

## Summary of OLW School Advisory Board Meeting, 8/17/09 7:30PM

### Acknowledgement of visitors:

A parent thanked the Board for providing copies of the agenda, and Tom Aichele stated the agenda would also be posted on the OLW website. The parent suggested the website include email addresses of the Board members, which the Board will consider.

**Correspondence:** Tom Aichele addressed a bullying concern that was brought up to him via email at the end of the last school year. David Wood informed everyone that he is having a meeting with the teachers to discuss the issue and develop a resolution.

**Financial Report:** Ken Adamick reviewed the 2008-2009 Fiscal Year results. The financial results were \$184k worse than budget, primarily the result of lower than planned student headcount, and uncollected tuition. The Board will trouble shoot how to budget better in the future. David Wood suggested moving the registration deadline up.

Preschool enrollment is down, so the administration is looking into ways to make Wayside's preschool program more attractive. The shortfall from budget is being covered by parish savings, and a \$10,000 contribution from FSA.

**Pastor Report:** Father Ed is looking forward to a good school year.

### Principal's Report:

**Thank You.** David Wood thanked everyone for the very warm welcome. He is looking forward to the school year and working with everyone.

**Faculty.** Chris Bremner was hired to teach science in the middle school. Mariann Smith is the new counselor from Alexian Brothers and she will be at the school on Mondays and Thursdays.

**Enrollment.** As of 8/17/09 the enrollment is 657 students. Unfortunately, the numbers for the two Pre-K4 afternoon classes were too small to justify two classrooms. The two classes were combined, and Mr. Wood contacted the affected families personally.

**Preschool.** David Wood is working with Mrs. Cieniawa to introduce a new program to the preschool called Bible Buddies. This extension program would allow a preschooler to stay for additional time to have lunch and participate in religious lessons/activities.

**School Reach.** Mr. Wood addressed the new telephone relay system installed, and stated that out of 400 messages sent, only 18 were marked undeliverable. The administration is looking into those issues and hopes to have 100% delivery in the future. The program also has an email blast system that he is hoping to utilize in the future.

**Procedural Change.** There will be some changes to the drop off procedure beginning August 27<sup>th</sup>. A letter will be sent home with students on the first day of school for 1<sup>st</sup> through 8<sup>th</sup> graders. The Mitchell Street entrance will be used for all elementary students, and the Ridge Street entrance will be used for all middle school students.

**State Report.** The Recognition Report from state was received, and Mr. Wood passed it out to the Board. It shows that OLW has been recommended for Full Recognition.

### Committee Reports

**Finance.** Janet Lynch informed the Board that the school is down students, and she is looking at different ways to reach out to those families. Tom Aichele did some benchmarking and found that St. James has had some success with an outside collection agency. David Wood stated that the Archdiocese does recommend a certain company if we decide to go that route.

**Public Relations.** Katie Cox reviewed the purpose and goals of the Marketing Sub-Committee. The main goals are to redesign the OLW website, create an internal marketing campaign that includes the themes of caring, change & community, utilize the Archdiocese Catholic Schools Week theme throughout the school year, and to utilize the parish bulletin to advertise both the day school and school of religious education accomplishments. Katie Cox stressed the importance of an updated website, and said more effort will be made to keep preschool parents informed of school happenings.

**Endowment.** Ken Adamick advised the Board that there is \$300,000 in the endowment fund, and that \$100,000 of it was approved to repave the parking lot. Anne Firestone suggested a database and mailing list of prior OLW graduates to contact for donations.

**Survey.** Anne Firestone suggested doing another online survey in the fall. She is waiting to have a meeting with David Wood to discuss the timing/process.

**Elections.** Jeff Scardami reiterated that the election process went smoothly last year.

### **Old Business**

- The **Five Year Plan** is in the process of being approved by Father Ed once he has had the opportunity to discuss it with David Wood. The Board is discussing ideas on who should be the champion of this Five Year Plan.
- The **Gloria Rebek Fund** application is now online on the School Board Website.
- A parent summarized the concerns of some families due to changes to the **School Uniform**. David Wood said he is still reviewing the information he has received, and needs to observe the current uniform in order to see how it looks. He also needs to meet with Dennis Uniform to see if a contract was signed. He asked parents to please be patient, and that he will try to find a compromise that will satisfy everyone. Tom Aichele thanked the committee that spent much time & energy to create the new uniform policy. He also thanked the audience for using the school Board meeting to express concerns and give feedback. He reiterated that using this process is a healthy way for parents to communicate their concerns.
- Tom Aichele discussed the **SAB Survey Results**, which showed the importance of communication with parents, continuing the Five Year Plan, and coming up with a comprehensive school open forum.
- Tom recommended that all members of the OLW Advisory Board attend the Virtus Training if they have not already done so.

### **New Business:**

**Committee Formation.** The following SAB committees were formed for 2009/2010:

- Finance . Janet Lynch (Chair), Pat Sexton, Beth Martin
- Public Relations . Katie Cox (Chair), Janet Lynch, Beth Martin, Anne Firestone
- Endowment . Pat Sexton, Tom Aichele, Carolyn Miller, Jeff Scardami
- Survey . Anne Firestone (Chair), Beth Martin, Katie Cox
- Elections . Jeff Scardami (Chair), Carolyn Miller

**In Service Training - September.** It is recommended that all Board members attend the Genesis Strengthening Catholic Schools seminar on September 19<sup>th</sup>, 2009. Parents and parishioners are also welcome to attend.

**Political Action Lead.** It is recommended that we find a political action liaison to become more aware of the policies affecting Catholic education.

**Exit Survey.** Tom Aichele facilitated a discussion on the best way to conduct exit surveys for people leaving the school. Katie Cox spent some time benchmarking with other parishes, and found the greatest success was with written surveys that were returned via a post office box.

**Representation at FSA.** The Board responded positively to Tom Aichele's idea of having a School Board member attend each of the FSA meetings.

**Adjournment:** Anne made a motion, Jeff seconded and all concurred to adjourn the meeting. Meeting ended at 10:17 PM. We closed with a prayer lead by Father Ed.

*The next School Advisory Board meetings will take place on Monday, September 21, 2009 and then again on Monday, October 19, 2009 at 7:30 PM in the Gathering Place. All are welcome to attend.*

*From the School Manual which is posted on the school website:*

*Re: Agenda Items*

í í í öThe Board invites and appreciates your interest. The Constitution states that any parents or member of the parish may formally petition the Board with a request to consider recommendations, proposals or other matters relating to the operation of the educational facilities of the parish. Such petitions must be submitted in writing to the Secretary of the Board at least two weeks prior to the meeting at which formal consideration is proposed. This procedure allows parishioners to discuss with the Board any matter requiring formal consideration. Ordinarily, policies and other proposals introduced at a Board meeting are discussed and voted upon at subsequent meetings.ö

Respectfully submitted by Beth Martin, Co-secretary

DRAFT