

School Advisory Board Minutes (Draft for Approval)

February 8, 2016

Attendees: Board Members

Fr. Jim Weiner, Pastor

Mrs. Lynda Wright, Principal

TJ Sullivan Ellen Mahoney

Colle MCCarthy Stephen Bommer

Ivan Arteaga Cathy Corbett

Joe Tweed Mike Breslin

Community Members: Parents (see attached list)

Closed Executive Session (6:40pm – 7:15p.)

Notes taken

Quorum met, meeting called to order 7:20pm

CATHY CORBETT: Opening Prayer

TJ SULLIVAN: Welcoming remarks to returning and new members of the parent community. Motion to approve the minutes from the January 11, 2016 meeting. Motion Cathy Corbett, second Mike Breslin. Approved.

IVAN ARTEAGA: Finance Report

The new business manager assigned to St. Elizabeth, Teresa, seems to have a good knowledge of the financials. Pop-up “Flags” are being worked through.

Handouts distributed (see attached 3 documents).

Still having similar, ongoing timing issues with the budget. Mostly insignificant.

Budget should be in a 12 month format rather than the 10 month format shown.

TJ Sullivan requested that Teresa be at our next meeting.

LYNDA WRIGHT: School Report

a) No projected enrollment figures ready for 2016-17 school year.

b) Open house went well.

Pre-K3&4 prospects came in (4). 19 registered.

TJ Sullivan discussed c) the Annual fund of \$40,000 to be started. Requested the monthly accounting ... Nothing has come in to date. Conference call between TJS, CATHY CORBETT and MRS. WRIGHT. will happen this week to begin work on Annual Fund.

d) And finally, allergy update: Guidelines have been updated. Allergy committee has reviewed them. Nurse Jaffe has reviewed them, as well as three teachers. The SAB will be receiving them to review this week.

Fr. JIM: Parish Update

Security update to be left for Facilities/Security committee.

Parish usage study to take place, evaluation forthcoming.

COLLEEN MCCARTHY: HSA Report

Gala April 23, 2016!

HSA bylaws have been updated, to be posted and dated.

Lunch program up \$3,000. to date.

OLM has an outsourced lunch program that we are looking at, which is also very profitable, but does not require the people hours and effort that we currently use for our program.

HSA board nominees are remaining open until February 12th, at which time nominations will close, and a slate will be put together and placed up for election.

Fundraising : All fundraising events are being reviewed. Even the smaller activities use people's time and energy, leading to both volunteer and donor fatigue. Three categories of fund raising activities will be established (True fundraisers, Programmatic (i.e. birthday treats), and "Feel good" activities that separate our school from other schools).

Sidenote: TJS stated that almost all monies to be collected by SES will be going to FACTS in the near future as adopted by SES and the SAB previously.

STEPHEN BOMMER: Facilities/Security Report

Three project proposals given.

The church to pay for the grate to be installed over the exterior cafeteria door window.

The camera system to be updated to a 32 picture screen with 3 or 4 more cameras installed and 3 cameras adjusted (\$8,000.)

The 3M window film to be installed over the main front door and windows as well as the two pre-K doors (\$1,000. +/-).

The NJ State funds of approximately \$6,000. and the \$4,000. currently budgeted for this year will cover the cost of the projects.

Fr. Jim and Mrs. Wright gave the projects the green light and the SAB voted to move forward.

Formal invoices would be generated for approval and a date set to begin work by the next board meeting.

CATHY CORBETT: Strategic Plan

To date there have been 74 responses to the survey.

Mrs. DeWitte will put out one more time.

Scoring in the 70's and 80's percentiles were "Strongly agree and Agree."

Almost every goal had comments.

We will use this information to set targets,

3 of the last 4 goals had no comments.

Comments are just one person's thoughts at that time, on that matter.

The next step will be to form a matrix, prioritize, and assign resources.

Space utilization. Given to finance committee of the church.

Safety is the priority when looking at ideal facilities.

The parish is supportive of what we will want to do.
Next step is to give recommendation as to what we need and the impact it will have.

TJ SULLIVAN: Marketing/External Development Report

Annual Fund conference call planned as per discussed earlier
Social Media – Kelly Tweed has done an outstanding job with the Facebook page
Alumni Outreach – ELLEN MAHONEY – contacted Classes '73-'88. Very excited.
Volunteers has stepped forward to be the lead contact, others are interested in getting involved.
More current classes are coming together.
Some alumni groups being brought into the SES Facebook page fold.
Reunion updates coming at the next meeting.
Parish outreach updates – MRS. WRIGHT – students went out to other parishes for Catholic Schools Week and spoke. Feedback was that “They did a great job.” Speeches and artwork to adorn our Facebook page soon. She is also looking for an SES family for February.

PARENT COMMUNITY: Comments/Questions

T.J. SULLIVAN – additional survey for the pulse of the parents, reassess, thoughts. What they love/need for change.

ANTOINETTE – Comments by grade may be better analysis. Need for marketing of new students.

Seems to be divide in the SAB because of a lack of communication. Need for help for MRS. WRIGHT. One-sheet needed for marketing.

T.J. SULLIVAN – SAB needs to be aware for family meetings and one-sheet projects in marketing. We have a formal marketing committee and they need to be coordinating if not directing these efforts. It is taking time and resources away from SES staff. Mrs. Wright should reach out to T.J. SULLIVAN, ELLEN MAHONEY and Kelly Tweed to put any marketing efforts in place, and move forward.

DENISE LAGALIA – What is being done? Time sensitivity problem (on above matters). And person to person marketing needed when reaching out to prospective new parents. Catholic Schools Week more formal or structured.

T.J. SULLIVAN – Explained the progress made with the marketing committee, including the FB page, Twitter account and Alumni Outreach. Most importantly, the need to get information to print

MRS. WRIGHT. – Needed a flier to go out.

JOE TWEED – What do we want our Open House to look like?

Need to define down to where people are met, signed in, greeted, meeting, classroom visit, school tour. External meeting. Run through open house scenario.

T.J. SULLIVAN – Open house numbers needed for enrollment assistance. Other than preK, none provided.

CATHY CORBETT – St. Paul's is doing a great job marketing in the Chamber of Commerce, other local papers.

SES needs to get in an ad with our best attributes. A punch list of school highlights with pictures.

T.J. SULLIVAN – Scholarship \$, Stem numbers, 100% CS acceptance, afterschool programs, student/teacher ratios, etc. We are looking for this information to move forward on the one-sheet.

Discussion followed on CSW open house.

Mrs. Wright stated that SAB marketing committee should be in charge of CSW.

CATHY CORBETT – Disagreed as it CSW demonstrates the philosophy of the school and Mrs. Wright should lead this week. Mrs. Wright should have the big picture and highlight the strengths of the school.

Plans were made for Mrs. Wright to continue Open Houses at SES this Springtime. Registration “open” signage needed out front. Banner to be located and placed.

JOE TWEED – Enrollment management person needed if front office cannot get this done.

T.J. SULLIVAN – Marketing committee to assist with upcoming open houses. Faculty program needed to market classes.

NEW BUSINESS: none

TJ SULLIVAN: Closing Prayer

Meeting adjourned 9:20pm

Next meeting set for March 14, 2016.

ATTACHMENTS: (Sign in sheet, financials information (closed session), facilities/safety committee estimates, and strategic plan analysis (available upon request).

CHIEF SECURITY SYSTEMS INC.
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Proposal

Client Information

ST. ELIZABETH SCHOOL - CCTV
 700 WYCKOFF AVENUE
 WYCKOFF, NJ 07481

Proposal Number 566
Date 1/28/2016 **Expires** 2/27/2016
Salesperson VINCENT M. LAGUARDIA

Qty	Description
1	UPDATE CCTV SYSTEM
* 1	HIK-VISION 32 CAMERA DIGITAL VIDEO RECORDER 12TB
6	INSIDE COLOR VARIFOCAL DOME CAMERA INSTALLED
2	OUTSIDE COLOR VARIFOCAL CAMERAS INSTALLED
1	8 CAMERA POWER SUPPLY INSTALLED
1	REWIRE EXISTING DVR INTO NEW DVR
1	INSTALL, PROGRAM & TEST

Hopeing for 1 add'l ext. camera.

Sub Total	\$8,000.00
Sales Tax	\$0.00
Total This Proposal	\$8,000.00

CUSTOMER TO PROVIDE:
 ANY POWER OUTLETS OR SOURCES FOR EQUIPMENT INSTALLED.
 LIGHTING WHERE ALL CAMERAS ARE INSTALLED, THE BETTER THE LIGHTING THE BETTER THE PICTURE !
 CUSTOMER MUST HAVE INTERNET SERVICE AND ROUTER FOR REMOTE VIEWING ! (FOR REMOTE VIEWING CUSTOMERS ONLY)
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BALANCE ON COMPLETION \$ _4000.00_____

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CUSTOMER NAME	SAINT ELIZABETH	JOB#	ESTIMATE#	SP	HOUSE ACCOUNT
CONTACT	MIKE DEVANEY	JOB LOCATION	SAINT ELIZABETH	BLDG TYPE	COMMERCIAL
BILL TO ADDRESS	700 GREENWOOD AVE WYCKOFF, NJ	CONTACT	MIKE DEVANEY	ADDRESS	700 GREENWOOD AVE WYCKOFF, NJ
PHONE	917-533-4049	PHONE	917-533-4049	EMAIL	MD7304@GMAIL.COM
EMAIL	MD7304@GMAIL.COM	EMAIL	MD7304@GMAIL.COM	INSTALLATION DATE	tbd
ESTIMATE DATE	02/01/2016				

	GLASS TYPE	3M FILM TYPE	AREA/DESCRIPTION		Quantity	COST
1	DOUBLE PANE TEMPERED	3M Ultra 6000 (ULTRA6000)	DOOR	MAIN FRONT ENTRANCE- DOORS	2	\$418.53
2	DOUBLE PANE TEMPERED	3M Ultra 6000 (ULTRA6000)	SIDELITE	MAIN ENTRANCE SIDELIGHTS	2	\$533.00
3	DOUBLE PANE TEMPERED	3M Ultra 6000 (ULTRA6000)	DOOR	OLD KINDERGARDEN ENTRANCE- DOORS	3	\$85.18
4	DOUBLE PANE TEMPERED	3M Ultra 6000 (ULTRA6000)	DOOR	PRE SCHOOL DOORS	6	\$170.35
5	DOUBLE PANE TEMPERED	3M Ultra 6000 (ULTRA6000)	WINDOW	PRE K 3 WINDOWS	11	\$892.76
6	DOUBLE PANE TEMPERED	3M Ultra 6000 (ULTRA6000)	WINDOW	PRE K 4 WINDOWS	7	\$588.66
7	DOUBLE PANE TEMPERED	3M Ultra 6000 (ULTRA6000)	DOOR	PRE K 4 DOOR	1	\$65.68
8	DOUBLE PANE TEMPERED	3M Ultra 6000 (ULTRA6000)	WINDOW	KINDERGARDEN WINDOWS	7	\$588.66
9	DOUBLE PANE TEMPERED	3M Ultra 6000 (ULTRA6000)	DOOR	KINDERGARDEN DOOR	1	\$65.68
10	DOUBLE PANE TEMPERED	3M Ultra 6000 (ULTRA6000)	WINDOW	1ST GRADE WINDOWS	7	\$588.66
11	DOUBLE PANE TEMPERED	3M Ultra 6000 (ULTRA6000)	DOOR	1ST GRADE DOOR	1	\$65.68
12	DOUBLE PANE TEMPERED	3M Ultra 6000 (ULTRA6000)	WINDOW	2ND GRADE WINDOWS	7	\$588.66
13	DOUBLE PANE TEMPERED	3M Ultra 6000 (ULTRA6000)	DOOR	2ND GRADE DOOR	1	\$65.68
14	DOUBLE PANE TEMPERED	3M Ultra 6000 (ULTRA6000)	WINDOW	3RD GRADE WINDOWS	7	\$588.66
15	DOUBLE PANE TEMPERED	3M Ultra 6000 (ULTRA6000)	DOOR	3RD GRADE DOOR	1	\$65.68
16	DOUBLE PANE TEMPERED	3M Ultra 6000 (ULTRA6000)	WINDOW	BOYS BATHROOM- WINDOWS	2	\$169.36
17	DOUBLE PANE TEMPERED	3M Ultra 6000 (ULTRA6000)	WINDOW	GIRLS BATHROOM- WINDOWS	2	\$169.36
18	DOUBLE PANE TEMPERED	3M Ultra 6000 (ULTRA6000)	WINDOW	4TH GRADE WINDOWS	7	\$588.66
19	DOUBLE PANE TEMPERED	3M Ultra 6000 (ULTRA6000)	DOOR	4TH GRADE DOOR	1	\$65.68
20	DOUBLE PANE TEMPERED	3M Ultra 6000 (ULTRA6000)	WINDOW	5TH GRADE WINDOWS	7	\$588.66

Our Valued Associations & Alliances:



2/8/16

St. Elizabeth School
School Advisory Board

Date:

Please sign in and print your name.
Thank you.

1. ~~XXXXXXXXXX~~ Denise LaGalia
2. Russell Roman
3. Antoinette Gillespie
4. Krista Barabas
5. Sal Falletta
- 6.
- 7.
- 8.
- 9.
- 10.