

**Our Lady of the Wayside School Advisory Board**  
**Monday, February 15, 2021 – Zoom Meeting**

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

**Attending** Sue Finucane (Chair); Sue Preissing, Marisa Sattley, Randi Rooney, Tiffany Maloney (Co-Secretary), James Cummings (Co-Secretary), Sal Sammartino (Co-Secretary), David Wood (Principal), Erin Berwick (FSA), Father Artur (Pastor); Danielle Kenney (Development Directory), Neal Loughery (PMC);

**Apologies:** Mike Paine (Vice Chair); Jamie Jackman; Julie Carlucci (Boosters),

**Opening Prayer:** Sue Finucane

**Approval of Minutes:** N/A: January meeting not held – no minute to approve

**Acknowledgement of Visitors:** N/A

**Correspondence:** N/A

**Principal's Report** (David Wood): Current enrollment for the next school year is 381 students: May be able to take more per classroom based on upcoming OCS guidelines; continue to see early childhood enrollment; working with current breakdown of families to assist with tuition planning models based on number of students per family; \$45,000 tax credit donation received for TCS program – will be matched 2:1; \$135,000 available for scholarship; Survey 174 responses; positive 94% agree with the current safety measures and communication; 7% stated an issue with remote learning during a quarantine period for their classroom – following up on those grades; Boosters reviewing survey responses for sports;

**Financial Report** (Father Arthur/Ewelina): Fr. Arthur gave a brief financial update and included the operational deficit for the school; Ewelina continues to review and improve financial reporting structure for the school and church financial accounts; Danielle – asked about parishioner tuition rate and how it could be monitored;

**Pastor Report** (Father Artur): Briefly shared budget update; discussed change of parish personnel, meeting with the bishops and state of the church. Discussed need for associate pastor. Parish will be opening for more weekly masses during Lent. Discussed additional confession, reconciliation for the 2<sup>nd</sup> graders; Reviewed approved window project; Discussion of PPP regarding forgiveness and the shift of the funds to income and its effect on the budget planning, SAB have asked for additional information and clarification;

**PMC Report** (Neal Loughery): Reported approval of the window project and gym floor resurfacing; Window project estimates came up lower than predicted; Finance council continues to review funding for many projects that are delayed; Continued discussion on improved communication and sharing of financial information between the finance council, SAB and Mr. Wood.

**Development Director Report** (Danielle Kenney): Endowment Board will be meeting in March; reviewed process of ask to the board, fund has had a positive earning; Last disbursement was requested in 2017; Stated that endowment funds provided would need to be spent within 18 months; Annual fund collected over budget; \$25,000 of unrestricted funds; designated gifts (SMART Boards, and many COVID/safety measures) raised \$95,000; She has noticed how appreciative families have been; A lot of tours given and scheduled; attended virtual preschool fair at the library this year;

**FSA Update** (Erin Berwick): Many virtual events planned; Focus on Gala on 2/27 – will have a live zoom event including Peloton raffle; Super bowl squares were very successful; Planning additional virtual events for this year.

**Athletic Board Update** (Julie Carlucci): N/A

**Standing Committees:**

**PR** (Tiffany Maloney): scheduling a meeting soon; reviewed use of google ads/ranking; additional ways to market and promote the school; reviewing use of signs, etc.; **Strategic Plan** (Sue Finucane): no update; **Elections Committee** (Sue Preissing) Election information in bulletin and Monday memos; Nomination forms will run for 3 weeks; If there are more than 3 nominations will have an election utilizing survey monkey; **Finance Committee** (James Cummings) committee met last week to review current financial information received to begin budget planning; committee asked Ewelina for additional financial details information; Requested current fundraising balance from FSA; Will continue to work with Mr. Wood, Fr. Arthur and Finance Council during the budget planning process; Fr. Arthur asked for a detailed email including what information is requested and to review the budget process;

**New Business:** N/A

**Adjournment:** The open meeting was adjourned at 9:00p with a closing prayer lead by Tiffany Maloney.

*The next School Advisory Board meeting will be March 8, 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 Sue Finucane.*