



OLL SCHOOL BOARD MEETING

DATE: Thursday, August 14, 2025

Location: Virtual

Video call link: <https://meet.google.com/uvb-ywua-wob>

Or dial: (US) +1 414-622-0084 PIN: 525 727 217#

[Link to 2025-2026 School Board Meeting Schedule](#)

MEMBERS:

V - Brian Govern (chair/finance)		V- Meggie Humphrey (at large)		Fr. Peter Richards (pastor)	
V- Gretchen Chilson (secretary/education)		V- Claudia Thode (at large)		Becky Kennedy (principal)	
V- Tom Herr (technology)		Nancy Erdman (faculty rep)		Amanda Moodie (dir of enrollment)	
V- Ginger Skaja (education)		Meaghan Rasset (faculty rep)		V- Allyse Rodgers (Finance)	
V- Kassie Ricke (marketing)		Kate Spangenberg (faculty rep)		V - Amy Roloefs (Fundraising)	
V- Raiya Larson (marketing)		Steve Boatright (parish council)			
Katy Miller				<i>P = Present, A = Absent, * = Proxy</i>	

Agenda

- **Opening Prayer - Brian**
- **School Update - Becky**
 - **Annunciation discussion**
- **Approve June Minutes.**
-

25/26 School Theme

"I can do all this through Him who gives me strength." – Philippians 4:13

Back To School

Teachers and staff return Monday, August 18th.

- Week focus will be collaboration, preparation and PD.
- PD focus is on counseling focus and behaviors, virtues retreat, new emergency procedures, and mindset
- New this year preschool "Meet the Teacher" event August 27.

Event Sponsorship Levels

To share with our parent community the variety of ways our fundraisers are looking for sponsors, I created a document to share with parents and community members. 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.

MNSAA

Please review the attached document for our 5-year plan and this year's focus areas. This document can be found in schoolspeak and the school website.

New Parent-Student Handbook

The Archdiocese has provided a new handbook template for the Catholic schools. Here is my proposed steps with rough timeline

1. Integrate current policies into the arch template - done
2. Hand off the first draft and the current handbook to have the ed board seats look over and make edits. - in process
3. Becky and Ed meet to walk through the edits
4. Edits made
5. Bring to the leadership team(meaghan, Kate, Nancy) for edits (October)
6. Bring to the board for further board edits(January)
7. Board vote(April)
8. Implement the new handbook in 2026

Staffing

I am currently looking for a preschool classroom assistant.

Parent Education Nights

We have scheduled two Parent Education Nights. These will be hosted by Sarah Winterlin and I and Elizabeth Carver will be presenting.

October 13 - Technology and kids

January 26 - Behavior

Ideas for how to have great turn outs are appreciated. We already plan to hand out "Out of Uniform" Passes to the families who attend.

Standard Response Protocol - new emergency response

Partnering with Westonka School district we are implementing the Standard Response Protocol for emergency situations. [Here](#) is an informational video that will be used when introducing this to families in September. Attached you can find the draft of our new emergency procedure document.

Virtue- September

In September we will focus on what a mission statement is and OLL's Mission Statement; Praise God, Work Hard, Love One Another

Professional Development Plan

1. We are working with NWEA Professional Development Trainers three times this year to review assessment data and develop learning plans based on NWEA growth assessment outcomes.
2. We have set up instructional coaching once a month for 3-5 staff members with Northshore coaching. Some staff will have coaching each month, and some will have it every other month.
3. We are part of a Math coaching initiative with CSCOE.
4. Differentiation/Behavior training is set up October 15 and January 16. These will be done with our Coach from Northshore learning, Phoenix Counseling, and our Groves Coach.
5. I have been selected to be part of the 5 Star Executive Leadership Coaching cohort with St. Mary's University and CSCOE. This will consist of monthly coaching.

Fundraising Goals - Gross Goals (for public)

Income

4330.01SD Fundraising Rev - Alumni Campaign	Not active for 25-26 school year	\$ -
4330.02SD Fundraising Rev - Annual Fund Program	Donations - General not dedicated (fill a gap)	\$ 100,000.00
4330.03SD Fundraising Rev - Raffle	CUF Raffle (100% proceeds)	\$ 12,000.00
4330.04SD Fundraising Rev - Keg & Cork	On pause.	\$ -
4330.05SD Fundraising Rev - Rake-a-thon		\$ 60,000.00
4330.06SD Fundraising Rev Scholarship/Help-A-Student		\$ 65,000.00
4330.07SD Fundraising Rev - Starlight Gala		\$ 90,000.00

Expense

6115.00SD Fundraising Exp	Christmas card, parent thank you gift, donor gift/letters/thank you cards	\$ 5,000.00
6115.01SD Fundraising Expense - raffle	Expense is prizes	60
6115.02SD Fundraising Expense - Keg & Cork	Not active	\$ -
6115.03SD Fundraising Expense - Rake A Thon	Bus, shirts, prizes, materials	\$ 4,600.00
6115.04SD Fundraising Expense - Help A	Printing mailing, this is	\$ 1,000.00

Student	high, last year was \$5.06	
6115.05SD Fundraising Expense - GALA		\$ 30,000.00
6115.06SD Fundraising Expense - Alumni Campaign		\$ -
6115.07SD Fundraising Expense - Annual Fund	We did not use last year	\$ 6,000.00

Strategic Plan 24➔29

Four Key Objectives

- #1 Ensure Academic Excellence
- #2 Catholic Identity as a Source of Strength
- #3 Ensure the viability, growth, and success of OLL
- #4 Provide a safe and attractive environment for learning



1 Ensure Academic Excellence

1. Enhance staff capability to individualize academic excellence for all students
2. Establish and create Specialist Responsibilities and Learner Outcomes
3. Establish and create Preschool tracking for Learner Outcomes
4. Implement a Professional Development Plan to support the vision of Catholic education including formation in virtue, the human person, and spiritual life

2 Catholic Identity as a Source of Strength

1. Strengthen and enhance the spiritual growth and Catholic Identity for the formation of the faith of the school community
2. Build a collaborative partnership between Church and School to enhance faith formation for students within the church and school
3. Live out our mission of serving others by being Jesus's hands and feet



3 Ensure the viability, growth, and success

1. Intentionally improve and develop the Middle School Culture
2. Faculty, staff, and families at OLL will welcome new families and provide them with an experience that will make them feel a part of our school community
3. Develop parent education opportunities to drive engagement and the success of OLL
4. Evaluate the total compensation plan for all staff
5. Establish a Parent Organization

4 Provide a safe and attractive environment for learning

1. Update and improve OLL outside grounds
2. Expand student social-emotional program
3. Strengthen the afterschool programs to help build community and enrichment opportunities
4. Behavior expectations and policies will continue to help students be their best and promote positive learning environments

Happening This Year 25/26

1 Ensure academic excellence

Catholic Study Goal 1 - Promoting a culture of Academic Integration

- Begin curricular evaluation through the lens of the new Subject Area Philosophy Statements

Strategy 1 - Enhance staff capability to individualize academic excellence for all students

- Create a development plan inclusive of process, training, support, and tools
- Implement the plan and assess

2 Catholic Identity as a Source of Strength

Catholic Study Goal 2- Create and implement a Cohesive Faculty Formation Plan

- Faculty and staff book study on the spiritual life
- Apply virtue language to discipline policies and procedures in the handbook

Catholic Study Goal 3-Family Integration into the life of the parish community

- Implement Parent Education Series
- Consider how school can support the Parish Mission
- Increase Father's presence at school

Strategy 1 - OLL will strengthen and enhance the spiritual growth and Catholic Identity for the formation of faith in the school community

- Develop a plan to assess the needs and wants for formation

Strategy 2- Build a collaborative partnership between Church and School, geared toward enhancing faith formation for students within the church and school

- With church faith formation, build a plan that brings together our school and parish communities to enhance faith formation opportunities



3 Ensure the viability, growth, and success

Strategy 1—Our Lady of the Lake will intentionally improve and develop the Middle School Culture

- Assess and reflect on current middle school culture using interviews, surveys, etc.
- Develop a plan based on assessment to celebrate positives and improve areas of growth



4 Provide a safe and attractive environment for learning

Strategy 1 - Update and improve OLL outside grounds

- Fundraise to implement the plan created
- Implement plan created in 2025

- **Marketing/Enrollment Update - Amanda**

Summer Retention Events: They were a big success

Spirit of the Lakes Parade Saturday, 7/19 with fun new shirts
Preschool/Elementary Family Aquatic Day at Mntka Regional on July 9th
MS Aquatic Day on July 11th at Bunker Water Park
All School Ice Cream Social August 6th

Upcoming Retention Events:

1st Day of School Red Carpet walk, All School Morning Meeting and Parent Coffee
(Please Attend)
Family Fun Night at Big Stone on Sept 8th 5-7 pm
Incredible Festival (Buy your wristbands)

HELP NEEDED!!!

Welcome, MS and Kindergarten Signs. I am looking for volunteers to help place these signs in the coming weeks. If you would be willing to take 4-5 signs and place them (secretly) please let me know.



Summer Marketing:

- St Boni Crown College Baseball Field Banner
- Westonka Wolner Field Baseball Field Banner Jubilee Counterpart
- Over 200 swag hand outs at the Spirit of the Lakes Parade
- 100 preschool specific handouts at Spirit of the Lakes Lakes Pioneer Ad in the SOTL issue

Working with a potential to obtain the St Boni Billboard East Bond. Grant proposal sent in to CSCOE for support. More to come at the September meeting.

OLL won several Best of Awards.. I can announce once they release their Best Of Section in October.

- Best Preschool
- Best Private School
- Best Summer Camp
- Best Teacher – Nancy Erdman
- Our Lady of the Lake Church for Best Vacation Bible School!

Thank you for voting. **We had A LOT MORE COMPETITION THIS YEAR WITH THE PRESCHOOL AND THE PRIVATE SCHOOL SECTIONS.**

August Enrollment Update:

	25/26 Enrollment as of 8/14
Gr.	
K	14
1	10
2	20
3	16
4	12
5	12
6	13
7	13
8	10
Preschool 1	16
Preschool 2	18
total	154
Preschool	34
k-8	120

Inquiries for the 2025/2026 School Year			
	Number of Inquiries	Tours Scheduled for this month	Tours Complete in this month
24/25	4		4
Sept	3	0	0
Oct	2	1	1
Nov	2	3	3
Dec	3	1	1
Jan	4	3	3
Feb	3	4	4
Mar	2	4	4
April	1	1	2
May	3	3	3
June	1	1	1
July	1	1	
Aug	2	3	3

Comparison 2024/25 K-8:123 Preschool:46

Things to celebrate:

- MS is 48 students strong with 3 NEW Middle Schoolers YAY! Our MS total grows every year
- Overall enrollment is still up 29% from our pre covid numbers; from 120 total to 154
- Our K-8 enrollment is still up 50 % from precovid numbers; from 80 students to 120
- The families that are here truly want Christian education and see the value of OLL.

Mrs Kennedy and I have sent exit surveys to all families. We will review retention numbers, withdrawals and look at reasons for with drawing. I will review this is September.

In addition I am working on new Marketing options and plan to work directly with CSCOE on preschool enrollment. Unfortunately it is down throughout Westonka. We are hopeful that it is a "blip" and will stabilize.

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- **Finance Update - Brian/Allyse**

- FY2024-2025 Update

- The final end-of-year financial statement isn't ready yet, and will be published in September.
- Forecast End of year revenues and actual expenses for the school were substantially in-line with the budget forecast.
- There was a negative \$45k adjustment made to tuition revenues to account for uncollectable tuition from past years
 - This was an artefact from the change in how uncollectable tuition was recognized under the previous accounting system
 - The result is the apparent end of year deficit increasing by \$45k
 - This is an accounting change only and does not reflect any material deviation from the budget
 - The school budget is 'zeroed' out at the beginning of the school year, so there is no material ongoing affect.
- In the school's development fund, there is a \$24k liability that was not properly documented.
 - Because of the lack of documentation, we don't know exactly what this liability represents
 - This liability will likely be written off in 2026, and will result in a similar accounting charge, but will not adversely affect the balance of the school development fund.
- A note on the parish investment in the school.
 - Each year the parish budgets a specific amount to invest in school operations.
 - Because the school and parish are one entity this investment is represented as a deficit on the schools books.
 - It can appear that the school is operating at a significant deficit because of this. However, as long as the deficit is in-line with the budgeted investment from the parish we are still "on-budget"

- FY2025-2026 Budget

- Revenue Budgeted at \$1,583,996 compared to 24-25 actual YE revenue of \$1,655,445 reflecting slightly lower enrollment
- Expenses Budgeted at \$1,838,624 compared to 24-25 actual YE expenses of \$1,904,608* (adjusted to back out uncollectable debt writeoff for apples-to-apples comparison). The
- Anticipated Parish investment is in line with 24-25 at \$254,629

- **PTO Update**

- The school will be bringing back service points in 2025-26 replacing the PTO system.

- **Parent/Community Comments and Questions**

- To ensure the school board is responsive to parent questions and to provide a formal mechanism for parent/community feedback we invite interested parties to provide feedback to the board.
- To help ensure accurate note-keeping we ask that speakers address a single topic at a time, and limit their comments to 3 minutes when possible.

- Any written feedback to the board or background information related to may be sent to Brian Govern or Becky Kennedy ahead of the meeting for distribution to the board.
- **Old Business**
 - Bylaw updates - [Version to edit](#)
- **New Business/Open Discussion**
 - Discuss board goals for the 2025-2026 school year
 - Board Self Evaluation - We want to implement an ongoing self-evaluation for the 2025-26 school year
 - i. [Current Form](#)
 - ii. External [Example 1](#)
 - iii. [External Example 2](#)