

Our Lady of the Lake

School Advisory Council

Meeting Minutes for February 23rd, 2010

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

ACTIONS AND BUSINESS

MEETING MINUTES

The January meeting minutes have been reviewed, approved and posted to the website.

OPEN SESSION

The Auction Committee has requested the Council consider the possibility of donating an item for the live auction. The Council agreed to donate a VIP table for the 2011 live auction. Details on the specific donation will follow.

BYLAWS

A copy of the Council's bylaws, with suggested changes to specific sections, was handed out for review. All were in agreement to fine tune the verbiage and present to Council next month. A suggestion was made to review these bylaws section by section at the start of each new school year. Staggering incoming and outgoing Council members continues to be an ongoing issue. Ron will send out a matrix for all members to review.

COMMITTEE REPORTS

FINANCE

The committee requested input on making a request to the Endowment Board to change the current funding mechanism. The suggestion is a three year weighted moving average which is similar to the parish subsidy. This would alleviate large swings due to dips and spikes in the market and will prove to be a more consistent funding model. The Council agreed and Father will call a meeting to present this idea to the Endowment Board.

An outline of the tuition collection process was passed out for review. The committee suggested adding language that allows for one or more members of the Finance Committee to follow up with families that are more than two months behind in tuition payments. This would only take place once determined and approved by the Principal and Pastor. The Council was in agreement and the Finance Committee will finalize the document and submit for final approval at the next meeting.

The budgeting process is continuing but final numbers are not available as some families have not returned applications for the upcoming school year. As this is an integral part of the budgeting process, the committee is in a holding pattern. The expenses have already been tightened up significantly.

Most of the data from the target schools have been received for the research on alternative funding models. We are still awaiting information from one, very key, school. This is a lot of information and may take some time to sift through and analyze. An initial quick look through this data shows that many schools rely heavily on more fees, other types of fundraising, preschool tuition, etc. The committee hopes to have a report for the Council by the end of the school year.

The procurement deadline for the live auction is quickly approaching and the idea of a tuition assistance paddle bid was suggested by the committee. This paddle bid benefiting tuition assistance for next year's operating budget is favored over a paddle bid for the endowment general fund. The Council was all in agreement and Mrs. Codd will call a meeting to discuss this with the Endowment Board.

Currently the Council has an open position available and the Finance Committee requested this position be filled by someone with a finance background. Claudia Valderrama has expressed an interest in serving on the Council and, with full support from the Council; Ken will forward an application to Claudia.

The Marketing Committee has submitted its budget request for next year. Larry will need to review these numbers before final approval. This will be added to the next budget meeting agenda.

MARKETING

The 150th anniversary of the Sisters of the Holy Names of Jesus and Mary generated a nice piece for the Lake Oswego Review. The Haiti shoe project was submitted but has yet to be run.

Christ the King had a very successful open house and one of the main reasons listed was ease and accessibility of the school's website. This solidifies the committee's commitment to update the school website sometime this summer.

OLL has been invited to participate as a sponsor in Lake Oswego's first annual St. Patrick's Day Festival. A sponsorship fee has been paid and this will entitle the school to a portion of 10% of the festival's profits. In addition, the school will host a booth at the festival and representatives from Parent Association, Auction Committee and Marketing Committee will be on hand to sell raffle tickets and promote the community of Our Lady of the Lake. The profits from the booth will go directly to the Parent Association.

ADMINISTRATION REPORTS

PASTOR

Father updated the Council on the ongoing capital campaign.

PRINCIPAL

Mrs. Codd reiterated how wonderful last month's National Catholic Schools Week was; maybe our best ever. Our Lady of the Lake loved having the opportunity to honor the Sisters of Holy Names of Jesus and Mary.

Governor Kulongoski proclaimed February 4, 2010, as Private Schools Appreciation Day. On February 12th, at the weekly Mass, Jesuit made a special recognition to all Catholic Schools and, in addition, hosted a small reception for the school representatives. At this reception, Principal Sandy Satterberg expressed

her appreciation and gratitude towards the Catholic grade schools. She acknowledged that the education Jesuit students receive during those earlier grades is the cornerstone of their education as they get older. Unfortunately, Joan was unable to attend the reception.

The school is well into the Lenten season with a theme of “Magnifying the Lord.” In addition to prayers, each classroom doorway is decorated with a tree for things that students are thankful for. The school’s big Lenten project will, again, be the spaghetti dinner benefiting three different charities.

Accreditation is in full swing. Mrs. Codd urged all parents to complete the online survey. The accreditation team is hoping for a participation rate of 80% and currently we are at 48%. In addition to the general school survey, SAC members have an additional survey to complete.

At the conclusion of the meeting, the Council viewed a DVD on Catholic Identity that Mrs. Codd felt would assist us in our participation in the accreditation process.

VICE PRINCIPAL

Mrs. Kleinheinz reported on the Shareholder’s Meeting on January 28th. It was a small turnout but she was impressed with all the great ideas generated. This was a great opportunity to share ideas in a non-threatening environment.

ACTION ITEMS

- Joan will contact the Endowment Board regarding a financial assistance paddle bid at live auction.
- Ken will forward information to Claudia Valderrama for a SAC application
- Father will schedule a meeting with the Endowment Board to discuss the possibility of using a different funding model.
- Ken will revise specific bylaw’s sections.
- Ron will send out a matrix of incoming and outgoing Council members.
- Jill will fill out an auction donation form for the 2011 VIP table donation.
- Finance Committee to finalize the tuition collection process for review at next meeting.
- Finance Committee to review Marketing Committee budget.

Please join us at our next meeting March 30th, 6:00 p.m. in the parish hall