



Lay Advisory Board Meeting Minutes – October 7, 2020

In attendance:

Board Members

Tom McGuire, Principal
Kevin Mitchell, President
Mike Klein
Kevin Morris
Jamie Mulholland
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 5:06. Father Kelly led all in an opening prayer.

B. Approval of Minutes

i. Regular meeting, September 16, 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

We are in a unique paradigm in that the bulk of our students are attending school in person; just 10 students are virtual. With just over 20 days in, feedback is largely positive. Guidance, basic skills and other student services programs are all up and running, and students with ISPs, speech therapy and other programs have been receiving services since the start of the school year.

Storm gear will be available for purchase shortly, though no items will be sport labeled in the past, as all fall leagues, including soccer and cross country, have been canceled.

Given the cancellation of so many activities, the idea of virtual clubs came up at back to school night; some thought is being put into this now. Also, several teachers are currently working on how Team Mercy can be operated virtually. While details will be released soon, any ideas are welcome.

Tom welcomed input on the reregistration drive for 2021-22, as this year is certainly uncharted, and response has been historically slow, even with incentive gifts. The concept of an initial registration fee later rising to a higher amount or amounts after a set date was discussed. The intention is to model it as an incentive for early registration, as opposed to a penalty for missing a deadline. After some discussion it was determined that on or around November 1 registration forms would be issued with a fee of \$100, as set by the diocese. After November 30, the fee rises to \$250.

Father Barcellona thanked everyone who participated in the Feast of the Rosary mass held today at school. The weather was perfect and the children were great. All agreed.

Mike queried the school's position on remote learning, that students may not switch to remote learning for a short period of time, such a sick day or two. As COVID cases appear to be popping up throughout the county and people are voluntarily quarantining out of caution, and other schools - such as Wildwood Catholic – offer students the ability to opt to log on remotely, even when they notify the school of their intent to do so that morning, this would put us in a better place competitively. Tom shared that, as there is some preparation involved in setting up a student for remote learning, the school has discouraged students from switching back and forth. He will call the principal at Wildwood Catholic to see how they are approaching it.

ii. Finance report

Bill shared a statement of account as of September 30, 2020. Currently, the school is carrying a shortfall from the past, but staying ahead of the curve. His goal is to maintain cash flow and stay within budget. His priorities are payroll, then the vendors that keep the school afloat. There is currently a backlog of bills that were accrued prior to his employment that he needs to analyze and address.

Kevin Mitchell inquired on where budgeted amounts for cancelled items, such as sports or the cafeteria, get placed. Bill replied that the budget, once approved by the diocese, becomes “locked” in a sense, and we don’t have the ability to redirect the funds at this time. Tom cautioned that, while the numbers look good at the moment, there are several capital projects that will need attention in the near future: a boiler is currently close to its end life, there is gym lighting that needs attention, and HVAC is functioning but two components in the gym need repair. Additionally, should we have to switch again to fully remote learning, tuition collection may become an issue.

A question of adding a “wish list” to the website was discussed, so that board members could connect with contacts to secure the items or services. Father Perry opined that the best way to address everything is largely through revenue. With the diocese bankruptcy protection filing, there can be no loans and no borrowing. Cash donations will be the best route to address all.

iii. Registration report

Having enrolled several new students since the last meeting, we are now at 156, with a goal of 161. Since the discussion at the last meeting, Tom sought staff input on increasing the size of classes and a significant number of teachers did not feel safe going above 17, our previously advertised cap. While some classes are currently at that max, there are still some grade levels with room for more students.

iv. PATH report

Tammy is working to assemble a working board. The first fundraiser of the year, the Virtual Fun Run, is on track to exceed its \$10,000 goal. Funds will be collected through

October 23. Felicia is supporting the effort through social media messaging. The next fundraiser, a golf cart raffle, is in its final prep stages, and we'll advertise that shortly. Another project – an area business discount card, where businesses offer a discount to cardholders, and their name is advertised on the card – is also in the works. As the cards will be produced in-house, at \$10-20 each, the school will receive 100% of the profits.

The Halloween event this year will not follow previous years' formats - no trick or treating from car to car, but candy bags will be given out to the children, parents can still decorate cars, kids still dress up, there will be a costume contest, and pumpkins will be donated so kids can decorate (younger grades) or carve (older grades) them.

In other fundraising efforts: scrip is available, Amazon Smile will be finalized and advertised shortly, the donation page on the website is being revamped, and she's working on getting Bloomerang fully operational.

Lastly, grant requests have been made for a possible 8th grade trip to the holocaust museum in Washington, DC, PreK 2-3 art supplies, Ukeleles for the 4th & 5th grade music classes, STEM projects, computers for basic skills and speech and library books.

v. Committee reports

1. Communications

Felicia and Tammy submitted their work plans for the year to the diocese, which include social media promotion to support fundraising, and more press releases, such as on today's Fruit of the Spirit awards. The parent directory is being finalized now, and preparations for promotion of November Catholic Schools Week are being made.

vi. Suggestion box

[None]

D. Old Business

[None]

E. New Business

i. Parish Liaisons

Kevin Mitchell shared an idea on behalf of Anita McMahon – the concept of recruiting a member of each parish to serve as a liaison to the school. They could facilitate communication and participate in LAB meetings. He will invite Anita to share more next month.

ii. COVID procedure

Mike queried the school's procedure for when someone tests positive. Tom advised that there are differences in protocol driven by the department of health depending on whether the virus was contracted in-house as opposed to outside. He added that the level of response and closing is largely up to the department of health and tracing team, as opposed to the school. More information can be found in the COVID manual.

F. Determination of Next Meeting

- Wednesday, November 4, 2020
- 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 Mike seconded by Kevin Morris, seconded by Eric Reich. All in favor. The meeting adjourned at 6:06.