

Our Lady of the Lake

# School Advisory Council

Meeting Minutes for April 27<sup>th</sup>, 2010

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

## ACTIONS AND BUSINESS

### MEETING MINUTES

The April 5<sup>th</sup> meeting minutes have been reviewed, approved, and will be posted to the website.

### STATE OF THE SCHOOL

State of the School has been set for May 27<sup>th</sup> with a social beginning at 6:30 and the meeting scheduled for 7:00 – 8:00. Derrick will email out slides for the respective committee's to review. The Council is also considering changing up the format slightly but will still include segments from the finance and marketing committees, along with PA, and updates on the capital campaign. The Council recommended the Marketing Committee focus on boosting attendance with a "teaser" insert to be included in the parent pack.

## COMMITTEE REPORTS

### FINANCE

The latest draft of the tuition contract was passed out for review with clarifications and adjustments made to the parishioner status, volunteer hours and non-payment sections. Further discussions, within the committee, will still need to take place regarding types of payments accepted and the ongoing time consuming task of processing checks. Tuition budget projections were passed out for review as well. The committee will be meeting on Monday in hopes to finalize the budget and tuition contract.

### MARKETING

The committee is pushing to complete the postcard, flyer and fact sheet in time for State of the School for feedback and distribution. The committee is also willing to promote attendance at State of the School.

The school website will be 'under construction' beginning in June. Kim Calkins is coordinating with the webmaster and getting price quotes. The website will have the same look and feel as the new parish website.

The committee now has developed a New Family Marketing/Acclamation Program. The objective of this program is twofold. First, to welcome potential new families into the OLL community starting with their

first contact with our school, whether that be through a formal open house, telephone call, email or a visit to the school. Second, this will augment the existing new family program so that all new families to the OLL community immediately feel they are “part of the family.”

## **ADMINISTRATION REPORTS**

### **PASTOR**

No report.

### **PRINCIPAL**

April has been a very busy month with the live auction and accreditation process. Most accreditation committees have completed a third and fourth draft of their respective sections and great progress is being made. This whole process has really shown the strength of our school and its community. The site visit has been scheduled for October 25-27<sup>th</sup> which has forced a change of date for parent teacher conferences. The conferences have now been scheduled for the end of the first trimester.

The calendar for next year has been created and is now awaiting approval from the Archdiocese.

Enrollment is now at 225 registered students with four additional students that hopefully will be admitted in the next week or so. In addition, there are few other families out there that we are working on.

A successful kindergarten round up was held this afternoon.

Teacher contracts will go out in May.

### **ACTION ITEMS**

- Derrick will email power point information for State of the School.
- Marketing Committee will work on boosting attendance for State of the School.
- Joan will talk to PA on refreshments at State of the School.
- Jill will present the SLE symbol to the Marketing Committee.

The meeting adjourned and Kimberly closed with prayer.

*Please join us at our next meeting May 25<sup>th</sup>, 6:00 p.m. in the parish hall*