

Lay Advisory Board Meeting Minutes

January 8, 2019

Began Meeting 5:08 pm

Adjourned Meeting 6:05 pm

In Attendance

Tom McGuire Felicia Niven Eric Reich Martin Radzieta Mike Klein Jamie Mulholland

5:08 pm – Call to order/Opening prayer

5:09 pm – Suggestion box – no suggestions

5:10 pm – Principal's Report

- a. **Enrollment** – We have 60 re-registrations, which is ahead of last year at this time. Of those re-registrations, 37 have paid. Those who re-registered have been invited to a Bowling Party at Mouse Trap Lanes on Jan. 12. The Board recommended sending out the re-registration form again, and also adding the fee to the form. They also discussed an incentive program if paid in full that is better than FACTS which gives just a marginal savings.
- b. **Recap of Dec. Programs** – Principal McGuire reported on the success of the Santa Shop, Breakfast with Santa and the Christmas program. Board members who attended the Christmas program suggested that the top step be utilized as well as the others. There also was a suggestion to consider opening the first row to parents to sit down temporarily to take photos.
- c. **Recent Projects** – Lighting was installed in the gym and replaced in the parking lot.
- d. **Instructional Basketball** – This program brings potential students, ages 3-7, to Bishop McHugh School. We held a Preschool Open House on Sat., Jan. 5th during Instructional Basketball time to encourage families to visit the classrooms.
- e. **School Finance Council** – The Diocese has asked us to form a School Finance Council to review the school budget. We are in the process of inviting members, some of who will be parents and others will be members of the community. The Finance Council will meet four times per year.
- f. **Details for Summit** – Tues., Jan. 15, 2019 – We reviewed the agenda for the Summit, which will include an Opening Prayer by Father Perreault and Opening Remarks by Superintendent Mary Boyle. For the program, participants will be asked to work in small groups to write down positives about Bishop McHugh School, challenges affecting the school, and how to surmount them to meet our goals. We have ordered name tags. Dani Fox and Martin Radzieta are catering the event. The Summit will be the starting point of Bishop McHugh School's Strategic Plan 2025.

New Business

- a. **Future Summits** – There was discussion that a Tuesday night in January may not be optimum in getting all constituents to Bishop McHugh School. The Board suggested a possible informal family gathering and Year in Review in the spring. There was also a suggestion of inviting Parish members to share their voice.

- b. **Database of Donors** – Jamie Mulholland offered to work with Felicia Niven on a database of donors, to include past donors and alumni. The Board also suggested putting a wish list on the website.

6:00 pm – Next meeting: Tues., Feb. 12, 2019

6:05 pm – Closing prayer and adjournment