



OLL SCHOOL BOARD MEETING

DATE: September 19, 2024

MEMBERS:

Katy Miller (chair/finance)	P	Meggie Humphrey (at large)	P	Fr. Peter Richards (pastor)	P
Gretchen Chilson (secretary/education)	P	Claudia Thode (at large)	A	Becky Kennedy (principal)	A
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)	P	Steve Boatright (parish council)	P		
Talia Hindi (marketing)	A			<i>P = Present, A = Absent</i>	

- **Opening Prayer - Fr. Peter**

- **Approve August Minutes**

Motion to approve Gretchen, Second Brian, Motion to approve minutes passed.

- **School Update - Becky**

School is in full swing, and we have been busy getting students and staff acclimated to school life, preparing for and recovering from the Incredible Festival, and communicating with everyone. Thank you to everyone who volunteered and/or attended the festival last weekend!

Strategic Plan – I'm looking for help with the following Strategic Plan items:

Objective 3 - Develop parent education opportunities to drive engagement and the success of OLL.

- Create a plan for Winter/Spring Parent Education. **For Fall we are teaming up with the parish and utilizing Colin Faust's Formation Class. I'm looking for ideas and someone to move forward with plans for Winter/Spring options. Suggested to market it as parent education, not just as a church event, to get more attendees. For Winter/Spring, idea to have parents meet in person to watch Dr. Jules, or "formed" sessions together (discussion, snacks?). Is there a way to include kids (movie night?) so the whole family can attend together? (middle schoolers/DECA/NHS watch younger kids) If it's a monthly, regular, event (always the "2nd Thursday" or whatever) attendance may improve.**
- Mentor Program (Parents as Marketing "Ambassadors") **Ideas, suggestions for utilizing parents to market our school (and possibly an acronym to represent this group)**

Objective 4 - Update/improve OLL outside grounds

- Assess playground equipment longevity and create a plan based on results **This has started.**
- Assess outdoor learning spaces and needs **I'm looking for a lead on this to gather information from teachers, research ideas, connect with parish, propose a plan (with Becky). Suggested to start with teachers and have them lead this effort.**
- Create a plan to optimize outdoor learning spaces and create a financial plan.

Believe and Read

This year, Nancy Erdman and Sarah Winterlin are becoming in-house coaches with the Groves Learning Method. We have a Groves coach onsite once a month to work with our coaches. Learn more about Believe and Read [Here](#).

Our Preschool program has officially applied and been accepted to implement Believe and Read with Preschool this year. Details are all being finalized, but this is exciting!

Coaching

This year, we continue to team up with Northshore Coaching to have an educational coach work with teachers each month to help them reach their teaching goals. Our coach works with three teachers each visit and will be here monthly through April.

Virtues In Practice (VIP)

We started our VIP program this month. Each month, we will focus on a different virtue. Each week of the month, we introduce a different piece:

Week 1	The virtue
Week 2	A saint that exemplifies the virtue
Week 3	How to practice the virtue in school
week 4	How to practice the virtue at home

We are starting with focusing on our mission this month: Praise God, Work Hard, Love One Another

NWEA Testing

Students started the NWEA Growth assessment this week. Teachers use this data to help guide the instruction needed for each student. The results create a learning continuum for teachers where each student is placed where they are proficient and ready to learn to MN state standards, and teachers can plan instruction and small groups around this data.

- **Marketing/Enrollment Update - Amanda**

Preschool net retention is 64% (we don't worry about this lower number because many families enter preschool but have always planned to send kids to public elementary schools. Largely they are not leaving because of any concerns about OLL). We may want to discuss a new "draw" (like a nature preschool? Or daycare? Or 18 month preschool?) to bring in new families.

Elementary net retention is 95%. This is outstanding and exactly where all schools hope to be!

Middle School net retention is 88% (important to keep in mind that percentage-wise, one student leaving has a big impact)

2024-2025 School Year Net Retention Data

Class	Number Enrolled at the end of the 23/24 school year	Number of Students not Returning for 24/25 school year	Net Retention Rate %	Finances or financial changes	Preschool Only Family	Moved to another area	Unhappy with teacher or student dynamic	Other/Unknown	Plans to attend Public HS, Wants Public transition now	Needed More Services
Preschool										
Preschool 1- 3/4	15	3	80%				2	1		
Preschool 2- 4/5	15	6	60%			4	2			
Preschool 3-4/5	14	7	50%	1	5		1			
Total	45	16	Preschool Net Retention Rate: 64%	(Note that we anticipate 40% of students will only attend OLL for preschool and not stay for K)						
		Total Number of Students leaving and Appx %		1- 6%	9- 56%	4- 25 %	1- 6%	1- 6%		
Grade School K-8										
Elementary K-4										
Kindergarten	21	1	95%						1 (Westonka)	
1	22	1	95%		1					
2	14	1	92%						1 (Westonka)	
3	12	0	100%							
4	14	1	92%						1 (Westonka)	
Total K-4	83	4	Elementary Retention Rate: 95%							
		Total Number of Students leaving and Appx %		1- 25%					3-75%	
Middle School 5-8										
5	13	0	100%							
6	10	1	90%					1		
7	9	3	67%						2 (Westonka)	1
Total 5-8	32	4	Middle School Retention Rate: 88%							
		Total Number of Students leaving and Appx %						1-25%	2-50%	1-25%
Total	115	8	Grade School Retention Rate: 93%							
		Total Number of Students leaving and Appx %		1 - 13%				1-13%	5 -62%	1 - 13%
Retention rates do not reflect new student enrollment. This is the most accurate guide for measuring attrition. Groos retention is not a valid indication of true attrition rates										
Net Retention is based on students who were enrolled at the end of the school year vs those who returned at the beginning of the following school year.										
Six students left during the school year and were not included in the data as they finished 50% or less of the school year reasons included:										
- 2 Preschoolers (More Services Needed)										
- One family moved out of state (1 preschool, 1 Kindergartener, 1 3rd grade)										
- 1 Second grader moved to her sibling's school as the drive from Chan was too difficult to maintain										
- 1 6th grader moved out of state										
What Does this mean: Our overall Net Retention is wonderful and has increased 10% compared to last year (2023- 83%, 2022- 80%)										
Elementary has the most significant increase, with 95% of our K-4 students returning (2023- 82%, 2022-75%)										
Partners in Mission says that 95% should be the Gold Standard net retention for all Catholic Schools to strive for.										
Exit Surveys for the year have been slow to come in. Becky and I will work through information to examine areas for improvement.										

- **Financial Update - Katye**

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

- **Parish Update - Fr. Peter**

Parish strategic plan (includes school) includes how to improve culturally and align missions (Praise God, Serve God/Work Hard, Love One Another). Continue to pray together (not just as mass but everywhere we meet), work as a team together (humble, hospitable, on fire for the mission). Begin with staff and consistent volunteers and work toward a ripple effect out into our community.

Idea: Use parent education to approach each part of the mission: "Praise God", "Serve God", "Love One Another." Encourage families to use this mission at home – what does it look like for our family to "praise God"?

- **Open Discussion**

- Tech update: School Information System recommendations coming in October.

- **Closing Prayer - Fr. Peter**

Our Lady of the Lake Church

Statement of Activities

School Only

August 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:	390.00	1,239.42	(849.42)	590.00	2,478.84	(1,888.84)	14,873.00	3.97
Dividend/Interest Revenue Totals:	766.55	0.00	766.55	1,305.28	0.00	1,305.28	0.00	0.00
Realized Gains (Losses) on Invest Totals:	3,008.25	0.00	3,008.25	3,381.89	0.00	3,381.89	0.00	0.00
Unrealized Gains (Losses) on Invest Totals:	3,507.87	0.00	3,507.87	8,594.24	0.00	8,594.24	0.00	0.00
Other Revenue Totals:	2,650.98	3,500.00	(849.02)	4,934.48	7,000.00	(2,065.52)	42,000.00	11.75
Program Income Totals:	9,734.00	4,180.91	5,553.09	12,601.00	7,686.82	4,914.18	43,686.00	28.84
Tuition Revenue Totals:	0.00	71,222.33	(71,222.33)	(622.00)	142,444.66	(143,066.66)	854,668.00	-0.07
Fee Revenue Totals:	2,580.00	17,960.00	(15,380.00)	3,950.00	35,105.00	(31,155.00)	206,695.00	1.91
Fundraising Revenue Totals:	4,305.74	26,198.92	(21,893.18)	7,689.72	52,397.84	(44,708.12)	314,387.00	2.45
Sales Totals:	3,541.00	6.67	3,534.33	3,573.00	13.34	3,559.66	80.00	4466.25
Grant Revenue Totals:	0.00	0.00	0.00	29,310.00	0.00	29,310.00	0.00	0.00
Student Activity Income Totals:	0.00	145.00	(145.00)	0.00	290.00	(290.00)	1,740.00	0.00
Parochial School Totals:	<u>30,484.39</u>	<u>124,453.25</u>	<u>(93,968.86)</u>	<u>75,307.61</u>	<u>247,416.50</u>	<u>(172,108.89)</u>	<u>1,478,129.00</u>	<u>5.09</u>
Income Totals:	<u>30,484.39</u>	<u>124,453.25</u>	<u>(93,968.86)</u>	<u>75,307.61</u>	<u>247,416.50</u>	<u>(172,108.89)</u>	<u>1,478,129.00</u>	<u>5.09</u>
Expense								
Parochial School								
Salary/Wages Exp Totals:	101,289.80	85,228.29	(16,061.51)	181,675.28	193,874.54	12,199.26	1,163,247.00	15.62

	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
FICA/Medicare Exp Totals:	7,495.53	7,307.08	(188.45)	13,220.75	14,614.16	1,393.41	87,685.00	15.08
Other Employee Benefit Exp Totals:	644.52	1,732.25	1,087.73	644.52	3,464.50	2,819.98	20,787.00	3.10
Lay Insurance Exp Totals:	13,715.11	10,507.26	(3,207.85)	26,469.01	21,014.52	(5,454.49)	126,087.00	20.99
Lay Pension Exp Totals:	6,999.47	2,992.75	(4,006.72)	6,999.47	5,985.50	(1,013.97)	35,913.00	19.49
Lay 403b Employer Match Exp Totals:	1,114.61	350.41	(764.20)	2,073.40	700.82	(1,372.58)	4,205.00	49.31
Staff Development Exp Totals:	0.00	298.75	298.75	0.00	597.50	597.50	3,585.00	0.00
Background Check Exp Totals:	39.60	62.67	23.07	129.25	125.34	(3.91)	752.00	17.19
Building Equipment Exp Totals:	117.98	141.67	23.69	117.98	283.34	165.36	1,700.00	6.94
Computer Hardware Exp Totals:	214.98	833.34	618.36	429.96	1,666.68	1,236.72	10,000.00	4.30
Computer Software Exp Totals:	309.00	833.33	524.33	5,480.81	1,666.66	(3,814.15)	10,000.00	54.81
Computer Consulting Exp Totals:	0.00	166.67	166.67	0.00	333.34	333.34	2,000.00	0.00
Mileage/Transportation Exp Totals:	0.00	25.00	25.00	0.00	50.00	50.00	300.00	0.00
Professional Services Exp Totals:	218.41	2,291.66	2,073.25	655.34	4,583.32	3,927.98	27,500.00	2.38
Fundraising Exp Totals:	655.80	1,789.99	1,134.19	757.65	3,579.98	2,822.33	21,480.00	3.53
Hospitality Exp Totals:	9.22	104.17	94.95	9.22	208.34	199.12	1,250.00	0.74
Marketing/Advertising Exp Totals:	1,969.39	1,250.00	(719.39)	2,910.30	2,500.00	(410.30)	15,000.00	19.40
Postage Exp Totals:	0.00	146.67	146.67	0.00	293.34	293.34	1,760.00	0.00
Instructional Exp Totals:	540.53	945.84	405.31	820.18	1,891.68	1,071.50	11,350.00	7.23
Program Exp Totals:	3,421.26	2,101.91	(1,319.35)	4,879.62	6,163.00	1,283.38	36,978.00	13.20
Supplies Exp Totals:	1,753.54	1,916.66	163.12	3,004.43	3,833.32	828.89	23,000.00	13.06
Telephone Exp Totals:	2,111.49	1,208.33	(903.16)	2,331.21	2,416.66	85.45	14,500.00	16.08
Utilities Exp Totals:	2,698.49	3,835.83	1,137.34	4,819.10	7,671.66	2,852.56	46,030.00	10.47
Bank Charge Exp Totals:	25.17	475.00	449.83	42.39	950.00	907.61	5,700.00	0.74
Maintenance & Repair Exp Totals:	33.33	1,000.00	966.67	436.16	2,000.00	1,563.84	12,000.00	3.63
Property/Liability Ins Exp Totals:	6,718.91	1,747.92	(4,970.99)	6,718.91	3,495.84	(3,223.07)	20,975.00	32.03

	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:	0.00	2,019.67	2,019.67	913.74	4,039.34	3,125.60	24,236.00	3.77
Cost of Goods Sold Exp Totals:	3,502.90	6.67	(3,496.23)	3,598.90	13.34	(3,585.56)	80.00	4498.63
Expenditures of Restricted Donation Totals:	34,667.26	0.00	(34,667.26)	38,550.54	0.00	(38,550.54)	0.00	0.00
Parochial School Totals:	190,266.30	131,319.79	(58,946.51)	307,688.12	288,016.72	(19,671.40)	1,728,100.00	17.80
Expense Totals:	190,266.30	131,319.79	(58,946.51)	307,688.12	288,016.72	(19,671.40)	1,728,100.00	17.80
Income - Expense:	(159,781.91)	(6,866.54)	(152,915.37)	(232,380.51)	(40,600.22)	(191,780.29)	(249,971.00)	