



**OUR LADY
OF THE LAKE
CATHOLIC SCHOOL**

OLL SCHOOL BOARD MEETING MINUTES

DECEMBER 3RD, 2015

MEMBERS

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

MEETING OBJECTIVES: COMMITTEE REPORTS

Next Board Meeting – January 4th, 2015 @ 6:30P Location – Fireside Room

Agenda

1. Opening Prayer - Fr. Tony 5 min
2. Approve minutes – Kirk - 5 min
 - a. **Notes: Kirk asked for vote to approve November minutes. Received yes vote from members present and the remainder via email.**
3. School Update – Becky - 15 min
 - a. **Notes: Becky provided a school update.**
 - i. Plan to offer engineering program after school for students.
 - ii. Lab Learner is company that comes in and builds entire science lab, updates textbooks, and provides professional development for teachers. \$78k for pre-K thru 8 and \$40k for grades 5-8 only.
 - iii. **Action: We need to identify funding plan and timing for implementation of Lab Learner (2016-17 school year?).**
 - iv. Plan to do annual overnight science museum trip for 5th graders. This year will be the first and it will happen April 28/29. With this event, we now have unique events for each middle school grade that includes 6th grade Baker Park overnight and 7th grade Wolf Ridge 5 day trips. The goal is to offer special out of the classroom learning experiences that students will be excited about each year during middle school.



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4. School Advancement Update - Shawn

a. Notes: Shawn provided a school advancement update.

- i. Enrollment currently at 101. Pre-K of 37 is included in this number which is two students short of full capacity.
- ii. \$15k marketing budget for 2015-16 has been spent. We discussed allocating \$15k more to fully fund school signage, kindergarten roundup and other key activities.
- iii. OLL videos are done and posted on website and Facebook.
- iv. Information Night on December 2 had no attendees. Target audience was parish families, former OLL families, current pre-K families and local daycare/pre-school families. Some takeaways from event: info nights need to be tied to a school event to ensure we have captive audience, targeted email and social media pushes to intended audience, students in uniform to greet guests.
- v. Initial contact has been made with a number of parents to form a parent recruitment and retention committee
- vi. Kindergarten roundup scheduled for January 25 at 6pm. Will use current census data to send invitations to 2016-17 K aged students. 4 week ad in Mound and Orono newspapers. Banner for building. K-roundup on website with RSVP.

5. Marketing Update Kelly M. - 10 min

a. Notes: Kelly M. Provided a Marketing update

- i. Ideas for social activities include father/daughter dance and wine & cheese tasting event.
- ii. School calendar on website has list of events including social and fundraising

6. Finance Update – Rick -10 min

a. Notes: Rick provided a finance update

- i. Fundraising is just really starting to kick into gear.
- ii. Expenses are in line with budget year to date

7. Technology Update- Mary – Report submitted electronically

a. Items Completed 11/5/2015 – 12/3/2015:

- i. Created 3-5 year technology roadmap - 12/1/2015 Will present draft roadmap to the board at the January meeting
- ii. Met with representative from PowerSchool. Demo was presented. 11/23/2015
- iii. Updated Google apps configurations
- iv. Mike S. worked with Melinda on updating configurations of both apps and user settings
- v. Updated Chromebook management console
- vi. Updated group policies
- vii. Required all users to change passwords
- viii. Evaluated hardware in the tech lab and sorted by usefulness



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b. Items that are in progress as of 12/03/2015:

- i. Research and choose a School Information System (SIS) - 2/28/2015
- ii. Demo to be scheduled in January with Blackbaud
- iii. Re-catalog the library to online Follett (ongoing until complete). Reference books are all that remain to be entered.
- iv. Full hardware inventory of all equipment connected to the network and locations. Currently researching options – 12/03/2015
- v. Full software inventory including location of installation media and license keys. Currently researching options – 12/03/2015

c. Upcoming Projects

- i. SIS implementation – Spring 2016

8. Closing Prayer- Fr. Tony

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.	Kelly M.?	In-Progress	2/4/2016
3	- Find a corporate match for next year for Rake-a-thon	Kassie ?	In-Progress	05/05/2016

ACTION ITEMS FROM 12/03/2015 OLL SCHOOL BOARD MEETING

<u>ID</u>	<u>Action Item</u>	<u>Resource Assigned</u>	<u>Status</u>	<u>Date Due</u>
1	- We need to identify funding plan and timing for implementation of Lab Learner (2016-17 school year?).	Rick/Kirk	In-Progress	09/01/2016