

St. Elizabeth School

School Advisory Board Minutes

October 19th, 2015

Attendees: Board Members

Fr. Jim Weiner, Pastor

Mrs. Lynda Wright, Principal

Cathy Corbett

Steve Bommer

Ellen Mahoney

Ivan Arteaga

TJ Sullivan

Mike Breslin

Colleen McCarty

Steve Napolitano

Community Members:

Parents - Antoinette Gillespie, Denise LaGalia

Opening Remarks: Cathy Corbett

- a) Approval of the Minutes of July 13, 2015
- b) Approval of the Minutes of August 31, 2015
(Designated Executive Session)
- c) Approval of the Minutes of September 14, 2015
- d) School Advisory Board Self-Assessment

Executive Session

- Mike Humes

Finance Report: Ivan Arteaga, Mike Breslin

- Projected 2016 Deficit \$321,234
- Budget 2015 Deficit \$223,980
- Increase in Deficit for 2016 \$ 97,254
- According to Mike Humes, the Archdiocese will contribute up to \$350,000
- Health Care Benefits up 10%

- Increase Teacher Salaries 2.5%
- Decrease in tuition income due to enrollment
- Decrease in tuition Before/Aftercare

Mrs. Wright/Staff/Board/School Community

- Increase enrollment
- Develop a Marketing Plan
- Review Endowment
- Review the Annual Fund
- Receive timely financial reports each month

School Report: Mrs. Wright

- School Enrollment as of October 19th, 2015 - 270 students
- Pre-K 3 11 students
Pre-K 4 18 students
Kindergarten 22 students
Grade 1 28 students
Grade 2 26 students
Grade 3 30 students
Grade 4 18 students
Grade 5 29 students
Grade 6 24 students
Grade 7 35 students
Grade 8 29 Students

In grades K-8 241 students. In the Archdiocese of Newark, a school is considered healthy with an enrollment of 225. (Pre-k students are not considered in this number)

- Facilities
 1. Mulch - playground \$4,000
 2. Repair Smart Board 5th Grade \$600
 3. Donation \$200 Mail Boxes and Envelopes
- October Events
 1. Student of the Month

2. Installation of Student Council
3. Induction of National Junior Honor society
4. Establishing St. Elizabeth Ambassador Club

- Math after school tutoring in Basic Math Skills on Monday and Wednesday, 2:30 – 3:30 Ms. Christina Marian
- Mrs. Wright shared an essay written by a 7th grader “What is Beauty to You?” Essay will be placed in the Bulletin.
- A suggestion was made to use the Bulletin as a marketing tool to promote our school. The school should highlight a family or teacher each week. There should be a St. E’s School section each week highlighting the many successes of our school.
- Fr. Jim was asked to provide the marketing team with a list of current parish families who have had their children baptized. We should also get lists from other parishes.
- Mrs. Wright and Father Jim were asked if our students could go to other parishes to be an Ambassador - sharing the accomplishments of our school. Speak at Mass?
- Asking Fr. Jim and Mrs. Wright to help get a current list of Alumni?

Following concerns were shared with Mrs. Wright:

- Some of the teachers are not using Power School
- Some teachers have no grades on Power School
- Teachers are not putting homework on Google Calendar
- What is the correct test policy? No more than 2 test per day or quizzes
- Are the teachers checking with each other in regard to tests, quizzes, projects and homework? Will check to make sure
- Will the upper grades be getting music? A schedule is being worked on. Music will be every other week.

Facilities Report: Steve Bommer

- All doors now have new locks. A security grant was received to pay the cost.
- Pre-k door was fixed
- Cafeteria doors had the plates replaced
- Lock on the door behind the Altar installed.

Technology: TJ Sullivan

- New Website is almost ready. Waiting on:
 - Payment. Mrs. Wright said check was sent on 10/16
 - Mrs. DeWitte is being trained 10/22
 - Parent list to create passwords
 - Updated site information for handbook, administration and
- Directory will be on line
- Waiting for pictures of teachers
- The current website should still be updated with correct information until the new site is up

Home School Association Report: Colleen McCarthy

- The HSA has a fundraising goal of \$170,000 for the school year.
- Ladies Night is on 11/3 at the Brick House. Please come and bring a friend. This is our third biggest fundraiser.
- Discussion of the need for an Athletic Director. All parents are volunteers and do not get paid.
- There are concerns for the fees paid for volleyball, basketball and cheerleading. Need to be consistent with all teams.
- All E-blasts must be by WRITTEN APPROVAL by Mrs. Wright
- HSA provided two meetings in October. An AM and PM meeting. The evening meeting was appreciated by the working parents who attended.
- Looking for ways to encourage families to use the "Dollar for Dollar" program.
- Next HSA will be Friday November 13th, 2015 at 8:00 am.

Strategic Plan: Cathy Corbett

- Survey will be coming out as promised at the July meeting
- The plan is a living document - changes can be made at any time
- It will be put on the website

Community Comments:

- Parents shared concerns that the survey for the Strategic Plan had not been sent out.

- Parents shared their concerns about communication from the school to the parents.

New Business

1. Elections of Officers

Chair: TJ Sullivan

Vice Chair: Ellen Mahoney

Secretary: Steve Bommer

Joe Tweed has been asked to join the board by Mrs. Wright and Fr. Jim. Waiting his approval from Newark. Mr. Tweed has a daughter in our Pre-K 3 class and his wife Kelly is an Alumni.

Mrs. Wright, Fr. Jim and the board would like to thank Cathy Corbett for her leadership as President for the past two years. Cathy has given her time and talent generously to our school community. Cathy will continue as a board member.

Committees Chairs:

- 1) Finance: Ivan Artega and Mike Breselin
- 2) Marketing: TJ Sullivan and Steve Bommer
- 3) Development: Colleen McCarthy and Ellen Mahoney
- 4) Strategic Plan: Cathy Corbett
- 5) Facilities: Steve Bommer and Steve Napolitano

Mrs. Wright will be looking for parents to join the five board committees to work with the chair person. Please send Mrs. Wright a note if you are interested.

Closing Remarks:

Father Jim thanked everyone for their cooperation and commitment to our school. Put our best foot forward and continue to grow as a community. Our school has a wonderful future.

Closing Prayer : Fr. Jim

Next Meeting November 9th, 2015 7:15pm