

Executive School Board Minutes
Our Lady of the Lake Catholic School
Monday, August 22nd at 5 PM

- 1) Call to Order = 5:00 PM
- 2) Opening Prayer – Father Jerome
- 3) Members: Patrick Miller – Parishioner, Kim Long – Parent, Kyle Ellefson – Parent, Betty Swiston – Principal, Father Jerome – Pastor, Karen Swanson – Business Admin.
- 4) Attendance: All were present except for Kim Long
- 5) Discussion of full-time secretary – tabled until next meeting
- 6) Reading of School Mission & Vision Statements
- 7) Approval of minutes from June; Pat motion to approve, Karen second. All in favor.
- 8) Review of Mission Statement, Vision and Tagline (Betty Swiston)
 - Further importance and relevance during Year of Self Study
 - Vision = “old” mission statement
 - Mission = followed what we have been directed to do by the diocese
 - Tagline = Profile of an 8th Grade Graduate
 - Staff and leadership will be reviewing these along with Anna Richardson
 - All will provide further input by next School Board Meeting in October

9) Principal’s Report (Betty Swiston):

a) Annual State of the School Report presented

- Kyle motion to approve; 2nd by Pat
- Report will be forwarded to all councils
- After approval, report will be inserted into Church bulletin in Mid-September

b) EFG (or FEG) Committee

Fundraising

- BIG Money Raffle ticket sales made a little over \$7,000
- Previous years averaged around \$3,000 in sales
- Winners posted on Facebook

Grants

- Working on a Re-Accreditation (2022-24) grant
- \$2,500 grant for Science Kits (Mrs. Weaver) has been received; will be used in the library
- Mental Health Training is scheduled for August 30th, OLL staff, parents and parishioners can join
- Looking into a Heating System grant with Karen Hoglund

Enrollment

- Enrollment as of 8/17/2022:
PreK (daily) M = 25, T = 28, W = 25, Th = 26, F = 20
K = 14, 1st = 19, 2nd = 13, 3rd & 4th = 27, 5th & 6th = 20, 7th & 8th = 13
- Recommended full time aide for Kindergarten at 15 students
- Job opening: Two Afterschool directors (2 hours a day)
- Discussion of School Staff

c) **Re-Accreditation**

- Self Study for Domains A, B, C and D (Begins August 18th, 2022)
- Domain A (Mission and Catholic Identity) – Anna Richardson
- Domain B (Governance and Leadership) – Pat Miller
- Domain C (Academic Excellence) – Teachers
- Domain D (Operational Vitality) – Karen, Finance, Buildings and Grounds
- Need two volunteers to help with surveys for stakeholders
- Study to be completed by March 2023 with Final Report delivered May 2023

d) **Hot Lunch DPI Program** – Working with Washburn School

10) Building Updates

- Sale of DePadua and Convent Buildings together has commenced
- Replacement of HVAC System is the next big project set for 2022-2023
 - Johnson Control estimated costs of \$120,000
- Electrical Panel replacement possibly in 2024-2025
 - Estimated cost of \$65,000
- Bathroom remodel should be complete by start of school year

11) Finance/Business Report (Karen Swanson):

- Discussion of HVAC Bids (one for \$106K and one for \$140K)
- Budget for School year 2022-2023 was presented

12) Pastor's Report (Father Jerome):

- School starts September 1st**
- September 10th, 2023 @ 10 AM will be the 150-year Jubilee Celebration
 - Ideas: OLL Parish Reunion, Jubilee Concert, Reconciliation of Healing

13) Father re-iterated that the school security system meets all the standards both in the building and the parking lot. System reviewed weekly.

14) Date of next meeting set for October 17th, 2022 at 5:15 PM.

15) Meeting adjourned

