

**Our Lady of the Wayside School Advisory Board
Monday, December 14, 2020 – via Zoom**

OLW SAB Open Meeting Commenced: 7:30 PM

Attending: Sue Finucane (Chair); Mike Paine (Vice Chair); Sue Preissing; Marisa Sattley; Randi Rooney; Tiffany Maloney (Co-Secretary); James Cummings (Co-Secretary); Sal Sammartino (Co-Secretary); Danielle Kenney (Development Director); David Wood (Principal); Melissa Craig (FSA Chair); Julie Carlucci (Athletic Board); Neal Loughery (PMC) **Apologies:** Jamie Jackman; Ewelina Sokolowski (Operations Director); Father Artur Marat (President) **Opening Prayer:** Randi Rooney **Approval of Minutes:** The November meeting minutes were approved by all attending members, will be included in the Monday Memos. **Acknowledgement of Visitors:** none

Principal's Report: (David Wood) Shifting into planning for 21-22 school year; thinking through pre-school enrolment rates; no library fair however there will be a virtual fair; one-on-one tours happening; thinking about what open house will look like; Pre-school and kindergarten forms will go home this week, with the rest of the school happening during Catholic Schools week; Operations Director soliciting feedback from other area schools to ensure OLW remains competitive with tuition rates, Arch planning for 3% increases for staff, Ops Director re-working the P&L and we look to be overall on Budget for this year so far; Received donation today for new Smart Boards to begin replacing the older ones in Pre-K and Kindergarten, and will be able to put boards in all middle school classrooms; hoping to get them installed before students return in January; Remote planning day was productive in helping teachers plan how remote work will go in January, materials coming home this week, and plans to be distributed this week as well

Financial Report: (Ewelina Sokolowski) provided updated P&L statements for last year and the start of this year; Still working to reconcile how the PPP funds will be used **Pastor's Report:** (Father Artur) Father Artur was unable to attend this week

PMC Report: (Neal Loughery) discussed weekly collections decline, shortfall to make up during Christmas season; Discussed elementary school window replacement project stemming from the TTWCI fundraising; received three bids with the best coming in at about \$800K (about \$600K left in the fund now), so will think through possible ways to bridge the gap; windows date to the original building in the 1950's

Development Director Report: (Danielle Kenney) Endowment balance from 10/31 was \$670K, increased from \$625K from the summer; endowment campaign has been running about 8 weeks, with about \$19K raised (a bit lower than 2019) but that amount will grow as matches come in and a few other donations are expected; 11 new donors this year; Board will consider options for diverting funds to the school if needed/requested in 2021; Giving Tuesday was successful, with about 100 donors this year including many new names raising almost \$14K, and with about 1/3 of the donors coming from non-school families; The playground is complete with a tree planted and picnic tables are there; will have a final fund-a-need update in the Monday Memos in January; Hoping to create a school/parish fundraising calendar so that all the groups can plan fundraising efforts and try not to overlap (Endowment, FSA, Gala, Parish, etc)

Boosters Update: (Julie Carlucci) students received winter hats from Boosters last week; about \$2,800 was earned from the last spirit wear drive

FSA Update: (Melissa Craig) FSA reported numbers in Monday Memos; Shop with Scrip earned \$2,379 in the first quarter and expectation for the second quarter is about \$6,100-\$7,500; Supper Clubs earned about \$1,200 in November; Spirit Wear was about \$1,900; Trivia Night earned 7 desks and 7 chairs, and 91 tickets were sold (\$4K total including money for desks and chairs); Gala kickoff earned over \$10K in the first week, with more Gala fundraising planned in 2021 with events in January and February and possibly doing the virtual auction evening Feb 27; Storytime with Santa will be this week over Zoom

Standing Committees: **Finance Committee** Met with Operations Director last week, progress being made updating statements; Arch has not decided on how to apply the PPP funds; Enrollment is good, but will meet in January to determine fee/tuition structure for next year, need to think about any changes in book fees or other fees in order to cover costs; Will look for update from FSA on fundraising expectations for the rest of the year; Committee encouraged by the open atmosphere; Planning to send tuition letter February/March; Discussed lower weekly parish giving and how to message the shortfall to school families in order to try driving additional donations; possibly updating Bulletin finances page

Elections Committee Feb 13/14 would be the normal time to get info into the bulletin and on Monday Memos; nominations would close March 15, and election date would be April 10/11 if there are enough nominations to warrant an election; Need to think through the possibility of holding an election online if needed given the situation with COVID; survey monkey might be the easiest possibility

Public Relations Committee met a couple weeks ago and discussed recruiting for next year, found a source for mailing list; also looking at options for door hangers or post cards; will review options on pricing

Strategic Plan Committee continuing to work through updating focus areas and time lines in order to submit to the SAB in 2021

New Business: n/a

Adjournment: The open meeting was adjourned at 8:40pm with a closing prayer lead by Sal Sammartino. The next School Advisory Board meeting will likely be January 11, 2021 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 James Cummings, Co-secretary