



Lay Advisory Board Meeting Minutes – September 16, 2020

In attendance:

Board Members

Tom McGuire, Principal
Kevin Mitchell, President
Anita McMahon, Vice President
Mike Klein
Kevin Morris
Jamie Mulholland

Staff

Felicia Niven, Director of Communications
Bill Clare, Business Manager

Pastors

Rev. Tom Barcellona, Our Lady of the Angels
Rev. Perry Cherubini, St. Joseph
Msgr. Pete Joyce, St. Maximilian Kolbe
Rev. William Kelly, Saint Brendan the Navigator

A. Call to order/Opening Prayer

The meeting was called to order at 5:11. Tom led all in the recitation of “A Board Member’s Prayer.” Kevin Mitchell invited the members of the board to introduce themselves to the pastors.

B. Approval of Minutes

i. Special meeting, July 21, 2020

A motion was made to approve these minutes by Mike Klein, seconded by Kevin Morris. All in favor. Minutes approved.

C. Administration and committee reports

i. Principal’s report

Tom reported that the first week of school saw the children acclimate well, even with the atypical safeguards in place, such as wearing masks all day. He then proposed that “Back to School” night for parents, scheduled for the following week, happen virtually, so as to protect the school environment and not necessitate additional cleaning. He

added that virtual Back to School nights for new students and PreK parents went well. There were no objections to this.

A school liturgy is scheduled for Friday, September 11, 2020, to be held outside on the blacktop. Chairs will be set up per distancing guidelines and up to 500 people can attend. Mrs. Getka will invite parents and guardians by email.

Felicia noted that the diocese plans to launch advertising on “Why choose Catholic education?” in October. The school’s social media campaigns will emphasize safety protocols, and, additionally, an ad promoting back to school/in school instruction ran in the Catholic Star Herald. Recruitment efforts will continue.

Kevin Mitchell questioned whether ads should be focused on promoting that there is still room for more students, targeted to families in public districts currently attending virtually or in a hybrid situation and rethinking that decision. It was noted that a majority of new students to the school came from public districts in the Upper Township/Ocean City area; 5 were from Cape Trinity.

A discussion ensued on what number of students can be enrolled in each grade. Currently, class sizes are set at a maximum of 17, but that number may be conservative, given the size of classrooms and the ability to safely accommodate more students in each room. Additionally, some classes currently at 17 students have inquiries that were waitlisted due to the cap. As of today, the in-class grade counts [note – this does not include students who have opted to attend virtually] are as follows:

- PreK2/3: 5 students
- PreK4: 12 students
- Kindergarten: 14 students
- 1st grade: 14 students
- 2nd grade: 17 students
- 3rd grade: 17 students
- 4th grade: 16 students

- 5th grade: 11 students
- 6th grade: 10 students
- 7th grade: 14 students
- 8th grade: 11 students

It was determined to reassess space and enlarge class sizes where feasible so as to welcome more families and bolster revenue towards a balanced budget.

ii. Finance report

Bill is getting up to speed on figures and operations. At this time operating funds appear to be healthy, but he will have more detailed reports in future meetings.

iii. Registration report

As of September 12, we were at 151 - essentially 10 students away from the budgeted goal of 161. Today, 3 new students enrolled today, bringing the gap to 7.

iv. PATH report

Tammy Brown, as the new fundraising coordinator for the school, provided a printed update for the meeting of the planned fundraisers and virtual events for PATH. Tom relayed that she will also work to recruit volunteers, as the officers from last year were unable to return in their roles for 2020-2021. PATH's fundraising responsibility remains the same as last year's budget: \$65,000. This does not count the assessment already levied to families.

v. Committee reports

1. Website – Kevin Mitchell reported that the work on building a new site continues and he is exploring ways to best use the grant money awarded to the school for the project.

vi. Suggestion Box

No messages were sent to the "suggestions" email account, a student submitted recommendations in the in-school box for longer recess periods and no class on Fridays.

D. Old Business

None.

E. New Business

Father Tom suggested that, for future open board positions, individuals who do not have students in the school be considered, so that the community at large is fully represented. Father Perry added that school alumni may be good individuals to tap for in those roles.

F. Determination of Next Meeting

For this school year, Lay Advisory Board meetings will take place on the first Wednesday of each month at 5pm. The tentative meeting schedule, subject to change, is as follows:

- Wednesday, October 7, 2020
- 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 Jamie seconded by Mike. All in favor. The meeting adjourned at 6:05.