

Pastoral Council Minutes  
March 26, 2024

1. Attendance

Present: Ginny Morgan, Dan Flynn, Mike Buchanan, Ty Buesgens, Joan Brueggemeier, Renee Schultz, Leticia Fogarty, Bob Smith, Cindy Berger, Tim Murphy, Fr. Kaluza

Absent: Allen Schmitz, Sandy Schroers

2. Opening Prayer: Father Kaluza

3. Approval of minutes

4. Synod: Small Groups

- a. Lori Heinkel's is going well.
- b. Mike Buchanan and Jim Covington starting a small group
- c. Renee Schultz suggested maybe a movie night in Roedel Hall
- d. Need more small group participation.

5. Synod: The Mass

- a. Year two will be focused on the mass.

6. Welcoming

- a. Ginny has a booklet to hand out to new members with information on ministry.

7. Cemetery

- a. Dan and Renee met with the company regarding the stone wall and archway. The structure needs to be secured.

8. Organ

- a. Organ will be cleaned January of 2025
- b. Last cleaned in 2009

9. Parish Council Election

- a. Seats that are up; Bob Smith, Tim Murphy, Leticia Fogarty, Cindy Berger, Sandy Schroers.

10. New Business

- a. No new business

Meeting adjourned with prayer led by Fr. Kaluza.

## Finance Council Meeting minutes 3/26/24

In Attendance: Kelly, Jim, Dan, Jerome, Char, Maria, Joe, Sheila, Sue S

### General Comments:

- The church painting is awesome!!
- Elevator is working great
- Adoration Chapel was upgraded for \$4000. Have seen more traffic.

### February Actuals Review

- Sacramental Prep numbers \$14,500 budget to \$8xxx but DRE came in late program and not as many registrations.
- Tuition \$33k vs planned \$47k due to less students than planned. (Review school budget, marketing plan in later minutes)
- Drainage project to start in spring
- Sound system install starting soon

### Parish Budget:

- Church Organ pipes need to be cleaned (\$7500) needs to be added to budget sent out. Kelly will update and resend.
- If we can review parish budget before May meeting it would be great.
  - Kelly send out final for review and ask for feedback by xx date before May meeting to make process go smoother.

### Unbudgeted Costs:

- Votive stands, Money box (\$1700), shipping (\$1400) and purchased new Brass sockets for existing candle holders (\$2400).
- Adoration chapel (\$4000)

### School Budget Review

- Reviewed current budget
  - Request to break out teaching in 5010.01 ES from total number so we know what is actual teacher salaries.
    - Discussed teacher salaries. Are we doing what we can to support our teachers.
      - Teachers were given a bonus at the start of the year and a Christmas bonus in FY23.
        - With the help of CSCOE
  - FY23-24 income and expense gap of \$70k should decrease after Gala and tuition.
    - Looking at finding additional Grant monies.
  - Moving PreK to main building is expected to bring more students to K-6
    - Received \$25k CSCOE grant to convert a PreK room in main building, fenced play area outside- well done
    - Created a new grant to add Pre-K restroom.
- Reviewed School Plan and budget for FY24/25- Sheila.
  - Discrepancy in % to ES (Elem School) salaries from FY24 to FY25. Increases are 2% but budget shows 6.4% change. Kelly will check into.
  - Marketing and branding – Received an \$8k grant from CSCOE for marketing for school.
    - School has comprehensive plan to achieve growth through PreK program to K-6. Well done plan with tasks, measure cost and planned outcomes.

- Plan for recruiting K-6 students in community.
- Retain current school families.
- School Branding messaging culture and highlights
- Moving PreK to main building is expected to bring more students to K-6
  - a CSCOE grant to convert a PreK room in main building- well done
  - Created a new grant to add Pre-K restroom.
- **Finance counsel approves FY24/25 School Budget. All in Favor.**

Action Items:

- Check on splitting teacher salaries from 5010.01 ES to see what is actual teacher salary. Kelly
- Check on ES salaries for FY25- think perhaps someone was coded incorrectly. Kelly
- Add organ pipe cleaning and any other necessary items into FY25 budget and email to the Council- Kelly
  - Council members should read and send any comments back to Kelly no later than 4/20 to prepare for May meeting to finalize Parish budget.
- Per AUP will be tracking CD rates monthly- Kelly

**Our Lady of the Prairie**  
**School Advisory Board Minutes**  
**TUESDAY, April 9, 2024**

**School Advisory Members present:**

Dr. Sheila Hendricks, Loni Scheff, Ashley Simons, Kim Baltus, Father Kaluza, Matt Offerdahl

**Absent:**

1. Opening Prayer
2. Meeting was called to order at 7:12 OLP School Mission Statement by all who were present.
3. Approval of January 2024 Minutes
4. Approval of today's agenda; added Marketing Plan and Talking Points from Finance Meeting
5. Debrief of CUF fundraiser
  - a. Goal \$15,000 Actually raised=\$17,830
  - b. Incentive was effective at building excitement among students
6. Principal Updates:
  - a. Enrollment: Finance Council School Budget (*add Sheila's notes*)
    - i. Preschool Grant will be submitted to add a bathroom. Waiting for 2 bids.
  - b. 150th year of OLP School Brainstorm Ideas:
    - i. Summer food truck, music, school families in OLP attire, serve ice cream, rootbeer floats, big banner
    - ii. Parade at BBQ 150 Years
    - iii. 150 acts of kindness
    - iv. Get alumni and community to share old photos
  - c. Tuition:
    - i. Each year we raise about \$100 every year. When talking to Father's about concerns on revenue we are at the mercy of donations, fundraisers, etc. What are the thoughts of SAC on that \$100 raise?
    - ii. Look into alumni for helping fundraise, check with Carolyn about Salesforce
    - iii. How do we increase enrollment to increase revenue?
    - iv. We need to look for ways to increase teacher wages. Increase tuition? Increase revenue in other ways?
  - d. Referral Program-\$1000 for new families referred by current families

- e. Yearbook-Kim is working on last year's and this year's photos. Need more photos for grades 4-6 grades. Need yearbook forms for this year. Ask the school photographer, all school photo on that same day. or at the all school masses.
  - f. Members Terms-Kim and Matt 2023-24, Loni & Jason 2022-23, Ashley -21
    - i. 3 year terms: Jason done, Loni 1 more year, Matt & Kim 2 more years,
    - ii. 2 open spots
      - 1. Campos, Pekarna, Ottos, Krautmeyer
  - g. MNSAA Accreditation- June 2026, self study 2024-25
    - i. Sheila and Rachel will attend a meeting on Thursday, April 11, 2024.
      - 1. Present information to stakeholders
      - 2. Teacher/Staff from other schools will observe and interview staff and families.
  - h. Curriculum Review
    - i. Fund-a-need-Reading Curriculum that partners with Believe and Read for K-3 for next year and then then following year for grades 4-6
  - i. Marketing Plan:
    - i. Looked at the CSCOE Grant that was submitted. Highlighted several initiatives, but need to prioritize how grant dollars are to be spent vs what we all need.
7. Marketing
- a. Google Rating-ask current families if they would submit one.
  - b. Brainstormed ideas for BBQ Days parade handouts: Chapsticks, chip clips, magnets,
8. Long Range-150 years planning committee
9. Personnel and Policy-Matt Offerdahl
- a. Parent/Student Handbook-Read the handbook and look for revisions before the May meeting. Send a hard copy home with SAC member students.
10. CLOSING PRAYER-Kim B