

**St. Elizabeth School  
School Advisory Board Minutes  
(Approved)**

**January 9, 2017**

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

\*Attended primarily regular meeting only

**7:00 pm**

**Closed Executive Session:** Notes taken

**7:50 pm**

**Regular meeting opens**

**JOSEPH TWEED: Opening Prayer**

**TJ SULLIVAN: Opening remarks**

Please read over the minutes from the last meeting.

Motion to approve minutes from December 12, 2016 meeting, motion Ellen Mahoney, second, Joe Tweed, all in favor, opposed (none), no changes, minutes approved.

**IVAN ARTEAGE: Finance report**

Nothing out of the ordinary or unusual. Continuing to monitor month to month and making information more useful.

**KAREN LEWIS: School report**

- Enrollment remains at 251  
There has been an increase in interest and calls to the school. Attributed to “word of mouth.”
- Middle States Accreditation report accepted.
- Parent meeting – “Planning for the Future” followed by survey to parents.
- Tuition to be finalized for Catholic Schools Week’s open house.

Open houses scheduled for Feb., March, and May for primary, middle, and middle school nights.

TJS: Baptism letter received?

KL: Maybe do letter after CSW

TJS to receive new list of baptismal candidates from Lisa at the parish center.

EM: Open House discussion

KL: continued

- Presentation, tours, volunteers needed.
- Announcements in local church bulletins.
- Tours by parents and students discussed. Positive ideas for both discussed.
- Also “buddy” day for friend who may want to come to SES
- Facebook hits increasing. “Like us!”

**STEPHEN BOMMER: Facilities/Security report**

Pre-K door has been looked at for replacement. Estimates coming.

Possible cafeteria door replacement if money available.

**FR. JIM: Parish Report**

Needs assessment being done regarding construction across the parking lot.

Utilization meeting with trustees and KL scheduled.

**TJ SULLIVAN: Marketing/Development**

- Baptismal letter
- Event for parents 1/23
- Website looks good
- Homepage looks great

KL: Wyckoff Magazine coming on Wednesday.

TJS: Family Magazine at pediatricians office, SES only school NOT in it.

EM: Why can't we have shout out from the pulpit at church about SES?

FR. JIM: Advertise in bulletin, and have parents or children speak. Get on the church calendar.

JT: Students bring up the gifts monthly, other “in front of” moments.

CC: Student ambassadors as greeters.

AG: Marketing sheet in bulletin.

JT: Student profile, where are they now...

CC: Where is the class of 2013 now? In May? Where are they going to college?

Make and impactful presentation to drive families to SES.

- Joe Tweed Fundraising for Valentine's Day.

Discussion followed on Annual Fund dollars. Who collects this money? No money in Annual Fund to date.

JT: Need for HSA and fundraising calendar.

Annual Fund money goes to Teresa at Archdiocese.

Endowment Fund report coming at next meeting.

Appeal ideas discussed.

KL: Annual appeal at end of the year. Calendar coming together for 2017-18 school year.

**ANTOINETTE GILLESPIE: HSA report**

- 1/10/17 meeting (tomorrow)
- New financial forms in place
- Please check HSA minutes for more fundraising results
- All Dollars for Dollars in line and reported.
- 1/23/17 parent to parent social
- Gala support needed
- Lunch duty OK, with only 3 families not yet signed up

No New Business

No Comments/Questions from Parent Community submitted/emailed.

**JOSEPH TWEED: Closing Prayer**

Meeting adjourned

Next meeting February 6, 2017