

**St. Elizabeth School  
School Advisory Board Minutes  
(Draft for Approval)**

**December 12, 2016**

Attendees: Board members  
Mrs. Karen Lewis, Principal  
Rev. James Weiner, Pastor  
TJ Sullivan            Ellen Mahoney  
Stephen Bommer    Joseph Tweed  
Antoinette Gillespie  
Steve Napolitano\*

\*Attended regular meeting

**7:00 pm**

**Closed Executive Session:** Notes taken

**7:40 pm**

Stephen Bommer: **Opening Prayer**

**TJ SULLIVAN: Opening remarks**

Please read over the minutes from the last meeting for approval.

Motion to approve the minutes from the November 15, 2016 meeting, motion Ellen Mahoney, second Joseph Tweed, all in favor, opposed, minutes approved.

**IVAN ARTEAGA: Finance report** (tabled)

**KAREN LEWIS: School report**

Enrollment remains at 251

- Parent survey going out in January. Will have a parent meeting prior to the survey.
- Video crew was in and completed video. Taken all over the school. Video to be released in about 6 weeks.
- Postcards in the works for Catholic Schools Week, incl. advertising.

AG suggested that we send our children out into the neighboring churches to speak on our behalf during CSW.

- Meeting this past week with archdiocese people; including Donna Quinn, Teresa, and our folks including L. Daniels, etal. Requiring additional paperwork and reports form HSA. Made clear that they should use what we provide to give to Teresa who would generate reports. DQ instructed Teresa to take info and submit in its current form as best as possible.

JT suggested a “postcard on every pew” in our expanded deanery of parishes.

### **STEPHEN BOMMER: Facilities**

No news to report.

KL: Working on getting a quote for the one wood door to be replaced in the curved classroom at the end of the building.

### **TJ SULLIVAN: Marketing**

- Baptismal letter being completed

KL announced additional Open Houses for February, March and April in addition to the Catholic Schools week open house.

Discussion on Tuesday Tours followed.

- Facebook to be handled internally

KL agreed to EM request for parents to send in pictures for Facebook and Website to be edited/reviewed and added to social media.

### **ANTOINETTE GILLESPIE: HSA Report**

- 23 people at last meeting, 4 via conference call
- Mrs. Trucil spoke on the K-3 reading level
- Restaurant nights doing very well.
- Fundraisers are all much bigger and yielding better returns than in the past, “Thank you to all those chairing and helping out.”
- Dollars for Dollars a big program. Not sure how we are trending this year.
- Lunch duty status in good shape. Only a couple of families not yet signed up. They will be contacted in January and if no response, then fined.
- HSA should reach its goal of \$145,000. in fundraising this year.

TJS requested Annual Fund and Endowment update for next meeting.

### **FR. JAMES WEINER: Parish report**

- Living Stones campaign being delayed until we can decide on status of current project. Working on utilization reports to see if expansion is necessary.
- Difficult to try and run another campaign while sitting on the money for another campaign which hasn't started. Working with school on needs in the coming year.

### **NEW BUSINESS: Fundraising ideas**

JT discussed “Day of Giving” by the parents in connection with a “Day of Service” for the Children. High Schools like to see charitable work being done.

KL agreed that our children need to do more or give back to the community. Possible Community Service Day.

Discussion followed on misc. events.

JT suggested something go out before the end of the year, for tax benefits, for our community to “give back.”

Discussion on having an Annual Fund “running tally” shown on front page of website. And possible restricted project going forward of Karen Lewis' wishes.

Discussion followed as to technology needed to continually update the school's website v. teaching grammar school computers to students. Do we contract with outside vendor to

implement some of these website expanding ideas, or bring in a computer science/programmer person, not currently in the budget.

**PARENT COMMENTS: None**

**STEPHEN BOMMER: Closing prayer**

Meeting adjourned 8:55 pm

Next meeting January 9, 2017