

**Our Lady of the Wayside School Advisory Board
Multi-Purpose Room – Thursday, Jan 19, 2023**

OLW SAB Open Meeting Commenced: 7:30 PM

Attending: Christine Bunzol (Chair); Tiffany Maloney (Vice Chair); Matt Edwards, Brad Morrison, Sam Carlson, Andrea McDonnell (Co-Secretary), Erica Kolin (Co-Secretary), Danielle Kenney (Development Director), David Wood (Principal), Ewelina Sokolowski (Operations Director) **Apologies:** Sal Sammartino, Nadia Iosco, Father Arthur

Opening Prayer: Andrea McDonnell **Approval of Minutes:** November minutes approved by all SAB members.

Acknowledgement of Visitors: None **Correspondence:** None

Principal's Report (David Wood): Operating this year, prep for next year; Possible 5% increase for PK next year, In line with other schools; Started PK enrollment early; Hoping to not have to waitlist instead prefer to add an additional classroom; Aiming for over 100 kids for PK, already at 70; Potential plan to go to endowment for additional preschool room, if needed. Didn't use all Endowment funds last year; Tax credit scholarship – Arch matching \$75k, we already have \$76k, exceeded expectations; Arch takes back what you don't use of the matching; Tuition numbers due to Arch next week; Principals meeting/everyone raising tuition ~5% next year; in line with salary increases

FSA Update (Deanne McKenna): Hope to announce financial info after CSW celebration (kicking off now); First week of Kid's Rule raffle successful; Super Bowl squares going live tomorrow; Remaining CSW going live at end of next week ; Mother/Son Dodgeball night 2/3 ;Daddy/Daughter dance 2/4; Derby party for school & parish 5/6, date changed due to change in school musical

Booster: Feedback for Boosters: everyone wants a master athletic schedule of all grades, all teams, all opponents; Coaches for basketball teams were given the option to order shirts, but no other coaches were given the option

Financial Report (Ewelina Sokolowski): Stewardship report showing that we need a parishioner increase, ~\$400, can't cover the deficit right now; 2023 end of money coming in from state, federal for covid; \$200k down from pre-covid collection in the parish, needed to cover the school investment; Christmas collection was over budgeted; Campaigning for families who give less, if not money to contribute time; Income, tuition & fee in line with previous year; Expenses - salaries & FICA will fluctuate because of new payroll system; Issues with reporting showing discrepancies; Fringe benefits – contributions were reduced during covid but back to normal rate; Misc - \$4800 donation for the stage; New sound system ordered; Endowment fund – net losses \$43k, based on market fluctuation; SAB question: Have a lot of families here with their own business or work for a GC, is it possible for use them/get bids from? Yes, need to be Arch approved if the project is over \$40k; Only assistance you can get from Arch for capital improvements is a loan, for a fee/interest; Budget vs Actuals reviewed; Financial council presenting stewardship report this week.

Development Director Report (Danielle Kenney): Giving Tuesday ~ \$25k (6 donors made up majority \$15k, of which 3 were non-school families), 84 donors total, 38 non-school families; Increase in alumni donation; Donation made for giving Tuesday that was earmarked; Giving Tuesday goes towards fundraising line item; Endowment email went out in Dec, raised \$21k, lower than usual 1st ask; Small group tours in Dec that went well (PK & K); Posters & yard signs out soon; 1st grade hospitality for K's parents held this week; 6 cornerstone Jubilee events, dates still being set; Jubilee volunteers will be needed; 2024 gala possibility with the Jubilee year, nothing official; There will be a basic fundraiser, cash ask, that they will have a match for. Trying to figure out the timing. Will benefit some upgrades to the teachers lounges.

Other Business (Christine Bunzol): FSA Line Item; Burn out of volunteers, donations; Everyone having issues getting volunteers post covid; FSA getting more pressure overall instead of just for the Gala; If FSA eliminates something, a few will ask for it, and it ends up happening anyways; Volunteer ask at the beginning of the year not familiar to newer families, maybe do a 2nd ask midyear when newer families more comfortable?; Tricky for FSA because target is \$130k but they support a lot of programs with more money; Transition for next year for events will be easier, with being off some of these for a few years; more parishioners involved lately; We need to celebrate hitting targets, especially after CSW; Retention Survey: Add a few more families to the survey list – Phase 2; Finish compiling list & contact info; Draft email will be sent to all SAB for approval

Standing Committees Finance: Tuition letter for early February; Need to send out info for kindergarten asap, Don't think we need to raise fees this year; For parishioner contribution, do we raise? Find current tuition letter (Tiffany action); Average increase 2-5% a year, only 1 year with no increase. There were a few years where we had to do 7%, a few years where the standard was 4% |

Elections Committee: 2023 – 2024 election in beginning stages | **PR Committee:** To review retention survey email & questions.

Adjournment: The open meeting was adjourned at 8:30pm with a closing prayer lead by Sam Carlson.

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, Vice-Chair