



**OUR LADY  
OF THE LAKE  
CATHOLIC SCHOOL**

**OLL SCHOOL BOARD MEETING MINUTES**

**NOVEMBER 5<sup>TH</sup>, 2015**

**MEMBERS**

Mary Ament-Johnson (Tech. & Secretary)	P	Shawn Hogan (Advancement Director)	P	Molly Price Munson (Marketing)	P
Bob Chilson (Parish Council)	A/I	Becky Kennedy (Principal)	P	Mike Reier	P
Gretchen Chilson (Education)	A/I	Kelly Monette (Marketing)	P	Kassie Ricke (Fundraising)	P
Rick Epple (Finance)	P	Adrienne O'Connor (PTO)	P	Melinda Young (Teacher Liaison)	P
Rhonda Eurich (Church Administrator)	P	Fr. Tony O'Neill	A/I		
Kirk Geadelmann (Chair)	P	Danny Patterson (Tech. & Vice – Chair)	P	A=Absent, I=Information, P=Present	

**MEETING OBJECTIVES: COMMITTEE REPORTS**

**Next Board Meeting – December 3<sup>rd</sup>, 2015 @ 6:30P Location – Fireside Room**

**Agenda**

1. Opening Prayer St. Francis - All
2. Approve October meeting minutes - Mary
  - a. **Notes: Motion to approve by Danny seconded by Kelly**
3. School update - Becky
  - a. **Notes:** Notes from Kendra; MAP testing complete kids did pretty well. Entire 7<sup>th</sup> grade tested into Algebra 1. Enrollment at 100. Pre-school. Bringing successful learning behaviors in the classroom. Reviewing the MNSAA process – specifically our mission statement.
  - b. **Notes:** Research tools for blended learning 5 – 8.
  - c. **Actions:** Start brainstorming process for mission statement - Shawn
4. Marketing update - Kelly
  - a. **Notes:** Need to open the line of communication with church, school and grace family center; Need to be more strategic on fundraising between all of the groups.
  - b. **Notes:** Grand Knight (Dave) has approved doing a Father/Daughter dance on 2/20/2015 for the parish/school – Free event
  - c. **Notes:** Movie night coming up November 14 – Free event
  - d. **Notes:** Catholic Schools Week 1/31 – 2/5
  - e. **Actions:** Create a master calendar, strategic plan on what organizations we are approaching for donations, etc.
5. Fundraising update - Kassie
  - a. **Notes:** Rake-a-thon was a success! Thank you Kelly Monette for organization. Made our goal.
  - b. **Notes:** Bash – April 15<sup>th</sup> or 22<sup>nd</sup>, dates and venues being looked. - Tara C. & Jen R.



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- c. **Notes:** Golf – Exploring venue – Danny
- d. **Notes:** Beer N’ the Barn – February 6<sup>th</sup>; Working on logistics; T-shirt vendor; Food truck
- e. **Actions:** Find a corporate match for next year for Rake-a-thon

6. Technology update - Mary

**Notes: Items Completed 10/1/2015 – 11/5/2015:**

- a. Update Google apps configurations
  - i. Mike S. worked with Melinda on updating configurations of both apps and user settings
- b. Update Chromebook management console
  - i. Substantially complete, still have a of couple tweaks
- c. Update group policies
  - i. Most of the policies have been updated. Need to evaluate configurations and potentially add a few more

**Notes: Items that are in progress as of 11/05/2015:**

- d. Create 3-5 year technology roadmap - 12/1/2015
  - i. Met in October and began the process of documenting the OLL Tech Roadmap
  - ii. Next tech. meeting November 23<sup>rd</sup> to finalize
  - iii. Will present roadmap to the board at the December meeting
- e. Research and choose a School Information System (SIS) - 2/28/2015
  - i. Demos to be scheduled November and December with Blackbaud and PowerSchool
- f. Re-catalog the library to online Follett (ongoing until complete)
  - i. Reference books are all that remain to be entered.

7. Advancement Director update - Shawn

- a. **Notes:** Shawn presented 90-days goals for the advancement office. We are off to a great start with re-branding OLL!
  - i. **90 Day Advancement Goals:**
  - ii. 1. Review the current mission statement for confirmation or overhaul; if overhaul, lead the mission brainstorm process with parents and faculty and draft new mission statement.
  - iii. 2. From the mission statement, pull out key messaging and a tagline.
  - iv. 3. Review the current logo and redesign as needed to accurately reflect the new mission/tagline.
  - v. 4. Roll out the new visual identity and rally school-community stakeholders in regards to the new mission.
  - vi. 5. Get professional photography done and start using it on the website, social media, for marketing materials, etc.
  - vii. 6. Host one fall Informational Meeting for parish families and transfer students.
  - viii. 7. Set early re-registration dates for the next school year.



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- b. **Notes:** Informational Night – 12/2/2015 for prospective students not currently attending OLL
  - c. **Actions:** - Create a master calendar, strategic plan on what organizations we are approaching for donations
8. Closing Prayer Hail Mary - All

**ACTION ITEMS FROM 11/05/2015 OLL SCHOOL BOARD MEETING**

<u>ID</u>	<u>Action Item</u>	<u>Resource Assigned</u>	<u>Status</u>	<u>Date Due</u>
1	- Start brainstorming process for mission statement	Shawn	In-Progress	2/4/2016
2	- Create a master calendar, strategic plan on what organizations we are approaching for donations, etc.	Shawn/Kelly M./Kassie	In-Progress	2/4/2016
3	- Find a corporate match for next year for Rake-a-thon	Kassie	In-Progress	05/05/2016