



**OUR LADY
OF THE LAKE
CATHOLIC SCHOOL**

OLL SCHOOL BOARD MEETING MINUTES

APRIL 7TH, 2016

MEMBERS

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

MEETING OBJECTIVES: COMMITTEE REPORTS

Next Board Meeting – May 5th, 2016 @ 6:30P Location – Fireside Room

Agenda

1. Opening Prayer - Becky 5 min
2. Approve minutes - Mary - 5 min
 - a. **Action:** Need to approve March minutes at May meeting
3. Discuss 2016 – 2017 Board Elections – Kirk
 - a. Open Seats Finance, Technology, Marketing, At-large, Education
 - b. Determine Communication and Election Plan/Implementation
 - c. Need to know if those terms that are up if they are coming back: Danny (yes), Molly (maybe), Kirk (maybe)
 - d. Elections will be May 6 & 7; communication church bulletin and weekly school email
 - e. **Action:** Danny to send Mary information/documents from last 2015-2016 elections; Mary to spearhead along with Rick, Kelly, Kassie – Nominating committee
4. Review and Discuss Enrollment Strategy
 - a. 3-year enrollment targets
 - b. 2016 – 2017 budget
 - c. **Approval: Motion to approve 2016 – 2017 budget made by Kassie and seconded by Kelly – Budget approved unanimously**
5. Discuss parent communication to explain: – Kirk
 - a. 3 year enrollment goals
 - b. Commitment to blended learning (tailors learning needs and allows us to flex to maximize resources)



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- c. Plan to flex class sizes; flipped classrooms (classes may be combined for certain grades where enrollment is low and as enrollment grows classes will be separated and staffing will be added as needed) Basically if a classroom is combined it may not be combined forever.
 - d. **Discuss:** Inform board and assign staff and/or board member to write parent communication. Set deadline for communication. Communication deadline is:
 - e. **Information session, unveil the video, cards to hand out, announce at Mass** – play video after Mass. Announce variable tuition (beginning of May), yard signs, grade level/school level social event in homes, prospects invited to an open house. Article for paper.
 - f. **Events: 1. Variable tuition, 2. Parent coffees, 3. Call for referrals, 4. Families to host grade level/school level in home event, 5. School open house**
 - g. **Kelly – PreK; K/1 – Kelly Schepp; 2/3 – Danny; 4-7 – Kassie/Mary/Mollie**
 - i. **Format for grade/school level event in home**
 - h. **School Mass – coffee after each grade level Mass for parents of class(es) responsible for Mass**
6. Review and discuss strategy to achieve 120 enrollment target for 2016 – 2017 school year. – Shawn/Kirk/Becky
- a. **Discussion:** Determine immediate next steps to begin to engage all school parents in enrollment/recruiting effort and assign responsibilities for specific activities. **(See above 5g)**
7. Review and discuss fundraising plan for remainder of 2015 – 2016 year – Kirk
- a. **Discuss :** Identify and discuss areas of need to support remaining fundraising activities including Bash, Golf Event and Special Fundraising
 - b. **Action:** Kirk to draft letter to parent to ask for their involvement and support for Bash, Golf Event and begin to set expectation for next year that we are looking for event chairs.
8. Review and discuss fundraising plan for 2016 – 2017 – Kirk
- a. **Approval:** Approve fundraising plan. **Motion made by Danny seconded by Rick – Approved unanimously**
 - b. Fundraising Schedule for 2016 - 2017 School Year: **August** – Keg & Cork; **October** – Rake-a-thon; **October** Ambassador Dinner; **December** – Alumni Drive/Steak Dinner; **March** – Scotch Tasting; **April** – Starlight Ball; **June** – Golf event
9. Closing Prayer – Becky

ACTION ITEMS FROM 04/07/2016 OLL SCHOOL BOARD MEETING

<u>ID</u>	<u>Action Item</u>	<u>Resource Assigned</u>	<u>Status</u>	<u>Date Due</u>
1	- Call Sonja Ess	Becky	In-Progress	04/15/2016
2	- Connect with Kathie Brown and Keith Radcliffe on how OLL alumni excelled in high school.	Becky	In-Progress	05/01/2016
3	- Send out an ask for people who would benefit from a phone call and information about OLL to parents	Becky	In-Progress	04/15/2016



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4	- Schedule coffees after school Mass for parents of the grade that lead Mass	Becky	Complete	04/15/2016
5	- Danny to send Mary information/documents from last 2015-2016 elections	Danny	Complete	04/08/2016
6	- Approve March Minutes	Mary	Not started	05/05/2016
7	- Kirk to draft letter to parent to ask for their involvement and support for Bash, Golf Event and begin to set expectation for next year that we are looking for event chairs	Kirk	In-Progress	05/05/2016
8	- Contact all middle school parents and invite them to the Bash, Ask these parents to invite 10 people.	Kassie	Complete	04/22/2016
9	- Arrange a middle school party.	Kassie	Complete, 5/20	05/05/2016
10	- Look into dates for Keg & Cork	Kassie	In-Progress	05/05/2016
11	- Invite young families to the Bash	Kassie	Complete	4/22/2016
12	- Call grade 3 / 4 parents and remind them to purchase Bash tickets	Molly	Complete	4/22/2016
13	- Talk to Lisa Jensen and Pat Maud about what the Spirit of the Lakes Beer Tasting is comprised of. Discuss with them operation and if Keg & Cork will suffer timing wise if we hold it within a month or so of this event	Molly	In-Progress	5/5/2016

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?).	Kirk/Rick	In-Progress	6/1/2016

ACTION ITEMS FROM 1/07/2015 OLL SCHOOL BOARD MEETING

<u>ID</u>	<u>Action Item</u>	<u>Resource Assigned</u>	<u>Status</u>	<u>Date Due</u>
1	- Revisit teacher tuition discount increase in 2017	OLL Board		November 2016