

**Our Lady of the Wayside School Advisory Board  
Monday May 20, 2019 – Multipurpose Room**

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

**Attending:** David Wood (Principal); Father Ed (Pastor); Mike Schermerhorn (Chair); David Schwaner (Vice Chair); Mike Louise; Lisa Jochaniewicz; Peter Schraeder; Annmarie Lichner; Sue Finucane (Co-Secretary); Jamie Jackman (Co-Secretary); Sue Preissing (Co-Secretary), Jessica Cherwin (FSA), Danielle Kenney (Development Directory); Jim Liput (Business Manager); Maggie Bleeker (FSA);

**Visitors:** Andy Butcher (member-elect); Mike Paine (member-elect); Marisa Sattley (member-elect);

**Opening Prayer:** Mike Schermerhorn

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

**Family & School Association (FSA) Update:** (Jessica/Maggie): Last FSA meeting on 5/8: Maggie Bleeker is new chair, Melissa Craig, vice chair and new member, Jillian Plumber; FSA contributed \$120,000 to OLW annual fund; and \$123,362 contribution to Fund a Need; Year-end financial letter sent in Monday Memos.

**Parish & School Finance:** (Jim Liput): 9 months ending 3/2019: Financial results, net ordinary income for 9 months was \$52,817 compared to budget \$95,502. School tuition/fees has a \$56,537 unfavorable variance; Total income is \$2,011,033 compared to budget \$2,064,095. Salaries have favorable balance of \$31,293 and benefits of \$19,360. Administrative expenses have unfavorable balance of \$32,122 due to IT support; New telephone system to be installed to reduce costs due to direct line to fire/police; Maintenance & Building Repairs have \$6,190 unfavorable balance due to snow removal; Current church financial report is \$32,724 short of goal for Sunday collections and \$33,366 for Easter;

**Pastor's Report** (Fr. Ed Fialkowski): Several all school masses, first communion liturgies; graduation coming up quickly; Fr. Vinod in India back with family; Our Renew My Church participation will begin in 2022; In the process of preparing the Divine Mercy spiritual retreat to prepare for Renew My Church.

**Principal's Report** (David Wood): Teachers attended NCEA Convention workshop in April; OLW will have visit in October by AdvancedEd to review accreditation renewal; 25 8<sup>th</sup> grade students took District 214 math placement test, District 25 has the highest scores of public feeder schools, OLW has the highest math scores for catholic/private schools; Discussion on use of middle school stove after parent shared concern – gas is currently shut off to stove;

**Development Director Report** (Danielle Kenney): Endowment fund board meeting earlier this month –fundraising letter sent to past parents to support the endowment; Changes to constitution for endowment fund board to increase number of members to 13. Annual Fund: presented the plan on order of the projects to be completed: security changes, walking path then green space.

**Old Business:** (Mike Schermerhorn ) Internal Reflection Results from SAB members reviewed

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

- **Strategic Plan Committee**(Mike Schermerhorn): Reviewed updated strategic plan: 33 goals across 7 different focus areas; Current strategic plan (v4 for 2020-2024 planning horizon) approved by SAB
- **Finance Committee** (David Schwaner): Budget already approved; Developed timeline for finance committee for current/future members, budget tool instructions will be included
- **Public Relations Committee** (Lisa Jochaniewicz): David will send parent letter relating to survey; Buddy letters to be sent to kindergarten students for graduation; Middle school survival kit to be sent out soon;
- **Elections Committee** (Mike Louise): 3 new members; instructions/templates for forms etc into google drive
- **Endowment Committee** (Mike Schermerhorn): The OLWSEF Board is looking deeper into the management of the Fund, which is managed by the Archdiocese, using Northern Trust.

**Installation of New Members:** Andy Butcher, Mike Paine and Marisa Sattley new SAB members

**Election of Officers:** Chair – David Schwaner; Vice Chair Annemarie Lichner; Andy Butcher (co-Secretary); Mike Paine (Co-Secretary); Marisa Sattley (Co-Secretary)

**Closing Prayer:** Jamie Jackman

Our next meeting is scheduled for. TBD, Committees may meet over the summer months;

**Adjournment:** The open meeting was adjourned at 9:15 pm with a closing prayer led by Jamie Jackman 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 members 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.