

## Our Lady of the Wayside School Advisory Board

November 09, 2020

7:30p – 8:45p

**OLW SAB Open Meeting Commenced:** 7:30PM

**Members Present:** Sue Finucane (Chair); Mike Paine (Vice Chair); Marisa Sattley, Randi Rooney, Tiffany Maloney (Co-Secretary), James Cummings (Co-Secretary), Sal Sammartino (Co-Secretary), David Wood (Principal), Melissa Craig (FSA), Danielle Kenney (Development Director), Ewelina Sokolowski (Director of Operations), Neal Loughery (PMC), Sue Preissing; Julie Carlucci (Boosters);

**Apologies:** Jamie Jackman, Father Artur

**Opening Prayer:** Marisa Sattley

**Approval of Minutes:** The October 19, 2020 meeting minutes were approved by all attending members

**Acknowledgement of Visitors:** none

**Principal's Report** (David Wood): No positive cases among students or staff, but several students out for quarantine due to possible exposures outside of school; Another reminder of recommendations being sent; Updated Arch communication came out today regarding quarantine; 1<sup>st</sup> Trimester ended last Friday, Conference schedule went out today for the zoom conferences being held on the 23<sup>rd</sup>; Preparing for the remote learning scheduled to take place after Christmas break; Had All Saints service, moving forward with the Thanksgiving service project, very creative Halloween celebrations, will try to replicate for Christmas in classroom celebrations; Winter sports are canceled for competition, but we can do some scrimmage types of things; hope to present something in January; Admitting additional students would be on hold until next year. One opening in 6<sup>th</sup> grade, and some in preschool

**Financial Report** (Ewelina Sokolowski): Looking at the budget and forecasting if it will be enough for the year; Both school and parish are going to experience a financial hardship, collections down 20% compared to last year; Deacon LeTorneau taking care of getting PPP loan forgiven. Per Arch, it should be forgiven if it was used appropriately and have documentation to back up what it was used for; PPP will only cover the 2.5 months from disbursement; PMC meets next Tuesday, 11/17, and there should be more information available regarding PPP; SAB requested a report from Ewelina on report for last fiscal year because we haven't seen the numbers; SAB needs to start discussing next year's tuition so need a better picture. Ewelina is trying to clean things up and provide that picture; we are looking at saving money too instead of asking for more money all the time to cover expenses; Ewelina working on making changes and eliminating costs where it can happen; Neal offered up that there is seasonality to donations, and there should be some Parish donations in December; Even though there is a deficit, there is liquidity to carry us through budget deficits. Not long term, but we can cover a rainy day; Ewelina – if we have to tap into our savings, we can, but we need to build that rainy-day fund back up; Danielle – last year SAB but together the Stewardship report, went out in January. Danielle suggested we resurrect something between us, Sean Reilly, herself, to put something out there to let them know we are doing ok, be more transparent about the numbers

**PMC** (Neal): Working on a long-term plan for infrastructure; Requesting that the Arch sends a consultant to review all the buildings and what we will need when so we can plan accordingly; There is a lot of people in the Parish that want to help; Roof leak at middle school being addressed, still awaiting answers to some questions; Arch assessment will be in the springtime, earliest available, assess all buildings; No major capital projects expected in the near future, but once we have the assessment, we can plan more accordingly; Current roofs should last another 15 years; Disconnecting the AT&T copper wires next week; Trying to update the Parish technologically; \$100k pledged donations still outstanding

**Development Director Report** (Danielle Kenney): Beginning with Endowment fund campaign; Meeting next Monday for update; Last Endowment fund status was over \$600K; Working with FSA on the Trivia Night video; Trying to balance an update on the website with what we normally look like vs what we currently look like; can do tours but must be an organized sign up of tours; Tours cannot be done when kids are in the building; Social media being used to show what the school looks like right now; Playground almost done; There will be 2 picnic tables and a tree, donated by Gambino landscaping; Giving Tuesday coming up Dec 1<sup>st</sup>

**FSA Update:** (Melissa Craig): Continue with morning parent volunteers; Virtual Trivia Night this Sat, 11/14; Danielle put together a video for the night to display how the kids are handling everything; Arch said we can no do in person fundraising, so Gala will be 100% virtual; Outdoor book fair was done before in person fundraising was shut down; Working with Boosters on spirit wear and expanding the options; Having issues finding restaurants that can handle the crowd for supper club; Partnered with Reps for Trivia Night

**Boosters:** (Julie Carlucci): Working with FSA on spirit wear options; Prowl outcome \$475 in donations, ~ \$1500 in shirt sales; \$3100 in NUT passes for annual fund; Meeting moved due to election day, will be held virtually this month

**Public Relations:** (Tiffany Maloney): Updated the marketing strategic plan, need to review again; Need to meet to look at logo and branding updates; Trunk or treat went well

**Elections:** (Sue Preissing): Nothing at this time, more to come in December

**Strategic Planning:** (Sue Finucane): Reach out to groups and ask for updates on plans dates and goals; Trying to fill in the target dates; Thinking of getting a summary of the strategic plan letter, possibly late Jan, to make sure we are presenting something to the families

**Financial Planning:** (Jamie Jackman): Will be reaching out to Ewelina to set up some time to meet

**Adjournment:** The open meeting was adjourned at 8:45PM with a closing prayer lead by Sue Preissing.

*The next School Advisory Board meeting will be December,14 at 7:30 p.m. in the Parish Center – Neumann 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 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 Tiffany Maloney, Co-secretary