

Advisory Board Meeting Notes - October 2020

School update (Joanne)

- Sullivan tuition Grant for current families awarded to 5 families between \$750. and \$1200.
- Safety grants to be submitted (security cameras, schoolyard fencing)
- Air filtrationSystem - consulted with Mike McKee to research air filtration as we move into the winter months and windows will be closed in the school. Mike has a background in Health & Safety and according to his research the units will not only help during Covid-19 to filter out viruses as well as so will have ongoing benefits. The cost is \$625 per room/donations have almost covered the cost to date; one additional filter ordered per unit as filters need to be replace every 5 months or so
- Teacher incentive ideas during pandemic (meeting social, lunches, ¼ zip sweatshirts gifted to staff)
- Joanne to follow up with Father Saban regarding parish communication system per inquiries from Advisory Board (Mail Chimp parish email contacts)
- Making longstanding school roof leak a priority due to mold and air quality concerns for students and staff
- Once roof is repaired, replace damaged and missing ceiling tiles

Advancement update (Kara):

- **Ford Drive** - No Ford drive this year in September so (\$6-\$8000.) Our contact at the dealership has also left the company so may be difficult to secure in the future, but the last 2 years we surpassed their goal of 300 by over 100 drivers so that may help if the event comes back after Covid-19
- **Turkey Trot** is virtual this year (Approx \$15,000 profit last year which is highest to date)
 - Sponsor letters sent and we have new committee working very hard to try and gain new sponsors as some businesses have been affected because of pandemic and not able to sponsor this year
 - Fundraising page added this year for families to reach out to friends/relatives that we hope will supplement potential loss of the normal participant numbers (running company estimates 40-60% fewer registrations based on other races)
- **TADS** Tuition billing up and running. I would imagine it's
 - much easier for Bob to manage since deposits occur directly into the acct and families must be set up online
 - Because we are on TADS the recommendation from the Archdiocese/consultant is to go to a "passive enrollment" model for communication to go to families in December. Kara is confirming system procedures with our TADS rep, but currently we anticipate the following process:
 - Option C sent that if they are a returning family they will automatically be re-enrolled and all current payments will remain the same unless they go into TADS and change their payment settings

- Registration fee can be split between the last 2-3 payments as a benefit to families and will automatically applied
 - If “opting out” because a student is not returning or family is undecided they must email or submit in writing that they are not returning by a deadline set for the week before Christmas break
 - Applications can be accepted starting in January so we can accept siblings of currently enrolled and parishioners first, then open applications after that. This will save hours of administrative work tracking down families for registration and fees and allow us to amylase class sizes and staffing needs more efficiently. Families who are undecided may lose their space if the class fills up and will be automatically placed on a waitlist in TADS
- **Advisory Board Development subcommittees (DP, Annual Fund, EITC)** starting to focus on the Annual Fund and EITC committee have been to develop a comprehensive plan for the coming school year (accuracy of DP records, schedule of donation requests so annual fund and potential capital campaign do not overlap, data entry of donations and thank you/tax receipts). Brain Andruszko will head the technical aspects of DP and work with a newly formed Alumni Association he is forming. Once that subcommittee meets with Kara it can be determined what the crossover with the school parent Development Committee of volunteers is, if any. Marty and Brian addressed this in their agenda items.