

Executive School Board Minutes
Our Lady of the Lake Catholic School
Monday, June 6th at 4 PM

- 1) Call to Order = 4:00 PM
- 2) Opening Prayer – Betty Swiston
- 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 Pat Miller
- 5) Reading of School Mission & Vision Statements
- 6) Approval of minutes from February; Kyle motion to approve, Kim second. All in favor.
- 7) Principal's Report (Betty Swiston):

a) EFG (or FEG) Committee

Fundraising

- BIG Money Raffle ticket sales are going well. \$10,000 is the goal whereas \$2K to \$3K in sales over the past few years.
- In addition to parent and family sales, planning to sell tickets at upcoming Bay Days on Main Street and also at the Cluster Picnic in August
- Bottled water sale set for 4th of July Parade

Grants

- New Employee Grant is ready to be submitted
- \$4,000 grant for breakfast program has been received
- \$2,500 grant for Science Kits (Mrs. Weaver) has been received

Enrollment

- Currently 126 students have enrolled for 2022-2023 school year
- WPCP = 67 students and SNSP = 17 students
- Discussion of the 5-year plans looking back to the numbers from 2020-2021 through the projections for 2024-2025 years

b) **5-Year Plan (Discussion of the major points)**

OLL School/Church

- Last revised 5/27/2022 for enrollment for 2021-2022 school year
- Combining 3-4, 5-6 and 7-8 for 2022-2023 school year
- Goal for OLL School to have 70 or more students in WPCP and 18-20 in SNSP
- Class sizes increased to 25 for all classes following DPI Guidelines
- Discussion of possible number of students in the coming years

Building Updates

- Plan to sell DePadua and Convent Buildings together
- Physical Education would still take place in classrooms or Social Hall
- 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
- Nothing planned as of yet for 2023-2024 year
- Bathroom remodel is ready to begin after the last day of school (6/8/22)

Technology Updates

- 2022-2023 will see the need for replacement of 40 Chromebook computers
- Estimated cost of \$25K/year with \$16K from Emergency Funding Connectivity
- Need a new router license
- Father asked how often students use these Chromebooks?
 - Daily in the older grades
- Father highlighted the need for transparency with these replacements so that all involved parties are kept aware of these costs

Choice Programs

-It is estimated by 2024-2025 school year that 75-80% of all students will qualify for Choice Programs. This would greatly lower the need for the parish subsidy with an eventual goal of a subsidy of only \$80,000/annually.

c) **Re-Accreditation**

-Betty explained that there will be four separate domains created beginning in August of 2022 that will meet throughout the school year. There will be 5-6 planned meetings for each group with one or two main members from each domain working with Betty directly. The purpose of this work will be to generate a final report by April or May of 2023 that will be turned in to the governing authority to determine Re-Accreditation. The domains are as follows:

- 1) Domain A = Mission and Catholic Identity
- 2) Domain B = Governance and Leadership
- 3) Domain C = Academic Excellence
- 4) Domain D = Operational Vitality

-The actual visit with the accreditation team will be in 2023-2024

d) **Staffing**

-Still in need of one full time middle school teacher and one part-time PreK aide

-Hot Lunch DPI Program has a Joint Agreement with Washburn School District for 2022-2023 school year

8) Finance/Business Report (Karen Swanson):

-Bathroom Remodel is ready to go

-Discussion of HVAC Bids (one for \$106K and one for \$140K)

-Letter sent to Bishop for approval of the sale of DePadua Building and Convent

-September 10th, 2023 will be the 150-year Jubilee for OLL

-Budget for School year 2022-2023 has been met! (If enrollment maintains)

9) Pastor's Report (Father Jerome):

-8th Grade Graduation (6/3) was well attended.

-Church attendance has come back up and this is very encouraging

-Cluster Outdoor Mass set for August 7th at 10 AM

-September 10th, 2023 @ 10 AM will be the 150-year Jubilee Celebration

 Ideas: OLL Parish Reunion, Jubilee Concert, Reconciliation of Healing

-Also thinking it would be wise to attempt to payoff the bank loan during the Jubilee

-Reminder that the proceeds from the sale of DePadua would go to capital expenditures

10) Betty informed the group that Peggy Schoenfuss (Superintendent) recommended having the discussion for determination of board membership length. A 3-year term limit is suggested and, for the sake of this being a new board set up for the 2021-2022 year, felt it would be wise to schedule the withdrawal of members. It was suggested that Pat Miller will serve one more year, Kim Long will serve two more years and Kyle Ellefson will serve an additional three more years.

11) Board Evaluation – Betty requested that each board member fill out an evaluation that would help to ensure the Executive Board functions as established. She would like these turned in as soon as possible.

12) Father discussed the fact that, although the All-Parish meeting in late 2021 was difficult, it ultimately proved very beneficial to the Parish as everyone now seems to be on the same page. He recommends holding another All-Parish meeting possibly in late October or early November of 2022.

13) Date of next meeting set for August 22, 2022 at 5 PM.

14) Father said a closing prayer.

15) Meeting adjourned at 5:30 pm