



## **Lay Advisory Board Meeting Minutes – June 16, 2020**

### **In attendance:**

#### **Board Members**

Tom McGuire, Principal  
Eric Reich, President  
Mike Klein  
Anita McMahon  
Kevin Morris  
Jamie Mulholland

#### **Administration**

Felicia Niven, Director of Communications  
Rich Johnson, Business Manager

#### **Guests**

Steve Hartsough, Incoming Member  
Kevin Mitchell, Incoming Member

#### A. Call to order/Opening Prayer

The meeting was called to order at 5:02. Tom led all in the recitation of “A Board Member’s Prayer.”

#### B. Approval of Minutes

##### i. Regular meeting, May 12, 2020

A motion was made to approve these minutes by Mike Klein, seconded by Anita McMahon. All in favor. Minutes approved.

#### C. Administration and committee reports

##### i. Principal’s report

Tom commended the outstanding work of the Class of 2020 given their challenging circumstances, ending the year with a streamed mass and graduation ceremony and diploma drive through. A professional photographer was brought in to do individual graduate photos and a compilation group photo, which were all well received.

Tom has been appointed to a diocesan group of principals to continue to discuss the schools’ response to the COVID-19 pandemic.

## ii. Finance report

The school applied for and received two CARES stabilization grants: one was \$45,000 and discussions are underway with the appropriate staff and committees on the best purpose for those funds. The school has also begun researching funds available through any public school that sends us students; as a result \$5,000 in CARES funding was received from Woodbine. Combined with other public funding, the total amount received was just over \$10,000. We will follow up and attempt to pursue this with other districts.

Suggestions so far for the use of the funds include cleaning supplies, laptops for teachers, and document cameras for classrooms. There are, of course, still many things up in the air with respect to in-person attendance in the fall: if it will happen, and the distance requirements that may need to be implemented. The diocese is currently waiting for guidance from the state and will share as soon as it is available.

Unfortunately, due to the pandemic Chromebooks may no longer be shared between students. So it may be necessary to assign these solely to the older grades. If that is the case, it was asked whether parents of younger students could provide a personal device for such use. This would be acceptable, so long as IT protocols are followed and personal devices can safely connect to the school's secure network. Mike Klein shared that there have been 'bring your own device' discussions in the past; Darla Morinelli spearheaded these discussions, so she may be a good resource for planning this.

A question arose as to the comping of the technology fee for returning families, as discussed last month. Tom reported that this may not be able to happen, as a number of factors are at play –the overall state of the finances, and actual enrollment numbers. He will continue to look at whether it is prudent to offer to offer a full or even partial amount of the fee. Several board members urged that every effort be made to affect this rebate. Rich advised he would continue to work the numbers.

Rich reported that, as of May 31, 2020, the school took in a total of just over \$1.35 million, with expenses totaling \$1.4 million.

However, we received the PPP loan of \$52,500 on May 8. Currently, it must be recognized on the books as a “loan payable.” So, at least until July, this will have a negative impact on the bottom line, but it is expected to be forgiven by the government in July and can then reflect on the books as such.

Some discussion ensued as to whether the school received the highest funding possible. It may have been because the school applied early in the process, while terms and funds available were constantly changing. Rich will follow up with the bank to see if additional funds could be available.

Currently, a total of 6 families owe tuitions funds of just under \$24,000.

Finally, the negative effects of the pandemic include losing income from the golf tournament (\$13-15,000), lunch (\$7-8,000), and aftercare (\$3-5,000), for a total of \$23-28,000 in lost income.

### iii. Registration report

Having lost some enrollment due to the pandemic, current registration is at 157 students.

For 2020-2021: registration is at 149: 107 returning students and 42 new registrations. The administration will be following up with Cape Trinity families who had completed registration paperwork to reconfirm whether they are still planning on coming over, given the fact that Wildwood Catholic Academy is now staying open.

### iv. PATH report

Felicia shared that PATH discussion has included possibly engaging a company that will manage the 50/50.

Anita questioned what will happen with the surplus funds raised by PATH events this past school year; Tom advised that it has been included in the overall financial picture. Kevin Mitchell posed that the decision for the use of those funds should fall to the PATH board. Tom relayed that the 2020-2021 board is not currently in place, and a number of factors remain at play, including future fundraising opportunities and the people who run them.

v. Committee reports

1) Web committee

Felicia reported that she, Kevin Mitchell, Kevin Morris and Jamie had a meeting to discuss web options. The current provider, School Messenger, is able to update our site for \$7,000 and offered samples of various designs falling at that price point. The diocese is also getting back to us with additional options. Funding will come from the state funding.

vi. Suggestion box

None.

D. Old Business

None.

E. New Business

Kevin Mitchell suggested that the diocesan policy manual used by the school be in digital form, and accessible to all board members. All agreed that it would be helpful in providing the board with a better understanding of the diocesan policies, and foster transparency. He offered his own scanner/office to effect that that happen.

F. Determination of Next Meeting

A special summer meeting of the Lay Advisory Board will be held on Tuesday, July 14, 2020. The superintendent of schools and pastors will be invited to the September meeting.

G. Adjournment

A motion was made to adjourn by Kevin Mitchell, seconded by Kevin Morris. All in favor. The meeting adjourned at 6:35.