

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

November 15, 2016

Attendees: Board members

Mrs. Karen Lewis, Principal

TJ Sullivan Ellen Mahoney

Stephen Bommer Antoinette Gillespie

Ivan Arteaga Steve Napolitano

Closed Executive Session: None

8:00pm

Ellen Mahoney: **Opening prayer**

TJ SULLIVAN: Opening remarks

Motion to approve the minutes of October 17, 2016. Motion EM, second SN, minutes approved without change.

IVAN ARTEAGA: Finance

Changes in budget year over year verses changes made this year for modifications.

Final budget has been submitted.

(see handout for details – enclosed)

Discussion followed regarding GAAP and archdiocese way of budgeting, budget v. budget, etc.

KAREN LEWIS: School Report

Enrollment 251, two left, one coming back in January.

More families coming through on tours.

Parents survey coming out after the holidays.

Middle States report being completed, including: level reading, incr. technology, safety, and science.

Catholic Schools week activities planned. Working with the HSA on new programs.

Tuition: School pays FACTS fees to FACTS. This is not happening elsewhere.

Tuition committee to discuss and recommend 2017-18 school year tuition before next meeting.

Incl. Pre-K playground fee currently none)

Pre-K not counting toward discounted tuition for families

KL met with Wyckoff BOE, \$12,000. in security money available.

Plans to use for:

* Monitoring fees.

* Signs for exterior doors

- * Cones and barrier
- * Wood door to be replaced in large classroom with curved window wall.
- * Technology \$\$
- * Smart Board software to make mandatory use

Interior and exterior door windows are now able to be covered during a lock-down.

STEPHEN BOMMER: Facilities

All projects current/completed

TJ SULLIVAN: Marketing

Ad going into new Wyckoff Magazine, including North Haledon circulation.

Approval given for placement. Content to be approved by KL.

Video shoot planned for December 6, 2016.

Open House: External Open House

Internal Open House

Pre-K 3 & 4

K & 1st grade

Open House planned for Sunday January 29th. Needs to be better organized.

New families need to be identified and registered, and take tour.

Possible February Pre-K/K open house.

March – All grades

May – All grades

Brief discussion followed

Baptismal letter with=Principal and Priest signatures coming.

KL: Blue Ribbon banner ordered

TJS: Laminated one-sheet and parents first Wednesdays gathering.

ANTOINETTE GILLESPIE: HSA Report

See HSA meeting minutes on school website for report details.

PARENT COMMENTS: None. No questions submitted

NEW BUSINESS: None

ANTOINETTE GILLESPIE: Closing prayer

Meeting adjourned

Next meeting December 12, 2016