

**Our Lady of the Wayside School Advisory Board  
Tuesday February 19, 2019 – Multipurpose Room**

**OLW SAB Open Meeting Commenced:** 7:35p

**Attending:** David Wood (Principal), Mike Schermerhorn (Chair); Peter Schraeder; Sue Finucane (Co-Secretary); Sue Preissing (Co-Secretary), Jessica Cherwin (FSA), Danielle Kenney (Development Director); Jim Liput (Business Manager); Father Ed (Pastor)

**Apologies:** David Schwaner (Vice Chair); Jamie Jackman (Co-Secretary); Lisa Jochaniewicz; Annmarie Lichner; Mike Louise

**Opening Prayer:** Mike Schermerhorn

**Approval of Minutes:** January minutes were approved with corrections by the SAB.

**Acknowledgement of Visitors:** none

**Correspondence:** PalMeadow Heights Renew My Church update (Fr. Ed/Mike Schermerhorn): Mision San Juan Diego, St. Theresa and St. Thomas of Villanova will continue in their current canonical structures; parishes will explore space sharing and collaboration; St. Thomas and Mision San Juan Diego will have open pastorate and be in the pool for pastor assignments effective 7/1/2019.

**Family & School Association (FSA) Update:** (Jessica Cherwin): Rescheduled Catholic Schools week activities: faculty luncheon, Jessie white tumblers; Supper club reached goal for the year; Blue and White Gala on 2/23/19, Fund-a-Need: safety upgrades and campus enhancements to promote safety between the school, parish and play areas.

**Parish & School Finance:** (Jim Liput): Financial review – 6 months ending 7/2019: Net income \$53,035 compared to budget of \$40,121; Telephone costs continue to rise, researching alternatives;

**Pastor's Report** (Fr. Ed Fialkowski): Reviewed above listed renew my church from PalMeadows Heights updates.

**Principal's Report** (David Wood): Early childhood enrollment numbers for 2019/2020 school year = 99 students for pre-k and K programs;

**Development Director Report** (Danielle Kenney): Discussions will continue with Parish Management Council and donors to discuss ways of promoting donation options;

**SAB Constitution:** SAB to review new version of constitution via e-mail and provide feedback at March meeting.

**Standing Committees:** All committees to develop/review/update current standard work documents.

- **Strategic Plan Committee**(Mike Schermerhorn)Committee meeting next week to update documents that will assist all focus areas on their goals to collect by April and vote in May;
- **Finance Committee** (David Schwaner): School budget and tuition letters sent to school families, minimal feedback received; Committee will meet to finalize budget by May 1<sup>st</sup>;
- **Facilities:** (Mike Schermerhorn) plan meeting to review capital request and needed repairs;
- **Public Relations Committee** (Lisa Jochaniewicz): Committee updated calendar tasks; reviewed strategic plan and will provide update of goals at next SAB meeting;
- **Elections Committee:** (Mike Louise) no report, elections will be held April 6-7, 2019
- **Endowment Committee** (Mike Schermerhorn) develop documents to guide next year's committee.
- **Annual Fund** (Peter Schraeder) no report.

Our next meeting is scheduled for March 18th. All are welcome to attend

**Adjournment:** The open meeting was adjourned at 8:45 pm with a closing prayer led by Peter

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 Sue Finucane, Co-Secretary.