

Lay Advisory Board Meeting Minutes
January 14, 2020

The meeting was called to order at 5:05 P.M.

In attendance:

Tom McGuire, Felicia Niven, Eric Reich, Mike Klein, Anita McMahon, Kevin Morris, Jamie Mulholland

- I. Opening Prayer
- II. Suggestion Box
Several suggestions were reviewed, including requests for longer recess, a relaxed dress code on Fridays and no school on Fridays
- III. Old Business
 - a. Lay Advisory Board Members
The group welcomed Kevin Morris as the newest member. Another new member, Steve Hartzel, is expected to join the group in February. Eric reported that Dani Fox notified him of her resignation from the board.
 - b. Approval of minutes
 - i. October, 2019: Felicia will prepare these for approval at the next board meeting.
 - ii. December, 2019: Eric motioned for approval, seconded by Anita. All in favor.
 - c. Bloomerang
Anita queried the status of the Bloomerang database software. Principal McGuire reported that the PATH board will determine the next steps at their upcoming meeting.
 - d. Principal's and Communications Report
 1. Overview of Current Enrollment
There are currently 48 registrations for the 2020-21 school year. This year's re-registration form went out a bit earlier than in the past, which was intentional. Enrollment determines the school's annual budget, and the budgeting process begins February 1st. While it takes several months to complete, a low enrollment will directly affect the budget (and, in turn, tuition). The board discussed several ways to encourage parents to complete and return the forms, including communicating some type of deadline tied to the budget, and offering tiered re-registration rates in the future (a lower one early on and, past certain dates, higher fees), so that people are incentivized to do so as early as possible.
 2. Coffee with the Principal
Principal McGuire reported that the first "Coffee with the Principal" went well and he received several helpful suggestions during the interaction.

3. SCRIP Dress Down Day Jan. 17

The SCRIP dress down day originally scheduled for January 10th was moved back to January 17th.

4. Catholic Schools Week Input for Committee

Planning continues for Catholic Schools Week and the committee welcomes any input.

5. Pep Rally Jan. 24

There will be a pep rally for the basketball teams on January 24th.

6. Strategic Planning takes place Mon., Feb 10 at 3pm

There will be a strategic planning meeting at the school on February 10th at 3pm. All are welcome.

7. RenWeb Training

Felicia took part in RenWeb training with the diocese; the program will soon be used to include recruitment measurement, tracking and follow up. There are a number of powerful elements to the program, including customized emails and reminders. She believes it will be a very robust and effective system for prospecting and managing contacts.

e. Discussion on Lay Advisory bylaws

A brief review of the Lay Advisory Board bylaws was undertaken; some areas may need to be revised/updated, while others are not currently a part of procedure and may need to be adopted. Jamie volunteered to work with the board members to review these areas/updates and bring a revision to a future meeting for discussion and adoption.

IV. New Business

Several ideas for continued visibility and exposure were explored, including community activities (such as a beach cleanup or other volunteer efforts as a school), 20th anniversary media outreach, and enhanced use of social media to include video and more dynamic engagement.

V. Determination of Next Meeting

The next three meetings will be on:

- Tuesday, February 11, 2020 at 5:00 P.M.
- Tuesday, March 10, 2020 at 5:00 P.M., and
- Tuesday, April 7, 2020 at 5:00 P.M.

VI. Adjournment

Mike made a motion to adjourn, seconded by Kevin. All in favor. The meeting adjourned at 6:00 P.M.