



Lay Advisory Board Meeting Minutes – July 21, 2020

In attendance:

Board Members

Tom McGuire, Principal
Kevin Mitchell, President
Anita McMahon, Vice President
Jamie Mulholland, Secretary
Steve Hartsough
Mike Klein
Kevin Morris
Eric Reich

Administration

Felicia Niven, Director of Communications

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, June 16, 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 reported that the school is working to expand messages on social media to increase enrollment; one of the programs is “Let There Be Light” weekly interviews with staff members of the school and how they contribute to the mission.

Due to the pandemic, administration has spent many hours considering what is on the horizon: engaging input from committees, the faculty and the diocese, as well as other schools. A manual is being developed to cover such areas as academics, health and safety – to not only address community concerns, but how to proceed in terms of day-to-day operations.

In response to questions from Mike Klein, Tom shared that the operational plan for 2020-2021 will cover both in-person and remote instruction, as the school must be ready for either (not to mention a switch from in-person *to* remote midway, should the illness affect the school population). He continued that livestreaming will be the best path to educate and integrate students both in-person and virtually. Ideally, the funds to support this technology would come through Catholic Strong. As September is still two months away, several elements of the plan remain in development. One of the issues at play is access to technology for remote students (be it internet or the physical equipment). Our goal is 1:1, but it's not mandated.

Tom added that, for the fall, it is hoped to hold something to honor the teachers who left at the end of the 2019-2020 school year, however, any in-person events are obviously on hold at this point, due to government mandates.

ii. Finance report

No report.

iii. Registration report

The current enrollment for Pre-K through 8th grade is 122; of the 34 registered from Cape Trinity, 3 have committed. There are 37 current inquiries pending.

iv. PATH report

No report, as the group is on summer break. But it is unsure where this group is headed, as there are a number of open volunteer roles yet to be filled for fall. Eric and Anita separately suggested we revisit the idea of a fundraising coordinator who could not only work to bring in income, but also manage volunteers (including those of PATH). Felicia shared that diocesan representatives have been discussing this issue and will share ideas on fundraising.

v. Committee reports

- i. Website – Kevin Mitchell reported that he has been in communication with the current host/design provider and feels that this provider may not be the best or most efficient use of the grant money awarded for website development and maintenance. It may be in our best interests to hire our own developer and have

full control over the site. The committee will continue to explore options in terms of funding and identifying a new developer, possibly a local provider.

D. Suggestion box (email)

Suggestions are now shared electronically; there were some emails recently relative to distance learning, and how/if we would reopen.

E. Old Business

None.

F. New Business

Tom reported that Father Perry Cherubini, the new pastor of St. Joseph in Sea Isle City, will be the new chairman of the diocese board of pastors. He and Father Perry will have their initial meeting shortly. Tom has reached out to the others to connect with them.

Some questions were posted relative to student supplies for the fall: getting lists out earlier so parents can prepare, given supply issues in retail stores (Tom will release these shortly); what items can and cannot be shared (Tom: this will be addressed in the manual); and how technology will be approached (Tom: it is our goal to try and build the number of Chromebooks we have each year, but the availability and ratio for the fall has not yet been determined).

G. Determination of Next Meeting

September 15, 2020 5pm*

H. Adjournment

A motion was made to adjourn by Anita, seconded by Mike. All in favor. The meeting adjourned at 6:03.

**Secretary's note: the September meeting was later changed to September 16, 2020 at 5pm. This will be held in person at Bishop McHugh. Following this meeting, all Lay Advisory Board meetings will be held on the first Wednesday of the month at 5pm, just prior to the monthly Finance Committee meeting.*