

Our Lady of the Wayside School Advisory Board
Monday, October 19, 2020 – OLW Newman Room in the Parish Center

OLW SAB Open Meeting Commenced: 7:30PM

Members Present: Sue Finucane (Chair); Mike Paine (Vice Chair); Jamie Jackman, Sue Preissing, Marisa Sattley, Rani Rooney, Tiffany Maloney (Co-Secretary), James Cummings (Co-Secretary), Sal Sammartino (Co-Secretary), David Wood (Principal), Melissa Craig (FSA), Julie Carlucci (Boosters), Father Artur (Pastor); Danielle Kenney (Development Directory), Neal Loughery (PMC);

Apologies: Neal Loughery (PMC), Sue Preissing; Julie Carlucci (Boosters)

Opening Prayer: James Cummings

Meeting Minutes: Approved by the SAB as a group (seconded by Sal Sammartino)

Principal's Report (David Wood): Modified version of traditional events went well (Prowl, Halloween Party, Saints Day); Spirit wear for fund raising and book fair was successful; Leadership meeting held via zoom and working on new winter COVID-19 protocols, precautions and communication to families during the holidays; A total of 6 students are returning from eLearning that chose remote learning; current class sizes are based on CDC guidelines, will evaluate the need to open more classrooms.

Financial Report (David Wood): Current enrollment 393 students, before/after care slowly building; Per the village land line is not required and new phone lines will be installed via radio satellite phones and there will be substantial savings; Upgrade internet for fiber optics for streaming school masses; Campaign to cover investment for the parish and funds for new technology

Pastor Report (Father Artur): The church will be streaming all masses; Operations room for the team with professional equipment for communications - upgrade technology for both the school and church.

PMC Report (Sue Finucane): Sue Finucane delivered PMC report on behalf of Neal Loughery due to meeting conflict; New positions: Director of Evangelization, Operations Director and Director of Communication: focusing on networking together and improving all responsibilities that fall under the PMC; New \$50K matching grant initiative was launched in mid-October through the Parish; Joe Farwell is a new member of the PMC; Deacon Pete, interim Director of Operations is preparing for PPP loan debt forgiveness; Moving forward PMC will be called Finance Council.

Development Director Report (Danielle Kenney): Directed donations to the school - air purifiers donated to elementary building, Middle School, Gym, multi-purpose room; due to size of the donation remaining funds used for replacement filters; Purifiers can be used post COVID (e.g. Flu season); Microphone amplifiers donated for the teachers. Endowment campaign starts in October – 2 fund raising campaigns will coincide at the same time with the Parish and the School; OLW Endowment campaign mailing, with a goal \$35K to \$60k with donation match to inspire new donors. Trunk or Treat Friday, October 30th through the park district at Pioneer.

FSA Update (Melissa Craig): Spirit wear fundraiser raised \$2k – several generous families donated to staff and teachers. Boosters offered up Prowl spirit wear apparel for fund raising. Halloween cookie kits and Thanksgiving pie fund raising. Virtual Trivia Night on November 14th open to everyone. Pizza Day – boosters provided candy and beverages to sell during pizza day to middle schoolers for additional fundraising; Gala Save the Date – April 17th – Virtual Auction; OLW lawn signs and/or magnets are available for sale on membership took kits.

Standing Committee Discussion: Public Relations (Tiffany Maloney): Back to school presentation finalized and presented; Strategic marketing plan initiated – changes made in relation to enrollment and marketing; Closed out open topics from prior school year, looking at options for reinstating career day; alumni engagement conversation and possible rebranding for longer term plan;

Strategic Plan (Sue Finucane): Updates from enrollment and marketing; Administration strategic plan update on hold due to COVID - Goals in terms of various testing not completed in the spring and carried forward; Working with the Office of Catholic Schools to continue protocol to keep kids safe and continued efforts on making the remote learning program more robust; Possibly do virtual career days for middle school; Facilities strategic plan – North playground renovations starting on October 22 and potential completion by October 29 – work being completed to remove bumpers and all tripping hazard around the property, remove mulch and add sod, pave 4' ribbon of concrete for a sidewalk to taper from the asphalt up into the playground to retain mulch. **Elections Committee** (Sue Preissing): Not in attendance. Plan a discussion regarding election format and COVID mass restrictions (i.e. no paper bulletin, etc.) **Finance Committee** (Jamie Jackman): Creating new objectives for the strategic plan. Schedule meeting with new Director of Operations and work together on updating the 5-year plan. Closing prayer - **Sue Finucane** The next School Advisory Board meeting will be November 9, 2020 at 7:30 p.m. 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 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 Sal Sammartino, Co-secretary

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