

**Our Lady of Lourdes Site Advisory Council Agenda  
Tuesday, May 13th, 2025 at 6:15 pm**

**Members Present:** Tammy Ashauer, Julie Schinkten, Christina Spierings, Kelsey Christensen, Heather Willems, Megan Lehmann, Michelle Duncan, Annette Hoslet, Melissa Little, Nate Tackaberry, Candace Crabb, Jeff Young  
**Guests:** Father Jim, Kerry Gross, Lynn Fink

**Call to order and Opening Prayer**

**Executive Session**

**Approval of Agenda / April Minutes**

- Motion to approve by Tammy
- Seconded by Megan

**Principal's Report – Jeff**

**Principal Report for Site Advisory Committee**

**May 2025**

**MISSION STATEMENT**

Transforming the mind, body and spirit through academic distinction, social development and our Catholic faith tradition.

**VISION STATEMENT**

Striving to become the school of choice, we will foster empathy, inclusivity, and active participation in the community. Together, we will equip students with the knowledge and skills to excel in their chosen future. Guided by faith, our students, families and staff will cultivate a deep sense of purpose, integrity, and compassion, empowering them to be prepared for every good work.

**Enrollment**

- As of Thursday, May 8th, we have 256 students enrolled for next year
- There are 6 students on the pending list that I know will enroll.
- Grade level numbers as of 5/8/2025 are:

PK3 - 14	PK4 (3 day) - 18	PK4 (5 day) - 16	K - 30
1st - 27	2nd - 31	3rd - 26	4th - 29
5th - 22	6th - 16	7th - 16	8th - 12

**Staffing updates**

- I will be announcing the 2nd 3rd grade teacher in Wednesday's Lourdes Letter
- I should be able to announce the PE teacher, Mrs. Lambert's replacement, new 4th grade teacher, and other switches going on at OLOL
- I am still working with GRACE on some other staffing that I would like to do.

**Furniture Update**

- Must have - \$4,440 for cubbies and hooks on the 2nd level
- Must have - \$1,705 for three additional science table for science
- Must have - \$6,672.88 for 4 additional round cafeteria tables
- We have a total of about \$93,000 (\$80,000 for TSF and \$13,000 general restricted) to spend. That will leave a balance of \$3,000)
- We will have about \$82,000 for regular classroom furniture upgrades
- I will determine what each room has to spend and then work with the teachers on standing desks and tables.
  - Motion to approved funds for cubbies, hooks, and science tables by Tammy
  - Seconded by Kelsey

**SCRIP research and window blinds**

- Mrs. Ashauer and Mr. Young report
  - SC RIP
    - In past it was divided up between school, faith formation, and youth ministry
    - Currently, 68 school families (77%) 20 faith formation families 23%
    - Next step: need to form a group to decide how to spend current funds and meet annually going forward.
  - Shades
    - Tammy is our point person for shades. She researched 4 different vendors
    - Father Jim is looking for something similar to what is in the church. Screen shade with roller on top and continuous loops for moving up and down. Will block light, but allow you to see out.
    - 55 windows (2 shades per window)
    - We will go through Julien Shades Shop (Bryan Julien) out of West Bend.
    - Shades in by Aug 11 & 22
    - SC RIP funds will cover blinds

#### Classrooms

- I am close to determining classroom assignments for next year
- Some additional staffing requests play a role.

#### Mision, Vision, and Logo

- Committee will give an oral report

#### Star Assessment

- Teachers worked last Friday on analyzing data and completing Star reports
- Will give an update over the summer.

#### Conclave learning

- Fr. Jim has done an excellent job of delivering instruction on the conclave and engaging students

Respectively submitted,  
Jeffrey Young - Principal

#### IV. 7:05-7:10 Financial report

GRACE 3rd Source Funding					
3/31/2025					
School Year 2024-2025					
School	2024-2025 Target	Gross Fundraising Revenue YTD	Fundraising Expense YTD	Net Profit YTD	Over/(Under) 2024-2025 Target
<i>Our Lady of Lourdes</i>	\$ 77,000	\$ 179,131	\$ 23,597	\$ 155,534	\$ 78,534

OLOL SAC/Principal Directed Site Fund
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2024-2025 Beginning Balance	Site Expense YTD	2024-2025 Current Balance
\$ 55,478	\$ 33,134	\$ 22,344

*Expect a \$363.00 fee for Givesmart to be billed in August or September per GRACE*

#### Old Business

- A. LUL Updates–None
- B. Mentor Updates
  - a. Teacher appreciation week went well last week
  - b. Can school set up a Venmo account?
    - 1. Nate will talk to Jeff about GRACE rules on this
- C. Bounce into Summer – May 31st
- D. Playground equipment funds–discuss with Mrs. Yost for completion over summer
  - a. Julie will connect with Mrs. Yost to discuss options
  - b. Fish fry could add theme to raise the money to purchase recess equipment in the future
- E. Creating a letter for requesting money/donations for the entire year vs each individual event
  - a. Include conference meals, teacher appreciation, etc.
  - b. Aim to collect two times per year and group events

#### New Business

- A. Update SAC by-laws
  - a. Read and bring suggestions to next meeting.
- B. Approval of Track It Forward for tracking TSF hours next school year.
  - a. Roughly \$288 for the year–Premium Level (12 months)
    - 1. <https://www.trackitforward.com/pricing>
- C. Timeline of fundraisers set for next year – stay the same
- D. Approve magnet and t-shirt expense for 2025-2026 school year
  - a. Magnet prices should remain the same as this school year
  - b. T-shirts *could* see a 5-10% increase in price due to tariffs from this school year’s pricing.
  - c. Students could have the option of cotton or dri-fit shirts (cotton shirts are slightly cheaper), teachers prefer cotton t-shirts.
  - d. Plan for any extra student shirts to be paid for in advance
- E. Nominations for new SAC members for the 2025-2026 School year have been approved by Fr. Jim
  - a. All 4 accepted
- F. Who should volunteers go to if there are injuries outside?
  - a. Jeff will make sure a document is created with expectations for recess volunteers.

E-mails went out welcoming the new members to the committee on May 7th–New members will join us for our June meeting

June meeting is booked at the GB Distillery on June 10th

Adjourn - Next Meeting – June 10th at 6:30 pm at The Green Bay Distillery (Private Dining Room)

- Motion to adjourn by Tammy
- Seconded by Nate