

**Our Lady of the Wayside School Advisory Board
Monday, October 15, 2018 – Multipurpose Room**

OLW SAB Open Meeting Commenced: 7:32 pm

Attending: Mike Schermerhorn (Chair); David Schwaner (Vice-Chair), Sue Finucane (Co-Secretary), James Jackman (Co-Secretary), Sue Preissing (Co-Secretary), David Wood (Executive Officer), Jessica Cherwin (FSA), Jim Liput (Business Manager), Annmarie Lichner, Danielle Kenney (Development Director), Lisa Johaniewicz, Peter Schraeder

Apologies: Mike Louise, Father Ed Fialkowski (President),

Opening Prayer: David Schwaner

Approval of Minutes: September minutes were approved with corrections by the SAB

Acknowledgement of Visitors: None

Correspondence: Renew My Church – Palmetto Heights update from Sept 16. Parishes are taking two years to pursue independent plans and will reconvene in Oct 2020. OLW will continue to monitor closely.

New Business: SAB Chair attended PMC meeting on Oct 1 with strong collaboration. SAB approved letter to families on the Strategic Plan. SAB Constitution will be reviewed.

Family & School Association (FSA) Update (Jessica Cherwin): Cotillion off to good start with an Assembly held in the multipurpose room. Early Childhood put on a Prowl which was received well. Progressive Party raised \$2,585. Supper Club performing quite well with the first 2 events delivering over 50% of the annual goal. Mens Night Out, led by Jay Scarsi, scheduled for November 10th with option to pay to play or pay to attend, event to be held in the gym with the top 5 winners receiving cash prizes.

Parish & School Finance (Jim Liput): 2 months ending June 2019 brings current Net Income to \$313,198 vs. a budget of \$358,496. Shortfall can be greatly attributed to timing after the first 2 months of the FY. School tuition and fees has a \$29,587 unfavorable variance. Total Income is \$718,144 vs. a budget of \$747,895. Salaries have a favorable variance of \$9,324 while books have an unfavorable variance of \$27,439. Lastly, Sunday collections YTD are trending below expectations which is concerning for the school subsidy.

Pastor's Report (Fr. Ed Fialkowski): Next Update scheduled for November

Development Director Report (Danielle Kenney): Endowment board met in October. Board welcomed two new members to the board; Scott Cassidy and Adria Siewert. Jeff Utech has agreed to stay on until a new member has been identified. Raised \$22k last year, established a goal of \$30k for this year. Working on the bulletin. Annual Giving Report is in development. Annual Fund committee meeting will focus on fund raising and how monies raised are being allocated. Giving Tuesday is November 28th this year.

Principal's Report (David Wood): Former student approached OLW about redoing and maintaining our website with November 1st being the planned start date. On the Faith front: Buddy activities linked to virtues class. K-8 walking to the movies in October. St. Viator campus minister and students approached us about doing a retreat with the 6th graders. Pray the Rosary in October with 6th, 7th, and 8th graders. 5th graders getting ready for All Saints Mass. On the Academics front: meeting a couple Wednesday's a month to review teacher improvement opportunities like word study, grammar, etc. Pulling together school improvement plan for the Arch Diocese based on Aspire scores. Writing will continue to be a focus for this group especially with the above average scores in math, reading, and science.

Standing Committees

- **Strategic Plan Committee** (Mike Schermerhorn)
 - Enrollment & Marketing Focus Area** (Lisa Johaniewicz)
 - Library display in process with goal of putting it up in January. Three tiers of the mission will be represented in print. Early education is front and center with Preschool brochure a focal point. Starting a youtube channel to house all videos. Website refresh in the works as noted before.
 - Financial Focus Area** (David Schwaner)
 - Pulling together a 5-year outlook. Working through some minor variances in timing and enrollment however progressing towards budget planning goals. Danielle to offer some insight into Endowment which may help ensure alignment and or linkage between both focus areas.
 - Facilities Focus Area** (Mike Schermerhorn)
 - Two goals; maintain building improvement list and maintain repairs list. Mike to work with PMC to update list and include in strategic plan. Safety list is typically addressed first with roofing following closely.
- **Finance Committee** (Dave Schwaner) – refer to Strategic Plan Update
- **Public Relations Committee** (Lisa Johaniewicz) - refer to Strategic Plan Update
- **Elections Committee** (Mike Louise)
- **Endowment Committee** (Mike Schermerhorn) - Next Meeting is Nov 13th, followed by meeting in Jan 2019
- **Annual Fund** (Peter Schraeder)

Our next meeting is scheduled for Monday, November 19th, 2018. All are welcome to attend.

Adjournment: The open meeting was adjourned at 8:44 pm with a closing prayer led by Peter Schraeder

From the School Manual, which is posted on the school website: Re: Agenda Items” The 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 one week 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.” Respectfully submitted by James Jackman, Co-Secretary.