

School Advisory Board Minutes (APPROVED)

March 14, 2016

Attendees: Board Members

Fr. Jim Weiner, Pastor

Mrs. Lynda Wright, Principal

TJ Sullivan Ellen Mahoney

Colleen McCarthy Stephen Bommer

Ivan Arteaga Cathy Corbett

Steve Napolitano Joe Tweed

Community Members: Parents (see attached list)

Closed Executive Session (6:35pm – 7:10pm)

Notes taken.

With quorum met, meeting called to order 7:10pm

JOE TWEED: Opening Prayer

TJ SULLIVAN: Welcoming remarks to returning and new parents attending meeting. Colleen McCarthy advised of one correction: HSA bylaws are not being posted yet. Motion to approve the minutes from the February 8, 2016 meeting. Motion Stephen Bommer, second Joe Tweed. Minutes approved.

IVAN ARTEAGA: Finance Report

Teresa would not be coming to meetings.

Letter forthcoming, budget planning meeting to be called.

(Finance handout given out during executive session)

Revenues v. Budget – down 68K

Expenses – down \$176K

Net income – up 107K

Annual budget is in good shape. Some variations due to 10 or 12 month accruals, expenditures, income, etc. Line items will not be corrected this year. Teresa is asking the archdiocese on how they want items expensed. The subsidy increase is in the budget.

Contractors services are down 25K, expenses to be back end loaded. Discretionary spending items are at lower levels than in the past and this is helping us greatly.

Checking and savings accounts have 388K cash in them combined. 175K HSA account.

TJS: When is the budget presented to the Board?

IA: I have the same question.

FR. JW: The Board will be presented the budget prior to it going to Newark.

MRS. WRIGHT: School report

We are diligently and daily working on enrollment.

Projected numbers are between 240 and 260 students for school year 2016-17.

K and 1st grade are relatively light enrollments.

Another open house is scheduled for these grades.

Open house scheduled for the beginning of May, possibly May 6th.

Four new families are scheduled to visit this coming week.

New 4'X6' sign being placed out front for open registration taking place now.

Email solicitation sent out to 7 area zip codes, including some other groups emails. 3700 opened it. Additional CCD participants email blast sent out. 5th and 6th grade classes are low, so targeting these two as well.

Tuition figures will not be given until the budget packet has been received from Newark this Thursday or Friday. Estimates are between 3% and 6%, based on enrollment.

TJS: What's our Annual Fund number?

PRINCIPAL WRIGHT: \$72,000.

Questions and discussion followed. Ivan Arteaga to follow up and clarify fund amount.

FR. JIM: Parish Update

This Friday there will be a meeting with the architect to come up with an evaluation and proposal for completion of the parish building. The archdiocese is looking to raise \$100,000,000., and St. Elizabeth is slotted for \$1,700,000. We have requested a postponement because of the ongoing building project. TBA

COLLEEN McCARTHY: HSA Report

Gala packets are out. Teacher wish list/giving tree working on.

HSA board nominations will remain open until May 5th.

Fundraising volunteers fair scheduled for May.

OLM's food service program needs further investigation before we move on it.

TJS: Has the analysis of fundraising events been done?

CM: Events have been put into three categories. The "feel good" events which separate SES from other schools are going to be kept. All other small events are being looked at. Events seem to be heavy in the Fall.

NJ Mobile Museum coming to SES on April 4th.

FACTS for all charges to be implemented to avoid chasing families for money; class dues, playground duty, etc.

STEPHEN BOMMER: Facilities

TJS questioned Mrs. Wright in that the invoices for the approved security measured were turned in by Mike Devaney, but he was told that \$5100. of the \$6000. had been used.

MRS. WRIGHT: Reimbursement has been received from Wyckoff Board of Education, money is again available. Please submit the bills for the protective window film and upgrade to the camera system.

SKB: Will have Mike Devaney resubmit the bills, get paid and have jobs scheduled.

Note: This year, because we were late submitting, bills were to be reimbursed by the local board of education. In the future, bills are to be submitted to the local board of education for direct payment.

CATHY CORBETT: Strategic Plan

Surveys – 80 responses received.

#1 question/concern – revenues

Three initiatives planned for this in March, April and May.

- Annual Fund by class
- Guardian Angel Society, mass included, this Spring
- Class of 2016 initiative - \$20.16 per student X enrollment, for the 8th grade, including a tag day.
-

Space utilization – Nothing specific now, April 4th meeting scheduled for the parish.

Looking for smaller project for the school not requiring architects, other professional services.

TJ SULLIVAN: Marketing/External Development Report

Archdiocese wants to help with the marketing efforts. He has asked them to please let us know where they stand in the process and to expedite the plan as much as possible. Update coming at the next meeting.

Thank you's extended to the open house organizers/participants.

Suburban News is a viable marketing tool and should be reviewed.

Facebook page is good, Twitter is being focused on next.

Proposed opening up website to outside SES community (public).

TJS to assist Mrs. Wright in writing a letter of comfort for those with concerns in the SES community.

EM: Asked for Open House one-page to be placed in brown envelope for use by parents in highlighting SES in general and when trying to recruit.

Discussion on referral fee.

PARENT COMMUNITY: Comments/questions

- Budget question – stipend included from archdiocese \$30,000., raised to date and \$170,000., promised. Answered yes.
- Giving Tree scheduled for the Gala. Vouchers for teachers to use next year since we are late into the school year. Giving Tree to be scheduled for more timely date in the Fall.
- Question regarding different funds. Annual Fund – letters out to all. Helps with SES shortfall, tax deductible. Endowment Fund – only the interest can be used, primarily for scholarships. Guardian Angel Fund – dedicated money, unrestricted, toward Annual Fund, in the name of a loved one who has passed.
- SES alumnae not getting Archdiocese letters. Looking for money trail of SES \$ coming in. Looking for SES annual fund letters on hold. OK to outreach and reunion efforts.
- Printed annual report wanted with money given by families published in it. Need for formal annual report. Helps with visitation folder.

- Mandatory volunteer hours briefly discussed. Emails will be traded between board members to make recommendations to decide what to do. Build into tuition contract? Accountability? Penalties?
- Security is a priority. What's being done? Any additional need for training for "events?" Front desk need to be most trained and prepared. Drills are done twice per month. No notice given to teachers. Evaluation of drill done.
- Capital campaign money \$1,700,000., one half to St. Elizabeth church, after raised.
- Student retention. Mrs. Wright working with teachers on what we can do. Exit interview?
- One-page letters to go out to families.
- Families "on the fence" should be called in for conversations as to why and can something be done?
- No busing update, possibly April 15th.
- HSA nominations procedure discussions followed.

No new business.

JOE TWEED: Closing Prayer

Meeting closed 9:15pm

Next meeting date to be determined and scheduled