

Our Lady of the Lake

School Advisory Council

Meeting Minutes for March 31st, 2009

ATTENDEES: SAC: Father McMahon, Joan Codd, Sheila Kleinheinz, Jill Craven, Kimberly Wood, Aideen Gaffney, Ron Garcia, Jane Slingsby, Ken Griggs, Derrick Drango

Absent: Sister Barbara Collier, Jim Kilpatrick, Allan Rakos

ACTIONS AND BUSINESS

MEETING MINUTES

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

COMMITTEE REPORTS

FINANCE COMMITTEE

The Finance Committee has forecasted tuition to be down by \$30k - \$40k and, depending on the 10 openings in the kindergarten class, this number may go up or down. Mrs. Codd will be fine tuning the tuition formula while Larry will be going through all of the personnel costs this week. On Wednesday they will have a meeting to discuss their findings. The Archdiocese has recommended there will be no cost of living increases for any employee with the goal always being to not cut any programs or teachers. However, we will always ask ourselves if we are being as efficient as we can be. The Finance Committee should have the budget process complete by next week.

MARKETING COMMITTEE

Aideen passed around a copy of our, soon to be published, brochure. The draft brochure is now in a .pdf format and we are able to make changes as needed. The Marketing Committee recently met and discussed many ideas for promoting Our Lady of the Lake within Lake Oswego and the surrounding communities. Some of these ideas include the placement of the school brochure at the Lake Oswego Library, Chamber of Commerce, Welcome Wagon, local preschools, real estate relocation companies, new parishioner packets, and Resurrection Church. In addition, Aideen has spoken with the Lake Oswego Review/West Linn Tidings newspaper and has established a contact there. They indicated they were willing to publish stories and suggested our submissions be community or fund raising focused. We may also utilize the calendar feature in the Education section. Father suggested we speak with Chris in the parish office to add a blurb about the school in the church advertisement each week in the newspaper. Joan will meet with the committee on March 4th to establish a plan to meet regularly and discuss and plan for the week ahead and how best to promote our school on an ongoing basis.

We also discussed the idea of hosting an Open House. In the past several years this has been unnecessary due to lengthy wait lists in several classrooms. Is this an event that we should look at resurrecting? Some SAC members questioned how big of a response we would get. Joan agreed to contact a couple of

schools who hold open houses and inquire on when they host an open house, what the response is, and how they marketed and advertised it.

TECHNOLOGY

Ron and Derrick met last week to refine the Technology Committee. They have some ideas for tools to put on the website to benefit the parents and will meet with Adam Szwarc to discuss these ideas.

ADMINISTRATION REPORTS

PASTOR'S REPORT

Lent begins tomorrow with Ash Wednesday and the parish will be busy during the Lenten season with various activities.

The master plan is moving full steam ahead in negotiations with the City of Lake Oswego and the Land Use Planning Commission over a couple of zoning issues that need to be resolved before we can proceed with finalization of design plans. We are currently being limited by two separate issues: 1) Our school is zoned residential and 2) There is a setback limitation in the Evergreen Neighborhood Association. The City of Lake Oswego supports our desire to build a new school; however, they do not want to issue a variance but would prefer the Land Use Planning Commission amend the code to mimic the special zoning code for public schools within a residential neighborhood. In regards to the neighborhood association setback, the City staff is recommending a code amendment for those properties located on a busy street and also adjacent to a business district. Father, along with the Facilities & Development Committee, is strongly encouraging parishioners and school families to attend a public hearing on April 13th to show support of the zoning recommendations. To better prepare and inform the school families and parishioners of the issues at hand, Father is suggesting we schedule a meeting prior to the public hearing – possibly at the next Parent Association meeting. Father will make sure to have Group Mackenzie at the meeting to answer any questions that may arise. There are some concerns coming from the Evergreen Neighborhood Association that there will be parking issues and a large increase in students if a new school is built. The City weighs heavily the comments of citizens and so it is imperative that we have a large showing of parents and parishioners in support of this project. It is important that we emphasize that our school community has been here for over 50 years and we are a community service and an enhancement to the neighborhood – not an intrusion.

Aideen and Derrick volunteered to work with Lisa McBee on communicating the importance of this issue to the entire parent community and dedicating a portion of the upcoming Parent Association meeting for discussion.

****** At the meeting of the Lake Oswego Planning Commission on March 9th, the public hearing scheduled for April 13th, regarding the plan amendments, was postponed. When the public hearing is rescheduled we will notify the parents. In addition, the zoning limitations will NOT impede Phase I of the Master Plan, which includes the classrooms, gym and cafeteria. ******

PRINCIPAL'S REPORT

Mrs. Codd returned last week from a three day retreat for principals. This was a good time for reflection and time away from phones and emails!

The admission process is moving along and we have all but five applications returned from current families. These five families have been notified and we are awaiting responses.

The school is ready to begin the Lenten season and this year our Lenten project is a spaghetti dinner. Each and every student will participate in this project somehow - whether it is making placements, serving, clearing dishes, etc. All proceeds will be divided between four different charities.

All junior high students will be participating in a day long retreat hosted by the NET Team. Last year this retreat was very well received and we are all looking forward to it this year.

The results from the homework survey have been posted to the website for parents to review.

Mrs. Codd met with Sister Betty Larsen and Barbara Baltz (sp?) with HR at the Archdiocese to assist with the budget planning for next year. On Thursday Mrs. Codd will be meeting again with Sister Betty and Karen Eifler.

Mrs. Codd recommended that SAC approve the donation of "First in Carline," "Front Row Pew at Christmas Program," and "Principal for a Day" in support of the oral auction which is being held in April. We were all in agreement.

ACTION ITEMS

1. Mrs. Codd will investigate the options for an Open House.
2. Mrs. Codd will send a notice of open spots in kindergarten to Resurrection Church.
3. Aideen and Derrick will work with Lisa McBee on communication of the public hearing regarding the master plan zoning recommendations.

The meeting adjourned and Derrick closed with prayer.

Please join us at our next meeting March 31st, 6:00 p.m. in the parish hall