

School Advisory Board Minutes (APPROVED)

January 11, 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

Mike Breslin

Community Members: Parents (see list attached)

TJ SULLIVAN: Quorum met; motion for approval of the minutes for the December 14, 2015 meeting. Motion Ellen Mahoney, Second Joe Tweed. Approved. Welcome new parents to the meeting.

Opening Prayer: ELLEN MAHONEY

TJ SULLIVAN: Emails received regarding the change in the calendar for MLK Day, and the Second Grade prayer service. It was requested that if there are changes to be made, they are put on the calendar far enough in advance to allow parents the ability to change their work schedules.

IVAN ARTEAGA: **Financial as of November**

- Met with new business manager Teresa Lucas regarding the budget and financials. She is comfortable with the process in schools and our budget should benefit as she is replacing three positions, eventually.
- November budget and financials were still being reviewed.
- Revised annual budget (final copy attached).
- Need to keep track of Annual Fund **monthly** as it is a \$40,000. commitment.
- TJ SULLIVAN asked Mrs. Wright the plan for reaching the Annual Fund Dollars. MRS. WRIGHT is going to look into current annual fund raised to date. Conversation followed regarding who should be solicited; however, the plan would be to a) Form an Annual Fund Committee, b) Obtain an Alumni database and c) Create a Guardian Angel solicitation. Mrs. Wright to get out a letter to past donors. Carol Palmieri has index cards with names and contact information of people who have, in the past, contributed. CATHY CORBETT noted that she was recently solicited by her alma mater, and that the return envelope had the arch diocese address, and not that of her school.

JOE TWEED asked for any projects available for the Annual Fund.

CATHY CORBETT discussed a \$7,500. challenge, as the Annual Fund is needed to close the budget gap.

LYNDA WRIGHT: School Report (attached)

- Allergy Issue – Sister Maureen said that SES should NOT commit to a NUT FREE SCHOOL and rather move toward a “NUT AWARE FACILITY.” The cafeteria now has a nut free as well as a nut friendly area for each grade. This will be spelled out with an email blast for clarification.
- There has been a \$7,500 anonymous donation made toward the STEM program.
- Another SES family is offering an anonymous grant toward a big project/need for SES.
- There is a \$50,000 potential grant offer, for a new innovative initiative within the school
- Kelly Tweed has made SES advertisement pages in the bulletin as well as for placement in other parishes.
- Enrollment – 19 in Pre-K 4, 28 in Grade 8, Total 269.
- TJ SULLIVAN asked if there have been enrollment projections made. MRS. WRIGHT answered no. JOE TWEED said that this could be easily done and would work on it.
- The Brown Envelope this week would have registration forms and the fee schedule in it.

FR. JIM: Parish Update

- The architect’s plan that was submitted does not allow for adequate work space.
- The parish is in the process of doing a space utilization study now.
- Hoping that the archdiocese allows St. Elizabeth’s to postpone for one year, the Living Stones campaign drive that is to begin February 1st.
- The SAB asked if current students and recent graduates could play an active role in the masses during Catholic Schools Week, and FR. JIM said it was already in the work of choosing SES students to be altar servers, carry up the gifts, hand out the bulletins and potentially have a welcoming before mass.

COLLEEN McCARTHY: HSA Report

- December was very busy.
- \$3500 profit from the 8th grade boutique.
- Teachers appreciated their lunch and gifts.
- Catholic Schools Week financially and staffing support by the HSA. There is a need for more parents to volunteer this week.
- TJ SULLIVAN requested that an Ambassador Parent follow up with visiting families with a thank you letter.
- Teachers are following up this year.
- JOE TWEED suggested that parent volunteers who have recently been through the grade with their kids, join the ambassadors so they can answer pertinent questions.

- Mandatory volunteer hours were discussed. Minimum hours per school year, not including lunch duty. For the volunteer hours, there will be significant buy-out. Reason being, most of the volunteering is linked to fundraising. Proposal for next meeting to include all SES activities as well as estimated hours needed for each to determine total hours spent by parents at SES. Most important will be a system or technology to actually track it

STEPHEN BOMMER/STEVE NAPOLITANO: Facilities/Security Report

- Addition of 3 external cameras and modification of 3 existing cameras
- Modification to exterior cafeteria door to include metal grate
- Protective glass film for front windows and other windows.
- Invoice needed before 6/30/16.
- All suggestions approved by FR. JIM and MRS. WRIGHT and committee to meet with Mike Devaney, facilities manager, to get contractor names and estimates for next meeting.

TJ SULLIVAN: Marketing

- Update for One Sheet to be done by Catholic Schools Week by MRS. WRIGHT.
- Need to add better photos/larger/more activity.
- Letter regarding opt out only for social media needs to go out.
- FR. JIM said Ms. Clark from archdiocese had a problem with facebook. There is a problem regarding Protecting God's Children policy/procedures.
- Clearly all other schools and archdiocese have facebook pages.
- Conference call to be organized by T.J. SULLIVAN to speak with both Laura and Karen to confirm unified communication
- Alumni Facebook pages to be organized and unified by graduating year (SES Class of '76, SES Class of '77, etc....)
 - a) Helps in fundraising
 - b) Class chair for each year
 - c) Helps in volunteerism
- Linked to SES facebook page
- Reunion year – mass and dinner with a tour to promote giving for SES projects/plans.

CATHY CORBETT: Strategic Plan

- Survey sent out.
- 22 responses today
- Document will remain the same until all information is gathered
- Scores coming in high! Summaries available in a couple forms for reading/review.
- Next step is to set up Matrix, Achievement Target, Measure.
- This will be a living document on our website.
- SPACE UTILIZATION– Need further study of St. Elizabeth Room. Library needs to be an information commons to include area for students to engage in group projects.

PARENT COMMUNITY: Comments/Questions

- Locker space suggested.
- Conversation regarding Computer Science room, iPads
- Nut free/Nut friendly discussion – Children now entering wherever and no one determining where to sit.
- Suggestion to copy and paste guidelines from other school websites for our use.
- Allergy Committee to meet with **MRS. WRIGHT** on Friday morning 1/15/16 and discuss potential guidelines. Additional conversation regarding allergy awareness. HSA meeting tomorrow (Tuesday). Guidelines to be complete by **MRS WRIGHT** Friday, rolled out next week (Week of 1/18/16).
- Teachers should be kept in the loop/notified by **MRS. WRIGHT** that the survey went out as well as allergy guidelines for their classrooms.

NEW BUSINESS: None

EXECUTIVE SESSION: Notes taken

IVAN ARTEAGA: Closing Prayer

Meeting adjourned

Next meeting set for February 8, 2016

ATTACHMENTS: (Sign in Sheet, Principal's Report)

St. Elizabeth School
School Advisory Board

Date:

Please sign in and print your name.
Thank you.

1. Amy Nightingale
2. Frayre (Pad & Jillian)
3. Elizabeth Arceroli
4. Denise LaGal'a
5. Antoinette Gillespie
- 6.
- 7.
- 8.
- 9.
- 10.