

Our Lady of the Wayside School Advisory Board
Monday, October 7, 2019 Multi-Purpose Room – 7:30p

OLW SAB Open Meeting Commenced: 7:32 PM Members Present: Annmarie Lichner (Vice Chair), Lisa Jochaniewicz, Mike Paine (Co-Secretary), Marisa Sattley (Co-Secretary), Sue Preissing, David Wood (Principal), Danielle Kenney (Development Director), Maggie Bleeker (FSA Chair) Apologies: David Schwaner (Chair), Jamie Jackman, Andy Butcher (Co-Secretary), Sue Finucane

Opening Prayer: Sue Preissing. Approval of Minutes: Minutes from past two meetings are outstanding for approval.

Acknowledgement of Visitors: Tanya Petermann and James Cummings

Correspondence: none

FSA Update: (Maggie Bleeker). Dondi's Pizza dropped the OLW School Pizza Day order after 30 years. We are now contracted with Stadium Pizza. Grandparents Day planned for October 10th. Volunteers are aligned and set.

Financial Report: (Jim Liput- Not Present) No Report provided. Dave Schwaner and Annmarie Lichner to follow-up with Jim on current School Budget readout. No report has been provided since August meeting. Concern raised by visitor James Cumming and SAB members about the need for Financial insights on a consistent basis. To help bring more transparency into play, the group discussed bringing multiple groups together for further discussion. A. Lichner will look to set-up a cross Board meeting with Father Bart to discuss. Meeting before next SAB to include representatives from SAB, PMC, FSA, Boosters, David Wood and Father Bart. Awareness around the already-in-progress Stewardship Report which Father Ed was leading was discussed. The Stewardship Report will include a full outline of the Fiscal Year Financials. The Stewardship Report effort was kicked off in late Spring in response to bringing awareness to OLW's many ministries and also to create Financial transparency.

Pastor's Report: (Father Ed). No report provided

Principal's Report: (David Wood) School has been informed by the Archdiocese that we will need to incorporate five essentials/categories into survey questions to school families by February. Most likely this will be done via a separate survey from our larger annual survey. These five questions reflect the same survey public schools utilize. There will be a State Recognition visit by the State of Illinois in the Spring. In October the Archdiocese comes to visit for a system wide accreditation. School held an official lockdown with the Arlington Heights Police Department. Required 90 days into the School Year. Buddy mass added for October 24th.

Development Director Report: (Danielle Kenney)

Endowment board met in September and has talked about an aggressive goal of up to \$2M goal before an automatic disbursement can be made yearly to the school. The next meeting is Nov 12. Campus Improvement Planning Committee with Mike Paine and Leo Morand taking the lead. The Committee also includes John Brady from PMC, Tanya Petermann & Feliza Gauthier, Gala chairs, Jim Liput, David Wood and Danielle Kenney. Remaining phases of the last year's Gala Fund Need project and also to look at other long-term capital project needs for the parish grounds (more handicap accessible, specifically entrance to the Church). Intention to get a parent update letter out shortly after that meeting. The Annual Fund committee will meet to discuss the goal for 2020. The Annual Giving Report, which lists donors to Annual Fund, Rebek Fund, and Endowment Fund, will be released within the Sunday Bulletin.

Standing Committee Discussion

Public Relations: (Lisa J). Working on addressing a few items around School tours (pre screen questions via simple Google form. Tour Scheduling process, post tour email). Looking at widening Marketing efforts to include sections of Palatine. Creation of signs and door hangers to be placed into targeted areas. Reaching out to local non school Parishes for placement of OLW marketing efforts.

Finance: (Annmarie provided update in Jamie's absence). Jamie and Dave S. will be discussing formal plan for School Budget creation. Visitor Tanya Petermann asked that the budget consider adjustments to fundraising fees and inclusion of Gala Tickets. OLW has seen a drop off in volunteers around all efforts. Within our Vicariate, four schools do a fundraising fee.

Elections: (Sue Pressing). No report. Strategic Planning: (Sue Finucane) No report. Adjournment: The open meeting was adjourned at 8:30pm with a closing prayer lead by Sue Preissing.

The next School Advisory Board meeting will be November 11th at 7:30 p.m. in the Multi Purpose Room. All are welcome to attend. 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 parent 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 Annmarie Lichner, Co-Chair