>	129	49	178	Note that end of year enrollment was 172 due to mostly out of state moves
<u>24/25</u>				
<u>Current</u>	124	43	167	

Community Building:

- September 11th - 1st official family fun night at Big Stone sculpture garden.
- Sunday, October 6th Family Fun Night and FUNDRAISER at Minnetonka Orchard. The wine garden will be open serving gourmet wood-fired pizza, hot dogs and snacks. Every 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.
- October 26th, Spaghetti Dinner in the Pace Center. Save the Date!

Retention:

- All School Ice Cream Social was a hit on August 7th. Nearly 100 people in attendance.
- New Family Orientation took place on August 7th. All but two of our new families were in attendance. New family welcome boxes were distributed with a presentation from Mrs Kennedy.
- 43 Family signs were secretly placed welcoming our New Families, New Middle School Families and Kindergarten Families. Signs were placed by staff and parent volunteers. This doubles as a Marketing tactic as the signs are visible from the road and many families post images on social media.
- Ambassador/ Mentor families have been paired with all new OLL families and have reached out to them this month.

- 1st day of school celebration with large yard sign, red carpet balloons and photos in addition to parent coffee made the 1st day of school a HUGE success.

Marketing

- Ad in Laker Pioneer for Best of West Lakes: Best Private School, Best Preschool, Best Principal, Best Teacher (Mrs Laura Juneau), Best Summer Program, Best Vacation Bible School.

- Town Planner Calendar Ad proved for the 2025/2026 Calendar Distributed to homes in the West Lakes Area.

- Jubilee Counter Mate Ad renewed (Look for us at the checkout counter)

- New Preschool Inserts were designed and ordered for this years enrollment season

- OLL Church Bulletin Ad update has been submitted for review

- St Boni Parish Back page Ad purchased for the year in addition to attending their masses on August 4th and sharing school material with them.

Additional Note: We received a \$3,500 grant for Marketing and Enrollment efforts for the 24/25 school year. I will be using these funds to cover the costs of the new preschool print materials, district mailers, preschool open house entertainment and new banners for the enrollment season. Catholic School Center of Excellence (CSCOE) now serves over 150 Catholic Schools in the state of MN including several rural area schools. This expansion took place in 2022! They received an overwhelming 42% increase in the enrollment grant applications this year. We are thrilled to have the opportunity to utilize their support.

- **Fundraising Update - Becky**

We want to move toward more collaboration between parish and school, including more awareness-building for both entities about events. Also see "Event Sponsorship Opportunities" doc, linked above.

- **PTO - Katye**

Continued invitations to build a stronger community and support fundraising efforts. Next week they'll send out a snapshot of all opportunities, how to get involved, what will be discussed at which meeting, etc.

- **Financial Update - Katye**

Screenshots of the school's statement of activities as of July 31 are at the bottom of these minutes.

- **Parish Update**

- **Open Discussion**

We had some great conversation tonight around these items relating to marketing, which we'll also plan to revisit at later meetings:

- increase signage
- Be bold in our catholic branding and messaging as part of our marketing technique

- Utilize the incredible festival by placing flyers at the entrance, and have greeters reach out to families who enter (this would be in addition to our Catholic Community Booth which will be inside the festival and used to create conversations and awareness.)

- **Closing Prayer**

Our Lady of the Lake Church

Statement of Activities

School Only

July 31, 2024

	<u>Current Month Actual</u>	<u>Current Month Budget</u>	<u>Current Month Budget vs. Current Month Actual</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Budget vs. YTD Actual</u>	<u>Annual Budget</u>	<u>YTD as % of Annual Budget</u>
Income								
Parochial School								
Contributions Revenue Totals:	200.00	1,239.42	(1,039.42)	200.00	1,239.42	(1,039.42)	14,873.00	1.34
Dividend/Interest Revenue Totals:	538.73	0.00	538.73	538.73	0.00	538.73	0.00	0.00
Realized Gains (Losses) on Invest Totals:	373.64	0.00	373.64	373.64	0.00	373.64	0.00	0.00
Unrealized Gains (Losses) on Invest Totals:	5,086.37	0.00	5,086.37	5,086.37	0.00	5,086.37	0.00	0.00
Other Revenue Totals:	2,283.50	3,500.00	(1,216.50)	2,283.50	3,500.00	(1,216.50)	42,000.00	5.44
Program Income Totals:	2,867.00	3,505.91	(638.91)	2,867.00	3,505.91	(638.91)	43,686.00	6.56
Tuition Revenue Totals:	(622.00)	71,222.33	(71,844.33)	(622.00)	71,222.33	(71,844.33)	854,668.00	-0.07
Fee Revenue Totals:	1,370.00	17,145.00	(15,775.00)	1,370.00	17,145.00	(15,775.00)	206,695.00	0.66
Fundraising Revenue Totals:	3,383.98	26,198.92	(22,814.94)	3,383.98	26,198.92	(22,814.94)	314,387.00	1.08
Sales Totals:	32.00	6.67	25.33	32.00	6.67	25.33	80.00	40.00
Grant Revenue Totals:	29,310.00	0.00	29,310.00	29,310.00	0.00	29,310.00	0.00	0.00
Student Activity Income Totals:	0.00	145.00	(145.00)	0.00	145.00	(145.00)	1,740.00	0.00
Parochial School Totals:	44,823.22	122,963.25	(78,140.03)	44,823.22	122,963.25	(78,140.03)	1,478,129.00	3.03
Income Totals:	44,823.22	122,963.25	(78,140.03)	44,823.22	122,963.25	(78,140.03)	1,478,129.00	3.03
Expense								
Parochial School								
Salary/Wages Exp Totals:	80,385.48	108,646.25	28,260.77	80,385.48	108,646.25	28,260.77	1,163,247.00	6.91

	<u>Current Month Actual</u>	<u>Current Month Budget</u>	<u>Current Month Budget vs. Current</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Budget vs. YTD Actual</u>	<u>Annual Budget</u>	<u>YTD as % of Annual Budget</u>
FICA/Medicare Exp Totals:	5,725.22	7,307.08	1,581.86	5,725.22	7,307.08	1,581.86	87,685.00	6.53
Other Employee Benefit Exp Totals:	0.00	1,732.25	1,732.25	0.00	1,732.25	1,732.25	20,787.00	0.00
Lay Insurance Exp Totals:	12,753.90	10,507.26	(2,246.64)	12,753.90	10,507.26	(2,246.64)	126,087.00	10.12
Lay Pension Exp Totals:	0.00	2,992.75	2,992.75	0.00	2,992.75	2,992.75	35,913.00	0.00
Lay 403b Employer Match Exp Totals:	958.79	350.41	(608.38)	958.79	350.41	(608.38)	4,205.00	22.80
Staff Development Exp Totals:	0.00	298.75	298.75	0.00	298.75	298.75	3,585.00	0.00
Background Check Exp Totals:	89.65	62.67	(26.98)	89.65	62.67	(26.98)	752.00	11.92
Building Equipment Exp Totals:	0.00	141.67	141.67	0.00	141.67	141.67	1,700.00	0.00
Computer Hardware Exp Totals:	214.98	833.34	618.36	214.98	833.34	618.36	10,000.00	2.15
Computer Software Exp Totals:	5,171.81	833.33	(4,338.48)	5,171.81	833.33	(4,338.48)	10,000.00	51.72
Computer Consulting Exp Totals:	0.00	166.67	166.67	0.00	166.67	166.67	2,000.00	0.00
Mileage/Transportation Exp Totals:	0.00	25.00	25.00	0.00	25.00	25.00	300.00	0.00
Professional Services Exp Totals:	436.93	2,291.66	1,854.73	436.93	2,291.66	1,854.73	27,500.00	1.59
Fundraising Exp Totals:	101.85	1,789.99	1,688.14	101.85	1,789.99	1,688.14	21,480.00	0.47
Hospitality Exp Totals:	0.00	104.17	104.17	0.00	104.17	104.17	1,250.00	0.00
Marketing/Advertising Exp Totals:	940.91	1,250.00	309.09	940.91	1,250.00	309.09	15,000.00	6.27
Postage Exp Totals:	0.00	146.67	146.67	0.00	146.67	146.67	1,760.00	0.00
Instructional Exp Totals:	279.65	945.84	666.19	279.65	945.84	666.19	11,350.00	2.46
Program Exp Totals:	1,458.36	4,061.09	2,602.73	1,458.36	4,061.09	2,602.73	36,978.00	3.94
Supplies Exp Totals:	1,250.89	1,916.66	665.77	1,250.89	1,916.66	665.77	23,000.00	5.44
Telephone Exp Totals:	219.72	1,208.33	988.61	219.72	1,208.33	988.61	14,500.00	1.52
Utilities Exp Totals:	2,120.61	3,835.83	1,715.22	2,120.61	3,835.83	1,715.22	46,030.00	4.61
Bank Charge Exp Totals:	17.22	475.00	457.78	17.22	475.00	457.78	5,700.00	0.30
Maintenance & Repair Exp Totals:	402.83	1,000.00	597.17	402.83	1,000.00	597.17	12,000.00	3.36
Property/Liability Ins Exp Totals:	0.00	1,747.92	1,747.92	0.00	1,747.92	1,747.92	20,975.00	0.00

	<u>Current Month Actual</u>	<u>Current Month Budget</u>	<u>Current Month Budget vs. Current</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Budget vs. YTD Actual</u>	<u>Annual Budget</u>	<u>YTD as % of Annual Budget</u>
Student Activity Exp Totals:	913.74	2,019.67	1,105.93	913.74	2,019.67	1,105.93	24,236.00	3.77
Cost of Goods Sold Exp Totals:	96.00	6.67	(89.33)	96.00	6.67	(89.33)	80.00	120.00
Expenditures of Restricted Donation Totals:	3,883.28	0.00	(3,883.28)	3,883.28	0.00	(3,883.28)	0.00	0.00
Parochial School Totals:	117,421.82	156,696.93	39,275.11	117,421.82	156,696.93	39,275.11	1,728,100.00	6.79
Expense Totals:	117,421.82	156,696.93	39,275.11	117,421.82	156,696.93	39,275.11	1,728,100.00	6.79
Income - Expense:	(72,598.60)	(33,733.68)	(38,864.92)	(72,598.60)	(33,733.68)	(38,864.92)	(249,971.00)	

