

Our Lady of Victory, Advisory Council Meeting

Wednesday January 16, 2019

7.00am-8:34am
Media Room

Attendees: George Wilkerson, David Smith, Peter Foglesong, Ruth Connelly, Donna Brodowski, Jose Beleno, Kat Foglesong and Nana P. Boakye.

Non-Attendees: Andrea Jones, Patricia Glover, Virginia Hernandez

I. Opening prayer

The meeting was called to order at 7:05am with David giving the opening prayer.

II. Minutes from November 2018 meeting approved via email

III. Advisory Council Business.

1. Finance Sub-Committee

Mrs. Brodowski: Noted that we were \$75k below budget estimates for November. CENGI bond will be paid off allowing for different tuition rates for 2019-2020 school year. Mr. Wilkerson noted that the \$75k below because of maintenance previously completed and not needed during the month. Further, once the CENGI bond is paid, there will be a separate tuition rate for Catholics and non-Catholics. Current and returning student tuition will be frozen at the Catholic rate.

2. Mission Effectiveness Sub-Committee Report – no mission effectiveness report.

3. Facilities Sub-Committee Report

Mr. Boleno: Most maintenance is outside and can only be done in the spring however the mechanical room that needs urgent attention and requires maintenance now and has to be addressed before it gets worse. In light of that, the school needs quotes to have an idea of the cost and what is feasible for us to do immediately. Jose pointed out the school need painting but suggested there should be prioritization in that and ideally that could be started in February. He suggested we reach out to volunteers; St Mathew parishioners, parents of OLV, Boys scout, Mercy students and anyone who is interested in helping. Since the weather is cold, he thought it wise to start the painting most of which is indoors then in the spring when the weather is nicer to start the needed maintenance of the school grounds.

Mrs. Foglesong: Told the council that she has a contact at **P&PG**; and from past experiences she is positive they may be willingly to not only donate paint to the school but paint it as well. She suggested we start building a relationship with company to make it easier for them to make the donation. The only caveat may be that, they will want some sort of advertisement of their brand.

To which she suggested we could have them paint their logo on the wall in the gym – if that is okay with Archdiocese policies.

Mr. Wilkerson: Noted he was positive the archdiocese will not have a problem having a company's logo on a wall in the gymnasium. With regards to approval of the maintenance needed, he confirmed to the council that, we do not need approval from the Archdiocese for anything under \$10,000.

Mrs. Foglesong: Noted that after the race she will start talks/negotiations with P&PG about the possibility of them painting the school.

Mr. Wilkerson: Had some concerns about painting the school in February as suggested by Jose. In his opinion, painting during a school break was a better option; that way, teachers can get things out of the way and the school do not need to worry about liability issues. It will also give the school time to speak to vendors and get the best quote. However, he liked Jose's idea of inviting parents and St. Mathew parishioners as volunteers because it fosters a sense of belonging and community.

Mrs. Foglesong: Liked the idea of a professional company painting the school as opposed to volunteers because it will look more professional and the school will avoid any liabilities.

Mr. Wilkerson: Noted on the issue of cameras and DVR's; we need an updated DVR and in an ideal world to replace them with digital ones. Ideally the school needs at least 30 new ones.

Mrs. Foglesong: Suggested storing the images on a cloud drive to make it easier if and when we need to retrieve them

Mr. Smith: raised privacy issues

4. Technology Sub-Committee Report

Mr. Foglesong: talked about servers to be donated.

Mr. Wilkerson: There is an IT roadmap developed by which was handed to council members. There is a free Office space and each teacher could receive a free space for storage. He however, raised issues about privacy and believed Microsoft is safer. It will be more cloud based with the hopes of moving away from physical boxes. The question was why upgrade the servers if it will eventually go away.

Mr. Wilkerson: There is a 3-year plan which will be reviewed and the IT roadmap is not a finalized version. 1-1 Chrome book plan – proposals have come in and BT's quote was relatively high. Since they intend to provide a service already, he suggested, OLV goes back to them and shows them lower quotes we have received in the hopes of them matching or lowering theirs.

Backup internet provider is on the roadmap and the issue here is that, at the moment the school's internet provide is Comcast but we have no backup provider so what happens if for example something knocks the Comcast server on Kirkley road and there is no service? According to him,

the roadmap proposes a backup but that costs about \$1000 a month which is quite expensive and although Comcast may have been cheaper, because they are the main and current provider we defeat the purpose of a backup provider and thus cannot use them as a backup provider.

Mr. Smith: what is the diocese policy on using cloud base storage? If they do not have an issue then we might as well move to cloud base instead of the servers which we will be getting knowing we will eventually move to cloud base storage.

Mr. Wilkerson: Using the servers for now may save the school some money especially since we can get the servers for free. Why don't we get them for free, use them for a while before moving to cloud base storage later?

Mr. FoglesonFoglesong: we save money by using servers instead of the cloud because there is a monthly operating cost for both servers and cloud storage but it is significantly higher for cloud base. Therefore, if we defer using cloud-based storage, we end up saving money

Mr. Smith: wanted to know whether the applications on a chrome book is similar to Microsoft Office 365 which is free.

Mr. FoglesonFoglesong: Chrome books the school plans to use will be using the google office suite which is more uniform in regards to updates and in his opinion more user friendly. Although it is a teacher to teacher decision since the kids are using google classroom presently, why not go with google office.

Mrs. FoglesonFoglesong: Pointed out that we need to consider the kids in lower division

Mrs. Brodowski: Of the opinion that we need to consider what will be beneficial in the long term considering the fact that, OLM and most businesses use Microsoft Office

Mr. Wilkerson: we can leave it up to teachers to decide what app to use and we always have to have cost efficiency at the back of our minds in any decisions we take in regards to the choice of apps and software to be used with the chrome books

Mr. Smith: Mercy is using both Google and Microsoft and thus a combination of both should be okay

5. Public Relations and Marketing Sub-Committee Report

Mr. Wilkerson: the committee is still waiting on Mr. Dooling to help with the proposed parent ambassador program. He pointed out that, as one of their marketing initiatives, the archdiocese bought ad space for all the catholic schools in Atlanta in a parent magazine (a copy can be found in the school's lobby) It is the hope that, this ad should help with our marketing and PR efforts. He believed that since Mr. Dooling is the expert on marketing, we should wait for his directions before we take any steps in that area.

Mr. Smith: we still need to think of post card marketing and tremendous boost it may give the school's marketing efforts. He gave an example that, since the council's last meeting in November of 2018, he has received 3 such post cards from competitor schools in his mailbox. He however,

he pointed out that he is not sure about how effective they are because all 3 got thrashed but it may be of help to a prospective family.

Mr. Wilkerson: Mrs. Nardozza is working on non-Catholic Pre-K's around the area in hopes of attracting families to OLV.

Mr. Smith: convenience and expense is keeping people in the south away from enrolling their children in OLV

6. Strategic Planning Sub-Committee Report

The sub-committee had no report but according to Ruth and Mr. W, they intend to meet towards the end of the year. They plan to send out a survey to parent to help them in their strategic initiatives.

Mr. FoglesonFoglesong: suggested survey monkeys

Mr. Wilkerson: google forms because it is very simple and user friendly

7. Advancement Sub-Committee Report

Had nothing to report on

IV. Principal's Report

With effect from next year, the proposed Catholic and non-Catholic rates will come into effect, however the rates had not been set yet, but it was possible there will be about \$1000 to \$1500 difference in the two rates.

Mrs. Connelly: Pointed out that since cost was one of the major reasons deterring families from enrolling, would it be a great idea to drop the tuition for a year just to attract families and actually see what it does to enrollment figures.

Mr. Wilkerson: agreed with Ruth but unfortunately did not have sole discretion when it comes to budgeting and how funds should be distributed. He hoped that after the strategic planning committee sends out surveys and there is concrete evidence that cost is one of the major factors deterring families from enrolling, he will be able to take up the issue with the appropriate decision makers.

Mr. FoglesonFoglesong: Economically, dropping tuition fees may not be such a great idea since it will cause uncertainty in operating the school. He explained that there is operating costs and keeping the tuition the way it currently is gives some level of certainty about what comes in while dropping tuition gives no guarantee as to potential numbers that will enroll. This in turn makes it uncertain to the administration to know if they can pay operating costs.

Mr. Wilkerson: shared with the council that, the school's budget for financial assistance has been

increased.

Mr. Boleno– if we have more money to give out as grants, why don't we use that as operating costs and lower tuition with the aim of attracting more families

Mr. FoglesonFoglesong: even though there are factors hindering increasing enrollment, Brian Dooling needs to help drive all the major reasons why current parents are still here; that it is Catholic education, tuition assistance is available, college enrollment is high etc

Mr. Boleno: Raised concerns about waiting on Mr. Dooling; OLV was losing valuable time and missing out on great marketing and PR opportunities (e.g. Upcoming open house) waiting for Mr. Dooling's directions

Mr. Smith: Added to that concern by pointing out that, his parish has 150 kids who are in faith formation class who are in non-Catholic schools. How do we reach out to all these families?

Mrs. FoglesonFoglesong: we lost kids because of poor management and we need to sell the idea of a new management. Most parents who used to be here have no problems paying and are catholic

Mr. Smith: it is a new school, tuition assistance, new management and it needs to start at the parishes where we are likely to get families who understand the importance of a catholic education

Mr. Wilkerson: asserted that, before any PR/marketing initiatives, we need to follow up with Mr. Dooling since he is the expert on such issues.

Upcoming events

- Catholic schools week – it's a fun week Open house, have an auxiliary bishop holding mass, gifts for kids, lunch with parents, etc

- NFL Super Kids Super Sharing charity event – we participated in and selected kids will get an opportunity to meet NFL players at the Infinite Energy Arena on January 17, 2019.

- Volunteer hours – OLV sent thank you notes to parents who met required hours and those that didn't, got reminders. To make accessible and transparent, families can access their voluntary hours on renweb. Mr W. noted that so far there has been a good response and feedback from families, the question he had was; do we increase the volunteering hours for next academic year or keep it the same.

Mrs. FoglesonFoglesong: To encourage participation, OLV needs to increase the value i.e. make it more expensive to not take part by increasing the fee from \$10/hour to \$30

Mrs. Connelly: thought increasing the fee to the suggested minimum wage e.g. \$15 or at the most double

to \$20 was fair and reasonable.

Mr W. – Suggested \$20 was fair and the council could make a final decision at our next council meeting.

Field trips – coming up

8th Grade – World of Coke and Capital 1/23

7th Grade – OLM retreat 1/24

Athletics – Gearing up for basketball season
PAC tournament

IT – Chrome device will be available to middle division with an estimated cost of approximately \$150. He confirmed that it will be very child friendly with access to Wi-Fi and certain websites and applications protected. The plan is to keep the device after the third year – however there will be a different rate for 8th and 7th graders because they will be leaving the school with the device in less than the proposed 3 years.

Mrs. FoglesonFoglesong: wanted to know what happens when someone comes in midyear, breaks it or loses it

Mr. Wilkerson: there will be prorated fees, as well as warranties and OLV will have contracts with parents as to damage and loss. There will be an administrative fee do we think the \$150 per year is feasible considering tuition and all other costs parents have to deal with?

Mrs. Connelly: we should have it broken down in installments so parents can budget for it

Mr. Boleno: we should push the idea since technology is very important to learning and teaching

Mr. Smith: for uniformity all devices should be the same especially for 8th graders

Mr. Wilkerson: its will be the same device just the warranty will be different.

It was concluded that, OLV will be moving ahead with the device plan for next academic year

Student recognition – continuing with that
Perfect attendance and honor roll

Celebrations – coming up

Dates to remember

Jan 28-Feb 1	Catholic schools week
Jan 28	Open House
Feb 6	2pm dismissal
Feb 14	MD Valentines Dance
Feb 15	2 nd Semester Conference Day
Feb 18-19	No School
Feb 20	No school for students, Faculty Retreat

Mr. Wilkerson: shared with the council issues discussed at his last Principals meeting – due to Pennsylvania catholic priest abuse scandal and ongoing litigation, all catholic dioceses are under investigation. To avoid spoliation, the archdiocese in their have issued a freeze, meaning no documents of a personal nature primarily dealing with sexual harassment or allegations should be trashed or destroyed.

Home and school

Mrs. FoglesonFoglesong: Race coming up and suggested making it mandatory that every family brings in one sponsor and a incentive for doing so. This will probably make it more inclusive since last year there was only 7% participation from the school.

Mrs. Connelly: suggested an incentive like; a family will be credited with 2 volunteer hours for bringing in a sponsor, or participating etc

Mr. Smith: Seconded Ruth's suggestion i.e. bring sponsor get time off, participation gets time off

V. New Advisory Council Business

No new business

VI. Next Meeting

Mr. Smith: informed the council the next meeting will be on January 16, 2019 at 7:00 am.

Mr. Smith: suggested a meeting during the break to catch up on developments

Mr. FoglesonFoglesong: suggested an email going on or a conference call since most families will be on vacation or may not be able to make it.

VII. Adjournment/Closing Prayer (Mr. Wilkerson)

David adjourned the meeting at 8:34am and Mr. W. said the closing prayer.