

Our Lady of the Lake

School Advisory Council

Meeting Minutes for January 26th, 2010

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

ACTIONS AND BUSINESS

MEETING MINUTES

The November and December meeting minutes have been reviewed and posted to the website.

OPEN SESSION

Is there a way to capture information in a database so school forms can be auto filled, therefore eliminating the need to fill them out year after year? In addition, is it possible to embed a calendar on the website that could be all inclusive for parish, school, auction events, enrichment dinners, etc? Mrs. Codd will have Mrs. Allori begin uploading the weekly letter so Adam can spend his time on big picture tasks.

STRATEGIC PLAN

The accreditation process requires we have a current strategic plan. Derrick requests that each committee look at their respective strategic plans so we are prepared for this part of the accreditation.

COMMITTEE REPORTS

FINANCE

Most of the financial analysis information has come in to complete the study on funding models. Still waiting on a few schools but it looks like the finance committee will be able to complete an expense and revenue analysis due to the large amount of data received.

No major issues concerning accounts receivables but are recommending a sub-committee to free Mrs. Codd from collecting on these accounts. Mrs. Codd will be submitting the letters that she sends out for the committee to review.

In addition to the school funding model, the committee is also looking at the endowment model. Is there a way to even out any large swings in the account by allowing a percentage range?

The committee is in the beginning phases of the budget process.

MARKETING

The Open House was a huge success even with the small numbers. We had nine families visit with three families requesting applications and one family submitting an application with a check! Our eighth grade tour guides did a great job and we heard a lot of positive feedback for the evening. The committee is now looking at adding one more Open House sometime in April or May. Ron volunteered to make a second follow-up call to all attendees of the Open House.

The committee will be meeting next week and will be discussing the budget request for next year.

ADMINISTRATION REPORTS

PASTOR

This Sunday is Commitment Sunday for the capital campaign. After each Mass, parishioners who have been unable to connect with campaign volunteers will be invited downstairs for refreshments and assistance in filling out pledge cards. The following week campaign volunteers will be conducting a phone-a-thon to connect with any remaining parishioners that may have missed the previous week's after Mass receptions.

The new parish website is up and running and active as of today. This new website also includes a parish calendar that can be updated daily as needed.

The City of Lake Oswego city council is meeting tonight to officially vote on the 30% lot coverage issue for public and private schools. This should pass without any issues.

PRINCIPAL

National Catholic School Week kicks off Monday with four full days of activities. This year there will not be a distinguished alumni honored. Rather, we will honor the Sisters of the Holy Names of Jesus and Mary who are celebrating their 150th anniversary. The SNJM founded Our Lady of the Lake School and some of the Sisters still living in the area will be attending various activities this week at the school.

There will be no school on Friday due to a Faith Formation seminar featuring Dr. Horan from Loyola Marymount.

Accreditation is still continuing with a parent survey coming out followed by a survey for SAC members. Committees are now beginning to meet and there will be a shareholders meeting on Thursday.

The enrollment/admission process is ongoing with February 4th marking the end of priority placement. Many families still have not completed applications but this is not unusual and we anticipate most families returning. Currently we have six new kindergarten and one new 7th grade application submitted.

Mrs. Codd, along with the finance committee, is beginning the budget process for the 2010/2011 school year.

VICE PRINCIPAL

Mrs. Kleinheinz reported that the results from the most recent homework survey have been tabulated and returned to the parents. The return rate for the surveys was 36%.

The NCEA recently held a meeting on special needs education that Mrs. Kleinheinz attended. This seminar proved to be a great resource of information. The Archdiocese is currently putting together a

committee that will focus on this issue. In addition, they are working on a survey for all schools and compiling a handbook.

ACTION ITEMS

- Technology committee to look into adding an embedded calendar to the school website and researching the ability for school forms to be auto filled.
- Mrs. Allori will send out an all school reminder for the accreditation shareholder meeting.
- Mrs. Codd will look into having Mrs. Allori upload the parent letter to the website on Mondays.
- Marketing committee will research and revise a more accurate budget for next year.
- Ron Garcia to follow-up with Open House attendees.
- Each SAC committee to review respective strategic plans.

The meeting adjourned and Jill closed with prayer.

Please join us at our next meeting February 23rd, 6:00 p.m. in the parish hall