

School Advisory Board Minutes (Approval)

April 12, 2016

7:30 am

Attendees: Board Members

Fr. Jim Weiner

Mrs. Lynda Wright, Principal

TJ Sullivan Ellen Mahoney

Colleen McCarthy Stephen Bommer

Ivan Arteaga Cathy Corbett

Steve Napolitano Mike Breslin

Community Members: Parents (see attached list)

Closed Executive Session (7:40am-8:40am)

Notes taken.

With quorum met, meeting called to order 8:45am

Cathy Corbett: Opening Prayer

TJ Sullivan: Welcoming remarks.

Called for approval of minutes from March 14, 2016. Cathy Corbett noted one change in that Mike Humes would be looking into the Annual Fund. Motion made by Cathy Corbett for approval, second by Colleen McCarthy. Minutes approved.

IVAN ARTEAGA: Finance Report

Revenues \$1,481,540. Expenses \$1,410,308. Positive balance of \$71,232.

Revenues running a little behind budget because of timing issues.

Expenses – budgeting differences, Profit & Loss statement looks good. However, some expense are coming later in the year.

LW: Questioned assessment

IA: Cash is being used up at \$40,000. over projected month to month

LW: New bank account needed for “raffles,” so any audit does not entail the entire HAS bookkeeping. Timing of this change to be determined, asking Teresa for her opinion.

PRINCIPAL WRIGHT: School Report

Enrollment going well Kindergarten and 1st grade are light.

Open house scheduled for May 12. Marketing meeting originally scheduled for Friday April 15th has been tabled until SAB Marketing committee brought into process.

TJS: Tuition and Annual Fund left to discuss.

The Board is working on getting more detailed enrollment and Expense numbers to work through this year’s tuition process. A budget meeting will probably need to occur after Mrs. Wright gets the Board the requested information.

Fr. JIM WEINER: Parish Update

Again, St. Elizabeth's has been asked to contribute \$1,700,000. toward the \$100,000,000. Capital campaign "Living Stones." Meetings are moving forward with the proposed building plans. No news yet on replacement for vacancy now in Newark.

COLLEEN McCARTHY: HSA

TJS: Annual Fund Account, Raffle Account and Money Market Account to be set up.

CM: Gala in 2 weeks. Registration is slow.

HSA board position resumes are coming in. Nominations and slate to be proposed in May.

Volunteer Fair is May 17th at 11:00am

STEPHEN BOMMER: Facilities

Mike Devaney has submitted invoices for two security contractors' proposals.

Dates to be provided by SKB at next meeting, and certainly finished up by school year end.

CATHY CORBETT: Strategic Plan

Finance Committee of church looking into additional space.

Space Utilization – room with sheet music, old Spanish room, room off cafeteria, library small wall to better divide that space. These projects should be able to be done over the summer, as they would not require permits because of their size and superficial nature in that they do not move structural walls or change entrances or exits.

The parish is receptive to maintaining the health and safety of the space/improvements.

This will go back to the church for the June 16th meeting. HSA reserves to be used.

Annual Fund class appeal will continue. Guardian Angel Society in May/June and Class of 2016 tag day in May. RW&B day and Blue Ribbon Day to be scheduled.

Please note: Change to Class of 2016 tag day is looking for \$2.16 per student to be collected.

Hoping for \$20.16 per 8th grader for this event in total.

TJ SULLIVAN: Marketing

- a. Website to be opened up to public, with the exception of the directory.
- b. 5/12 open house at 7pm – Ambassadors families to be notified ASAP as well as any groups who are slated to "Mann" tables for the evening.
- c. SES still reaching out for information from the archdiocese on alumni donations.
- d. Outreach to parishes outside our own for appeal

LW: Friday these will be assigned.

PARENT COMMUNITY: Comments/questions

- Question on 3 classrooms as tangible projects is a good thing.

CC: First 170K from HSA going to operating budget to close the gap. Excess cash can be used for approved projects.

TJS: Annual Fund letter will mention improvements. \$50,000. in reserve. There is also restricted money.

- Question for the 8th grade parents regarding graduation budget, HSA money provided. Adult tickets increased to \$60., and \$30., per child.

CM: HSA sent an email out asking oif there was anything needed, Response was "All is fine, thanks."

TJS: Asked that this be taken up with the HAS as it is not a SAB matter.

- Questions raised on enrollment and tuition.

LW: Will be getting information and numbers to the SAB to then work on suggesting a tuition level.

TJS: May 9th meeting we will have our recommendation.

Enrollment now at 254 goal number, per Newark

NEW BUSINESS: None

COLLEEN McCARTHY: Closing prayer

Meeting adjourned 9:30am

Next meeting date: May 9, 2016