

Advisory Council Meeting Minutes

March 19, 2019

Members present: George Wilkerson, David Smith, Pat Glover, Donna Brodowski, Virginia Hernandez, Ruth Connelly, Andrea Jones, And Brain Dooling (Archdiocese of Atlanta Advisory Council Observer)

Members absent: Jose Belleno, Peter Foglesong, and Nana Boakye

Order of meeting: Meeting was called to order at 4:38 pm

I. Opening prayer (Mr. Wilkerson)-

Mr. Wilkerson opened meeting with prayer.

II. Minutes from January 2019 meeting approved (no votes, additions/changes received).

No objections from last meeting, January Meeting Minutes were approved and posted online. Mr. Smith asked if voting online was still preferred, there were no objections. Minutes will be posted on school's website once approved by council.

III. Advisory Council Business. (David comments)

1. Finance Sub-Committee Report (No report received)

Ms. Brodowski stated January expenses were \$6,000 over budget, Mr. Wilkerson that there was a big expense in getting one of the A/C units repaired for the kitchen/cafeteria. Ms. Brodowski also reported that delinquencies were at \$9,000. Mr. Wilkerson stated this is high but not unusual for the time of year, after Christmas. Mr. Wilkerson went over the School's policy in regards to past due tuition and stated the school is active in making sure families are in compliance.

2. Mission Effectiveness Sub-Committee Report (No report received)

No report given.

3. Facilities Sub-Committee Report (No report received)

No report given. Facilities committee is working on creating a maintenance/facilities checklist and is planning a volunteer project to paint the main hallway over the summer.

4. Technology Sub-Committee Report (No report received)

No new updates from technology subcommittee. Once donated server is received it will be installed at school saving school time and resources as to not move to cloud based storage. Donated server is newer than schools current server and is still under warranty.

5. Public Relations and Marketing Sub-Committee Report (10 Min)

Sub-committee meet with Director of Marketing and Enrollment, Brian Dooling, in February to discuss creation of Parent Ambassador Program. Mr. Dooling stated that he is currently working with a graphic person to create a fact sheet about OLV. This sheet will be used to communicate pertinent information to prospective families and current families. Once this is developed Mr. Dooling plans to train parents for the school's parent ambassador program, He hopes to have all this done in April.

6. Strategic Planning Sub-Committee Report (10 min)

This sub-committee is currently working on developing a survey for parents. Ms. Connelly mentioned some specific questions to add on the survey. Mr. Smith asked if the survey was school specific or a general similar to the Advanc-ed survey. Mr. Wilkerson said this would be a specific survey for OLV and will help guide the school in updating its strategic plan moving forward.

7. Advancement Sub-Committee Report (No report received)

No report given.

* Sub-Committee reports completed on the council reporting templates will be added to the minutes of each meeting and form a "meeting packet".

Mr. Smith posed the question if the templates for committees works for everyone. Most agreed that the templates provide a good outline

IV. Principal's Report

- I. Tuition Increase-*Mr. Wilkerson explained there will be a tuition increase of 3% to help cover the schools rising expenses. The school is having a decrease in the subsidy provided by Archdiocese but will receive an increase in financial aid to help offset the increase. Final increases will be communicated with families in the next newsletter.*
- II. Budget-approved-*Mr. Wilkerson stated the budget for next school year has been approved with no major changes to revenue or expenses forecasted.*
- III. Volunteer Hours- *Only a few families have not meet the required volunteer hours. Council agreed next year to make hours 20 with a fee of \$15 per hour.*
- IV. Field Trips- *8th grade mass is scheduled for next week. 5th/6th grade will have a field trip in May to biblical museum.*
- V. Athletics-*track and field started last week, first meet is next week. Athletic banquet is scheduled for May 15.*
- VI. Technology-*Mr. Wilkerson sated the school is starting a project to have digital signage in parts of the building. Middle Division Chromebooks will be purchased to move to 1:1 next year. This will increase administrative fee for families in grades 6-8, with a tied fee*

structure the first few years. Mr. Wilkerson will present plans and policy at next council meeting.

- VII. Celebrations-Next school mass is Monday, March 26- with Fr. Henry from St. George as the celebrant. 1st communion mass is schedule with Archbishop Gregory May 14 at 10:00am with reception to follow in cafeteria.
- VIII. Upcoming dates- Mr. Wilkerson is serving on St. Paul's accreditation team and will be off campus Wednesday March 27-Friday March 29. Spring break is April 1-5, and students council sponsored talent show is Friday April 26.

V. New Advisory Council Business (templates, meeting frequency/day/time, minutes posting, summer, CMS)

Mr. Smith will present a rough draft of meeting times for next year at the next council meeting. Council will vote on new members or members that have reached term limit. Mr. Wilkerson mentioned OLV has a sponsor, Christ child's Society, which is funding a summer enrichment program at OLV. Dates are June 3-7, and the program will target students with needs in literature and math. Information will be sent out to prospective students in the next couple of week. Mr. Smith also asked about teacher use of the CMS (RenWeb) for inputting assignments (classroom and homework) as well as grades, similar to what Mercy does with their CMS. Mr. Wilkerson noted that next year, teachers would be required to use RenWeb.

VI. Home and School (Report only)

Date for carnival has been changed to Friday May 3rd. Students will need to bring lunch that day due to kitchen being used to cook food for carnival.

VI. Next Meeting (May 8, 2019 7:00am)

VII. Adjournment/Closing Prayer (David)

Mr. Smith led council in closing prayer. Meeting was adjourned at 5:54 pm.