



OUR LADY OF THE LAKE

CATHOLIC SCHOOL

Our Lady of the Lake Advisory Board Jan 25, 2023 @ 7:00pm Meeting Minutes Downtown Campus (MSHS)

Present: Kim Siglow ,Chris Cullen, Donna Howard, Stephen Milanowski, Megan Munafo, Noreen Szymanski, Kevin Riehl , Larry Glendening , Sherri Kirschner, (James White, exit 7:40), Phil McDonald, Todd Zarotney

Absent: Father John, Jody Maher, John Carr, Theresa Hall

Call to order at 7:00 pm

Opening prayer

Review and approval of minutes from Nov. 14, 2022- Motion to approve Megan Munafo, Donna Howard

Elementary School Update - Sherri Kirschner

Our Makerspace was installed the week of Christmas break. A teacher from each cluster and I will receive training on the equipment on Feb 8th and we will pass along the information to everyone else. An additional training day will be held this summer for all teachers on how to effectively use everything. Lesson plans are accessible and teachers can start using the materials as soon as they are comfortable with it.

As you know, I decided to focus on differentiation within the classroom this year based on our nationally normed data/test scores. I've asked Jody to help "monitor" that when she is here every other week. She had her first visits this week and shared some amazing differentiation happening in every grade.

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I've also decided to focus on PD this year on how to help all students be successful by meeting them at their level and using strategies to help them grow. This week, Mrs. Skelly, Mrs Boston and I attended a Minds in Motion workshop. It is all about the science of the middle ear and how it affects learning, specifically reading. It works on crossing the midline. Through a generous donation at Christmas, I ordered all the necessary materials to set up the MIM Maze in our gym. Once set up, students in grades TK - 2 will begin visiting it every day for 15 minutes (1 minute per station). I used this program at my previous school and saw great success, as their research indicates. While not every student demonstrates a need, I truly believe it will be helpful to all. I'd like to thank the FUND for giving us the opportunity to send our staff to quality PD.

We just finished our Winter assessments and teachers are looking at their class to see trends for example - students at or below grade level are showing growth, but students above grade level are not. Data explored during staff meeting this week.

We're gearing up for CSW – it is always a special time in the building.

Thank you to the FUND for the professional development funds, they are being utilized well this year and benefiting our students.

Finally, some of my teachers were wondering if these meetings would ever be offered online again? Board will explore options into the virtual option for streaming but keep the format of in-person.

MS/HS Update - James White

Special thanks to the Ms/Hs staff to help cover the front office, shows change in culture and positivity of the school.

Special thanks to Phil for running the athletic program so well.

Enrollment, special thanks to Larry Glendening on all the work on this front. Reaching out to families to look for new students.

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Tim Wheeler working hard on campus ministry, special thanks.

Salaries continue to be an issue for teachers.

Retreats set for campus ministries.

Board Notes January 25, 2023

Principal: J. White-Downtown Campus

HSPT: High School Placement Exam

- All grade 8 OLL students
 - Grade 8 Exam date: February 8, 2023
- All new high school students will take the exam prior to enrollment confirmation
- HSPT: <https://ststesting.com/hspt/>

DECA:

This past Friday our OLL DECA chapter competed at our first district conference competition, at Western Michigan University College of Business. We had 18 students compete in 12 different events ranging from: Hospitality Services Team Decision Making Series, Business Laws and Ethics Series, Principles of Finance and others. Our chapter performed exceptionally well for a first year chapter having 6 different students qualify for alternatives for the state competition, which will be held in Detroit on March 10-12th, as a chapter we also earned the DECA Thrive Award for our membership growth.

The students that qualified as alternates are Owen McLoughlin, Aribel Mills, Nathan Poll, Vincent DeStazio, Isabelle Schrauben, Billy Boston and Claire Jollay.

The deadline for the state conference is February 8th and the Alternatives will know if they are going by the end of the week next week.

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We do have 2 events that automatically qualify for the state competition; those are Paul Yurewicz, Bruno DeSouza, and Andrew Sobottke competing in the Stock Market Game and paper, and Hanna Yankauskas competing in a written paper on hospitality management.

Scheduling:

- Courses have been confirmed and all scheduling with students will be completed by Feb 1.

Catholic Schools Week: January 29-February 3

Lakers Supporting Lakers Week: February 6-10

WinterFest Week: February 21-24

French Exchange Program: January 27-February 23

- 4 students Loches France, Saint-Denis
- 1 sophomore, 3 grade 8
- Tentative plan to travel to Saint-Denis May 18-Festival of the Arts and Sciences

The theme this year that was chosen is Children Shows.

Next week the Juniors will be sending out themes to choose from to the class advisors so they can begin to come up with ideas to decorate their classroom.

For example: Mr. Rogers, Teletubbies, Dinosaur Train, Magic School Bus, etc...

We choose this theme to help the Elementary School feel more connected to be more one building versus the two.

The theme days will be as follows:

Monday (No School)

Tuesday (Fat Tuesday) Holiday dress. Each class will pick a holiday to dress up as. For example Freshman Christmas, Sophomores Fourth of July, Juniors Valentines Day, etc...

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Wednesday (Ash Wednesday) Dress in your Sunday Best

Thursday: Dress in your Theme

Friday: Spirit Day, Dress in your Blue and Gold

We will be having a traveling pep assembly going to the elementary school on Friday, so the Elementary school gets to participate in some of the fun.

For our Pep Assembly it will be from 1:15-2:30 it will include

- WinterFest Court (King, Queen, Prince and Princess)
- Team Dance
- Tug of War
- 1/2 Court Shot
- Balloon Tag

Right after school we will have the Potluck, and it will be taking place in the school's cafeteria right before the boys JV game, and some of it during, just so everyone will be able to come get some food at different points of time.

If you are able to volunteer and help out with making food, or serving it that would be great. After the game on Friday, there is going to be a Lock in for High School only. Father John has approved of the High Schoolers doing a Lock in that Friday Night. We are starting to look for volunteers who would be willing to do three to four hour shifts helping to watch different rooms around the school.

There will be three different rooms.

- Game room
- Movie room
- Quiet room

We will also have the gym open for them to play a few basketball games, volleyball or even soccer games.

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Then after a certain point of time we will switch two of the rooms into sleeping rooms. Then in the morning we will serve them breakfast in the form of waffles and pancakes.

At the door they will be charged a small price, but they will be given snacks and some drinks throughout the night so they won't be hungry. And they will also have to sign in and hand in their car keys so that way we don't have anyone just coming and going throughout the night.

Campus Ministry- 2nd Semester 2023 Plans

MASSES

Please make sure that we are telling our students to be in Mass Uniform on Mass Days. I will try to catch as many as I can- but I need your help. I also try to help out our male students with their ties, but students should also have shirts tucked in. I sit in the back and sometimes we look pretty disheveled.

Please sing out! Many of you already do, which I appreciate. But our students will not sing out unless we give them the proper example. Encourage our students to open up the hymnal and sing along.

Please also make sure that our students are entering the Church quietly and respectfully. We do a pretty good job of this, but I just wanted to remind us all.

FEBRUARY

22: ASH WEDNESDAY

On this day Mass will be a little bit longer. Make sure to prepare for potentially missing part of the 1st hour this day. We will also have students serving at the Noon Mass on Ash Wednesday.

During Lent, I will take each class personally to do Stations of the Cross during Theology class but we will also do Stations on the day we have retreat in March. We will not do Stations after Mass.

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I will also be posting Stations of the Cross in the hallways during Lent. Each one will have a prayer underneath it. Encourage the students to read and pray the Stations during the Lenten season.

MARCH

8: MS LENTEN RETREAT

ALL MS teachers will be present at this. It will run from 8-11:30am. If you have a HS student during that time, we will have a place for them to go to.

29: HS LENTEN RETREAT

ALL HS teachers will be present at this. It also runs from 8-11:30am and again we will move any MS students you might have for Hours 1-4.

APRIL

Easter is Sunday, April 9. I would like to plan some sort of decoration for the front hallway by the Main Office. During the Easter Seasons I would also like to add an extra prayer at the end of Masses during the Easter season.

MAY

May is the month of Mary. I would like to plan a Rosary walk to honor our Patroness. I will be talking to the 11th graders about planning this. More information to come- it would most likely be a similar route that we took for Laker Laps in the Fall.

As the Seniors get ready to graduate and depart, I would like to give a small gift to them from Campus Ministry. My plan is to give them the *Day By Day* Prayer Companion book for students that Notre Dame published a few years ago. In each book would be a note from all the staff and we would sign the books.

Athletic Department Update: Phil McDonald report- member of national federation of athletic high schools network, new camera mounted to live stream games, there is a subscription fee, \$11.00 month.

No cost to the school for cameras, part of the subscription fee gets kicked back to the school. Games are archived as well.

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Looking to get another camera at the soccer field. Internet access is a current problem at soccer field, exploring further options.

Special thanks for attendance at so many events for Phil given from board member.

Owen Mclouglin - special recognition for his great games. Herald Palladium player of the week.

Terrific seasons with honors for cross country, and volleyball with all state academic honors.

Basketball tournaments for elementary players, played at elementary and middle school.

Looking into hosting a middle school basketball tournament.

Spring sport schedules are being put together.

Boys golf team in the spring, hoping to have a girls golf team as well.

Dissolve co-op in baseball with CountrySide

Finance - Chris Cullen

- We've worked through the remaining 22/23 budget issues reported at the last meeting and this year's budget is now balanced. (we reported the \$253K shortfall last meeting)
- Results through the end of December remain favorable to the budget. Business office will remain focused on managing expenses and maximizing collections in order to deliver on our financial commitments. We will begin to eat into this favorability as we progress through the 2nd half of the year.
- As of 12/31 we have not tapped into our reserves (ERC, Rummage Proceeds and Cash Reserves) which are being held in a restricted ledger until needed. These reserves will be pulled into the operating account over the 2nd half of the year.
- The Tuition Amnesty program generated \$35K in collections of prior year tuition.
- The Business Office is currently contacting families with remaining 22/23 tuition, Day Care, After Care and Lunch balances to ensure that acceptable arrangements are in place to clear this up by the end of the school year. (approx \$200K)

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- Elementary Roof Project has been completed. This was funded by a Donation
- Michigan Police Safety Grant Project - New phones have been installed at both schools and work continues on the other building security elements of the project.
- The school is operating at a \$600K+ deficit annually. The infrastructure is built for 500 students and we currently have ~350
- Inflation was 7-9% last year and will be 3-4%. Tuition has outpaced inflation nationally. We have not taken any increases in that time.
- We need to take a marginal tuition increase this year to keep the deficit from getting any larger. A 9% increase was recommended for the 2023-2024 school year.
- We need to design a 3 year plan to get to 400 students with marginal tuition increases to get the budget to a manageable position.

Diversity & Inclusion - Donna

- Committee Membership Updates
 - Waiting to hear on new member from the fund, to be announced shortly
 - Working with a parishioner at St Bernard's with a background in education and involved in the community
 - Recruiting other new members but nearly done
 - Spanish teacher from the ES will be joining
 - Principals, Larry, and Father John are ex-officio members
- Updating the new charters
- Working on a diversity focused calendar, such as black history month or spanish heritage month
- Reviewing the ACE Catholic alliance program (through Notre Dame), including components like teacher fellowships, higher power learning, teacher recruitment, student body development, and other resources

Enrollment Management - Larry Glendening

- Thanks Phil, Sherri and James to helping get Larry all the info he needs
- Masses kick off Catholic school week on Jan 29 - looking for speakers to cover all area masses. Please reach out to Larry if willing.
- Lot of activities planned for Catholic School Week but it also kicks off enrollment
- Only 3 forms to fill out, very simple

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- New parishioner activity form for this year - read that you understand what a parishioner is. Parents and pastor needs to sign
- New requirement that all parents should take the initial VIRTUS training (good forever)
- New family enrollment will kick off this weekend
- Open house this Wednesday 6-8pm
- ES open house on 2/15 with families as tour guides - they will get info on Pre-school night
- Pre-school info night March 1st
- 566 children being reached out to from parishes that are not in Catholic Schools.
- Transitioning grants are still available
- Auto-enroll will start this
- Having discussions about capacity of preschool classes
- For Catholic School Week we are having teacher appreciation luncheons on Feb 1st

Academic Excellence - Megan

- Academic committee discussed with both principals updates on academics and special projects that they are working on.
- Discussions of NWEA scores and how the data is being used to inform better teaching.
- Committee offers their assistance to the principals for future projects.

New Business

None

Open discussion

- Scene Auction still needs a chair, Larry will reach out to committee chairs. Stipend is available.
- Development director search is still ongoing. They will be in charge of SCENE auction next year.
- Name change is still in process for signage, official entity, digital presence, etc
- High school roof will be patched
- Laker Laps funds will be used at the ES for playground fencing
- Newsletter goes to facts distribution list, some migration from MailChimp might be needed

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Closing prayer

Motion to adjourn at 8:42pm

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