

Our Lady of Victory, Advisory Council Meeting

Wednesday September 12, 2018

7:00am – 8:30AM
Media Room

Attendees: George Wilkerson, David Smith, Peter Foglesong, Ruth Connelly, Andrea Jones, Donna Brodowski, Jose Beleno, Patricia Glover, Virginia Hernandez, and Nana Boakye.

Non-Attendees:

Minutes

1. Welcome and Introductions

- David Smith, (Chairperson), called the meeting to order at 7:00am
- Being the first meeting of the school year, George Wilkerson, (Principal) did an introduction and members also introduced themselves.

2. Principals report

- Mr. Wilkerson shared the Viability Index report (handout): Currently the school is not meeting the viability index and has a low score because of the low enrollment. However, the enrollment has risen by 13% from first day of school last year which is the first increase in six years and the school has shown positive enrollment and positive retention.

- **Voluntary hours:**

- Virginia Hernandez raised concerns about the current requirement where parents had to submit their volunteer hours within two days after putting in the hours.
 - Mrs. Fogleson suggested parents can always have the teacher or person in charge sign immediately after the event and parent submit the report on their way out or hand it over to other participating volunteers if they had no time to do so themselves.
 - Ruth Connelly suggested an email sent to parents in the middle of the month in addition to the Principal's monthly letter to remind parents of where we are at including how to log and submit volunteer hours will be helpful.
 - Andrea Jones wanted to know if being present at a game could be classified as volunteering
- Mr. Wilkerson and David Smith; being present at a game is not considered volunteering, however car-pooling children to a game is – because you are providing a service of benefit to the school.

Calendar

- Ruth Connelly, thanked the Principal for this school year's calendar mainly because it was in sync with Fayette county school calendar which made planning child care easier.
 - George Wilkerson explained usually the goal is to sync the calendar with Our Lady of Mercy and it was a good coincidence that it also synced with Fayette county's.

Celebrations

9/14 Fun run then tailgating with a cook out before the Mercy game.

- Kat Fogleson suggested every child bring a dollar for food and a little donation for Mercy since OLV is getting in for free.
 - Virginia Hernandez suggested it will be nice for OLV to have a mini bus/van to take kids to the games.
 - Mr. Wilkerson – we hope as the population of the school increases and at some point, we will look into the possibility of getting a school van or bus.

9/17 is picture day and mass day

9/18 is vocation day and 5th graders will go to St. Joseph

9/20 Kroger Flu clinic

9/28 Spirit night at Sky Zone and the school will have three instead of the two organized last year.

- David Smith suggested parents encourage other family and friends to attend.

9/29 Chancery Meeting where Brian Dolling(sp?) – the new Marketing and Enrollment manager will be the main speaker.

Committee Reports

- Being the first meeting, there were no committee reports but Mr. Wilkerson went over the Finance committee report

New Advisory Council Handbook

- David Smith reiterated the main objective of Advisory council and went over some pages of the new handbook. Notably page 16 which has a model meeting agenda which will be followed closely throughout the year. Page 17 also had report templates for the various committees which David hopes each committee chair will be used as a guide during their meetings and turn in so it becomes a permanent record.

Subcommittee Membership

- Finance Chair – Donna Brodowski, David Smith, George Wilkerson, Alexandra Gordon, Malally,

- Mission Effectiveness - Nana Boakye and Andrea Jones
- Facilities and Technology - Peter Foglesong and Jose Beleno
- Public Relations – Patricia Glover and Virginia Hernandez
- Strategic planning – George Wilkerson,
- Patricia Glover suggested more emphasis should be placed on the Public relations and marketing committee since the aim of the school this year is to increase and retain enrollment.
 - Mr. Wilkerson agreed and hinted that, the new hire Mr. Dolling (sp?) will be meeting with the committee to help with enrollment and marketing.

New Business

Additional areas of concern.

- David Smith suggested minutes from the advisory council and sub-committee meetings should be posted on the school website preferably parents web so parents can have easy access to what was discussed at meetings.

Finance Report

The council discussed the current finance report and the loss of \$9000 + incurred which was due to routine maintenance to the building and facilities. It was a planned spending and more needs to done.

- Virginia Hernandez suggested that a specific structure on the the soccer field be demolished because it poses a potential liability to the school.
 - Peter Foglesong suggested the school recruit eagle scout or boy scout members from OLV, OLM or St Matthew to tear it down.
 - Mr. Wilkerson agreed with Virginia Hernandez about the possible liability the structure posed but acknowledged that, he needs to find out more about the history of the building.
- Virginia Hernandez raised concerns about the lack of a security camera on the outside of the after school program entrance.
 - Mr. Wilkerson assured her, that, there are plans to install one and it is infact, part of a larger infrastructure maintenance meant to take place over a period of time in the school. He pointed out that the roof is the original one and the warranty runs out next year and that is one of the many issues to consider.
- David Smith - The school also owns a few feet beyond the soccer field and it will be beneficial to clear the area to help define the area and for safety issues.
 - It was the general consensus that we could get outside help in tackling some of the concerns raised. For example, the knights at St Matthew, boy scouts, Our Lady of Mercy students could be asked to help clear the bushes, paint structures or tear down walls.

Advertising strategies

- David Smith brought in a mailed in flier which he received from a public charter school in Coweta and suggested the school looks into future targeted mailing
 - Andrea Jones gave out an estimate of about \$5000 to \$6000 mailing out to a target of 20,000 people
 - Mr. Wilkerson promised to look into targeted mailing but acknowledged the school have limited resources for marketing.
- Mr. Wilkerson also discussed the possibility of giving family yard signs to put in their yards to draw awareness to the school.
- Virginia Hernandez further discussed and placed emphasis on community involvement and reaching out to local communities. She knew that in the past we were hindered because of legal logistics but asked for the school to resolve those issues.
 - Mr. Wilkerson explained that because the school is bonded we cannot be selective about who we can invite onto the premises and have to treat all organizations the same. However, once the bond is paid off, we will be flexible as to who we get involved with. However, there is no limitations on the school going out to do activities.
- Ruth Connelly mentioned curriculum night and Mr. Wilkerson explained that there were plans to have one.

Next Scheduled Meeting

November 13 but hopefully one in October will be helpful. The chair will figure out some dates and times for the October meeting where each committee will present a report.

Adjournment

David Smith thanked everyone for their attendance and adjourned the meeting at 8:45am after Mr. Wilkerson said a prayer.

Minutes recorded and submitted by Nana P. Boakye on 9/12/18