



Lay Advisory Board Meeting Minutes – November 4, 2020

In attendance:

Board Members

Tom McGuire, Principal
Kevin Mitchell, President
Anita McMahon, Vice President
Steve Hartsough

Mike Klein
Kevin Morris
Eric Reich

Staff

Felicia Niven, Director of Communications
Bill Clare, Business Manager
Tammy Brown, Fundraising Coordinator

Pastors

Rev. Tom Barcellona, Our Lady of the Angels
Rev. Perry Cherubini, St. Joseph
Rev. William Kelly, Saint Brendan the Navigator

A. Call to order/Opening Prayer

The meeting was called to order at 5:12 pm. The pastors led all in an opening prayer.

B. Approval of Minutes

- i. Regular meeting, October 7, 2020

A motion was made to approve these minutes by Mike Klein, seconded by Eric Reich.

All in favor. Minutes approved.

C. Administration and committee reports

- i. **Principal's report (Principal McGuire)**

Health & Safety Update:

- We are two months into the school year, and our health and safety protocols are effective. Covid numbers are going up, and as a result, we will need to promote the idea of why we're taking these precautions. We want to be in school five days a week in person.

- The CARES grant was spent on air purifiers. Principal McGuire consulted with Dr. Pandya on the right models.
- Covid definitions have changed slightly. Close contact is now defined as 6 ft. or less for 15 minutes or more over a 24-hour period.
- The group discussed whether school will close for an extended period of time around Thanksgiving to reduce Covid risk if families choose to travel. Principal McGuire noted that any decision to close would be a Diocesan-wide decision and not just that of Bishop McHugh School.

Student Clubs:

- We launched two virtual clubs. Get Fit/Mileage focuses on fitness and running. To date, four of our new families have joined. Our Art Club is being run by Vintage Van Gogh and has received greater interest. (See detail in PATH report.)
- Team Mercy began in-person for students in grades 5-8. It is being run by Ms. Katherine Wyrsta and Mrs. Tamara Brown

Staffing Update:

- Kudos to Tammy Brown, our coordinator of fundraising who coordinated the highest revenue fundraiser this year!
- Ms. Samantha Meola is departing the school for a public school position closer to her home. We wish her all the best. Please join me in welcoming Mrs. Darlene Hoffman, who has been hired to fill her position. She will shadow Ms. Meola prior to transitioning to lead teacher.
- We offer our prayers for Ms. Nicole Bartleson, our art teacher and PreK aide, who is facing some health challenges. Nurse Nancy was in the hospital last week, and we are glad to report that she is feeling better and back to work.

Technology funding:

- This year, the federal digital divide funds are able to be used for laptops or hotspots. We chose laptops. This will allow every teacher who hasn't had a new laptop to receive one for their classrooms.

Facilities:

- Our water quality parameters are currently under review. The settings exceed the federal standard, and a recent water test showed that we were in violation of the

higher standard (while still meeting the federal standard). In addition, because we did not have the requisite number of water tests (due to closing last spring), we were found in violation. We will be posting the violation notice for seven days, as required, and we will be adjusting our measurement parameters.

- The water heater is in need of replacement. Principal McGuire is working with Steve Hartsough to get a competitive quote. Steve's brother-in-law owns Northfield Plumbing.

ii. Finance report (Bill Clare)

- We have collected 25% of tuition via FACTS. We have a small delinquency to address, and will be making follow-up calls to families.
- New families have positively impacted our budget. We have 6-7 new families with 9-10 children.
- Cash flow will be our top priority. We do not want any surprises in the spring. Right now, we are level.
- Kevin Mitchell requested a statement of financial activity for the Lay Advisory Board for future meetings.

iii. Registration report (Principal McGuire)

We met our budget in terms of enrollment, with 160+ students. We are still actively enrolling students in classes with space, and taking remote learners in classes that are filled. The group asked if remote learners are allowed at school for events, such as holiday celebrations, prayer services, the day before Christmas break, etc. This would help to increase engagement. Principal McGuire will explore the idea with staff to determine whether this is possible given the activity and the space available.

iv. PATH report (Tamara Brown)

- The Fun Run/Walk raised \$17,338.48, with a profit to the school of \$16,251.87. All prizes were donated. We awarded prizes to the top 6 fundraisers. All participants were given a specially designed lunch bag along with a free car wash from our sponsor, Burke Motor Groups.

- The Halloween event is on Oct. 23. Thank you to Garden Greenhouse for their generous donation of 170 pumpkins!
- 50/50 tickets should be available on Fri., Nov. 6.
- The golf cart raffle license is still with the state.
- The BMRCS discount card is anticipated to be printed Nov. 13.
- SCRIP envelopes and communication went out to families via email.
- The Virtual Art Club with Vintage Van Gogh starts Nov. 6 for 4 sessions at \$20 per session. Supplies are delivered every Thursday to send home with the students. BMRCS receives 50% of the proceeds.
- We are initiating a Giving Tuesday campaign for the first Tuesday after Thanksgiving. Tammy asked the parishes to share the campaign in their bulletins and online.
- We sent out flyers to parents to nominate a new board for PATH but received a low response.
- A grant request was submitted to AtlantiCare for a \$1,000 innovation grant.

The group asked if the poor response from the PATH survey happened before the success of the Fun Run/Walk, and Tammy indicated that was the case. The group also vocalized that there are many parents interested in being involved but who don't want to serve in a leadership role. They simply want to volunteer. Tammy may take this approach in soliciting help, and run events by committees rather than have PATH Board positions.

v. Committee reports

1. Communications (Felicia Niven)

- BMRCS has been awarding "Alum of the Month," profiling successful past students on social media. Recipients have include a graduate of Yale University and a physician.
- We are planning a "New Family Check-in" call by Zoom on Nov. 15, as part of retention efforts.

- Re-registration forms have gone out to families with the new fee structure, \$100 per child through Nov. 30 and \$250 per child thereafter.
- The family directory was distributed to all families to help provide connections outside of school.

vi. Suggestion box

There were no suggestions.

D. Old Business

i. Parish Liaisons

Due to the time constraint for this meeting, Anita McMahon will summarize her thoughts and email them to the board for discussion at the next meeting.

E. New Business

Thank you to Father Bill Kelly for the liturgy. As the weather gets colder and we cannot get outside, we will need to move indoors for Mass. We may need to split the school for two back-to-back liturgies. The next liturgy is on Dec. 15 for Advent.

F. Determination of Next Meeting

- Wednesday, December 2, 2020
- Wednesday, January 6, 2021
- Wednesday, February 3, 2021
- Wednesday, March 3, 2021
- Wednesday, April 7, 2021
- Wednesday, May 5, 2021
- Wednesday, June 2, 2021

G. Adjournment

A motion was made to adjourn by Kevin Morris, seconded by Mike Klein. All in favor. The meeting adjourned at 6:07 pm.