



**Our Lady of the Lake Advisory Board  
May 22, 2023 @ 5:30pm  
Meeting Minutes  
Downtown Campus (MSHS)**

Present: Kim Siglow , John Carr, Chris Cullen, Theresa Rondelli, Donna Howard, Stephen Miliankowski, Megan Munafo, Kevin Riehl , Larry Glendening , Sherri Kirschner, Phil McDonald, Mark Libs (new development director)

Absent: Todd Zarotney, James White, Jody Maher, Father John, Noreen Szymanski, Theresa Hall

Call to order at 5:34pm by Kim Siglow

Opening prayer

Minutes approved, Donna Howard, Seconded by Megan Munafo, motion passes.

Introductions of new LCAB members whose terms begin July 1st, and once they receive training from Diocese. Outgoing board members include Megan Munafo, Kim Siglow, Theresa Rondelli, and Noreen Szymanski. New board members include; Kevin McLouglin, Marty DeStazio, Michael Allen, and Toni Sdao. Welcome and many thanks to our new board members for volunteering to help serve and enrich the OLL community.

**Finance report**

- Discussion about parish subsidies. Board is working with Fr John to address parishes on contribution levels.
- At current enrollment profile, we expect a deficit of \$600k. Enrollment needs to get to 500 to help close the gap.

**Academic excellence**

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# OUR LADY OF THE LAKE

## CATHOLIC SCHOOL

- Finished up accreditation, thanks to the committee and Sherri! This lasts for 5 years. Board supplied minutes and other documents. The report will be issued in a couple weeks, which will include good feedback as well as recommendations to work towards in the next 5 years.
- Board needs to submit minutes and agenda from retreat this summer to school for next round of accreditation.

### Diversity and Inclusion

- Committee is requesting for consideration that certain heritage months be added to the school calendars:
  - History heritage month 9/15-10/15
  - Native American heritage month in November
  - Black history month in February
  - Asia Pacific heritage month in May
  - Black Catholic history month is also in November - be a good chance to highlight saints in that month but it is also a busy month. Could also highlight different Catholics in their own heritage months.
  - Voted to add months to the school calendar by board. Motion passes 6-0.
- Committee recommends MS/HS Spanish students to visit a Spanish speaking mass
- Other ideas include having students getting involved with other communities like a mentoring program or community service projects.
- A local restaurant is willing to partner on next year's Fiesta and suggested a few improvements.
- A student organized a fundraiser to collect items to donate to migrants at the border. This is a great story, should we solicit PR for the efforts?

### Enrollment Management

- Started this year with 340, down from 359 last year
- Current enrollment projected for next year is 292, there are 31 families still undecided (9 of which are on financial hold)
- 32 families have withdrawn which is lower than the previous year. Larry is trying to reach out to families to solicit feedback.
- Received 24 new student applications. 14 completed, 10 still pending. Mainly younger grades.
- Created brochure and bulletin materials to boost preschool enrollment

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CATHOLIC SCHOOL

- Transitional grades enrollment updates:
  - 5th to 6th - only losing 3 students which is improved
  - 8th to 9th - only losing 4 students which is improved
- 2 international students joining and need host families
- 3 other companies are interested in placing international students
- Going to do another mailing to local parishioners in CCD. Response was lukewarm for last one.
- Looking at other media like the radio - Trinity Lutheran has a good example
- Need to focus on the grades. Example: look at class of 2026. Down to 7 kids committed for next year. Suggest focusing new tactics on specific grades with low enrollment.
- Discussion on fill the seats strategy and enrollment boost.
  - Voted to recommend "fill the seats" up to 15 per class (or pay what you can) for all grades. Passed 6-0.
  - Voted on emergency measures for current 6th and 9th grades, to recommend free tuition for new students only to fill to 15 seats per class (~13 scholarships). Passed 4-2.

## Principal's Report - South Campus, Sherri Kirschner

- The school year is rounding down - preschool and TK end this week with Kindergarten and 5th grade on the 7th and the rest on the 8th.
- The 9th is a teacher check out day - they will have a checklist to complete before leaving. As soon as that is turned in to me, they are free for the summers.
- A group from OLL is going to Dallas at the end of June for the Get Your Teach On conference.
- Two teachers are going to a STEM conference in July.
- We are having MakerSpace training on August 7 & 8th that is open to all teachers in our building, but totally optional.
- James and I will be meeting to discuss next year's PD as one school to have a PD plan in place that encompasses all grade levels.
- Mrs. Goshgarian will be our Maker Master next year and train the other teachers throughout the year so they can incorporate it into their classes in 2024-2025.
- Next year, our 5th graders will have the option of three different electives - band, Advanced PE (which will incorporate some health), and Advance Spanish.

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## CATHOLIC SCHOOL

- Earlier today, I shared a data slideshow indicating math mastering this year by grade. Our next step is to compare it to the same teacher's data from last year to see if the differentiation strategies we put into place are working.
- Finally, I'd like to thank each of you for your support this year. The first year at any school is a challenge, but it was always reassuring to have a supportive advisory board who welcomed discussion about topics that affect the school and its future in fulfilling the values of education, faith and citizenship.

### Athletics

- 1 week into gym floor project - \$21k to sand down floor and add new logo. They anticipate 4-5 weeks for the duration of the project.
- New bleachers is next project, funded by private donor.
- Soccer won conference championship
- Girls track won conference championship
- Baseball game against Michigan Lutheran is Wed. Need to win 2 to clinch conference championship.
- Discussion on concussion forms and clearance

### Advancement and development

- Introduction to Mark Libs: from the area and has worked in high school and collegiate development for the past 15 years
- Trying to balance needs of several areas: fundraising, deficit, and funding key initiatives.
- Will be taking on role of alumni engagement - working on alumni reunion packet and suggestions for a class gift, e-newsletter
- New OLL giving page coming soon with several options to pay for donations. July is target date for launch.
- Direct mail solicitation coming out
- Contact info: No phone yet but here is email: [mlibs@lmclakers.org](mailto:mlibs@lmclakers.org) or [markdlibs@gmail.com](mailto:markdlibs@gmail.com). Office is in Morlock Center.

### New Business

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- Nominations for new executive board.
  - President: Chris Cullen. Passed
  - VP: Donna Howard Passed
  - Secretary: John Carr Passed.
- Facilities:
  - HS roof: part of the effort is an insurance claim as the damage is wind-related. The bids are not the same, so it will be up to the insurance adjustor. Kevin is speaking to adjustor.
  - ES roof: has roof damage related to wind as well. Rubber roof detached. Currently not leaking but needs to be fixed so working with insurance.
  - Name change: Attorney working on logistics

#### Announcements:

- Graduation is June 2nd at 6pm at ES. Kim collecting RSVP's for board.
- Ideas for next year: communication (VP), Father to attend meetings or exec committee to meet separately.
- Board membership updates:
  - Kim and others completing their final board meeting. New board members will receive training over the summer. There will be a retreat in August or September.
  - June will be a recess for the board.

#### Open discussion and questions from community members:

- Discipline is maybe inconsistent
- Focus on core subjects like reading, writing and math. Partner with other schools for extracurriculars that they excel in.
- Marketing of school advantages is an opportunity.
  - Website update is needed. Still showing pictures with kids in masks.
  - Need a better understanding of the competitive landscape and how we fit into the regional school options. Some stats shared to show enrollment trends of Countryside and ML.
  - Need to do more substance, not just a name change.
  - King media will be done at the end of June and Mark will take over.

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- Our school performed well during the pandemic, transitioning to online over one weekend, may be something to highlight.
- All school Mass with the Bishop was amazing!
- Suggestion for survey parents to gather feedback on key issues.

Adjourned at 8:01pm.

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