

Our Lady of the Lake

School Advisory Council

Meeting Minutes for January 27th, 2009

ATTENDEES: SAC: Father McMahon, Joan Codd, Jill Craven, Kimberly Wood, Aideen Gaffney, Ron Garcia, Jane Slingsby, Ken Griggs, Derrick Drango
Absent: Sheila Kleinheinz, Sister Barbara Collier, Jim Kilpatrick, Allan Rakos

ACTIONS AND BUSINESS

MEETING MINUTES

Jill reported the minutes for the November and December meeting have been reviewed and posted to the website.

STRATEGIC GOALS UPDATE

Derrick will email out the strategic plan and all committees will meet prior to the next meeting.

COMMITTEE REPORTS

FINANCE COMMITTEE

The finance committee has worked diligently on the budget and, although revenues are down and the year began with a 35k deficit, we have kept expenses down and have trimmed the deficit to 18k. The committee also built in some contingencies that, so far, have not been needed.

The budget process for the 2009/2010 school year will begin in the next few weeks. This will prove to be a challenging task given the large number of families with 3 or more students returning who are eligible for a 15% tuition discount, shrinking returns on the Endowment Fund due to the economic crisis, and the prediction of a smaller church plate.

We then discussed the importance of being proactive and trying to anticipate budgetary issues and problems; as well as, making accurate enrollment predictions. Mrs. Codd indicated that, to date, we have 8 applications for new families and the applications are still being returned. Registration packets are due on February 6th and a survey has gone out to school families to predict future kindergarten enrollment with currently registered families. This should assist the Finance Committee in making budgetary predictions for the upcoming year, which they will report to SAC at the February meeting.

ADMINISTRATION REPORTS

PASTOR'S REPORT

Father reported CCS has assigned a new campaign director, Clara Barnes, to focus on a two month campaign to increase activity. The capital campaign is moving forward and we should begin to see regular progress reports. In addition, a series of meetings with the City of Lake Oswego and adjacent neighborhood associations are underway. The Facilities and Development Committee is confident that zoning issues with the City and the few remaining issues with the neighbors can be worked through and the master plan timeframe can still be upheld.

PRINCIPAL'S REPORT

Yesterday marked the beginning of National Catholic Schools Week and OLL will be hosting several activities this week: annual alumni award presented at Mass, family picnic, alumni dinner and a volunteer appreciation coffee afternoon hosted by the 8th grade girls. A suggestion was made to change the time of the family picnic as many parents cannot attend due to work obligations. Joan will take this into consideration and possibly send out a survey to receive parent feedback.

December brought a lot of snow and now Mrs. Codd is charged with the task of making up three school days. She passed out a survey to SAC members and also at the most recent Parent Association meeting to get parent input on which days to make up. She will then need to get approval from the Archdiocese prior to making an announcement to the school families.

Mrs. Codd will be meeting with Sister Betty of the Archdiocese and Dr. Karen Eifler to discuss the findings of their individual reports. Joan will then schedule a meeting for Dr. Eifler to report her findings to the parent community.

Joan handed out the compiled homework survey that Mrs. Kleinheinz puts together after each grading period for the 6th, 7th, and 8th grades. The returns on the survey were low and a suggestion was made to publish these results to the general parent population in hopes of generating more interest in completing them in the future. Mrs. Codd and Mrs. Kleinheinz will create a summary narrative for SAC to review and the results will then be published in the parent pack. Joan reiterated that the faculty meets each week and homework questions, issues, etc. are always discussed. At one time a homework committee was created which consisted of teachers, staff and parents. The work on this committee resulted in the current homework guidelines, which can be found in the student handbook. It is a general consensus that OLL's students are well prepared for high school.

Mrs. Codd presented the proposed Food Allergy Guidelines to the Archdiocese. The guidelines name has been approved and Joan will remove the word "proposed" in the handbook.

ACTION ITEMS

1. Committee members are to meet and go over the goals to help develop our strategic plan.
2. Mrs. Kleinheinz will rewrite the "faith" section in the marketing brochure.
3. Mrs. Codd will meet with Jennifer Viuhkola and the current SAC Marketing Committee to have the marketing brochure printed by State of the School.
4. Mrs. Codd will call Julie Kolln to remind classes to invite Clara Barnes to the enrichment dinners to give updates and answer questions in relation to the capital campaign.

The meeting adjourned and Jill closed with prayer.

Please join us at our next meeting February 24th, 6:00 p.m. in the parish hall