

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

**September 12, 2016**

Attendees: Board Members

Fr. Jim Weiner

Mrs. Karen Lewis, Principal

TJ Sullivan            Ellen Mahoney

Stephen Bommer    Antoinette Gillespie

Ivan Arteaga        Cathy Corbett

Joe Tweed            Steve Napolitano\*

- \*Attended Open session and closed end session

## **Closed Session**

**7:05 pm**

Notes taken

With quorum met, meeting called to order 7:40pm

**ELLEN MAHONEY: Opening Prayer**

**TJ SULLIVAN: Welcoming remarks**

Welcome Mrs. Lewis as the new principal.

Motion to approve the minutes of May 9, 2016. Motion SN, second IA, minutes approved with three minor changes.

**KAREN LEWIS: School Report**

253 students, 3 more possible.

Drop off went better than expected.

Thank you for the Welcoming Coffee.

Meetings with teachers to review protocol and procedures.

Attended COOP testing and preparation classes at the Archdiocese.

Open door policy remains, by appointment only.

CC: What COOP prep courses being offered.

L. Gallagher: Two one-hour courses; one in English and one in math.

Six sessions per course, each course is \$125.

St. Paul's summer assignment is COOP prep work.

EM: Why are our kids in needs of additional COOP prep when pay for school that admin test?

JT: Pressure to get scholarships. Language arts has declined over the years.

**IVAN ARTEAGE: Finance**

Year end is done.

Final subsidy \$295,616. Actual subsidy \$265,000. full

Difference being the 2014-15 subsidy payback.

Revenues and expenses done.

July surplus showing, but numbers were light.

**Fr. JIM WEINER: Parish Report**

2 additional staff member coming on board. Music director leaving.

January 2017 begins our new capital campaign.

Also building plans in the works. Still looking for utilization chart from SES.

CC to again provide to the parish.

**ANTOINETTE GILLESPIE: HSA Report**

New board inducted. 2 VP's, a secretary, and returning treasurer.

Focused on fundraising,

Looking for new treasurer early for smooth transition.

Went over operating budget and met with business manager, Teresa.

HSA website and parish bulletin to steer marketing efforts.

HSA member should speak at all school events, including new family welcomes.

New events planned, including social which have fundraising ideas contained within them.

JT: Encourage families with earlier notification. Appreciates as a principal, the SES "fair" format for high school night. Allows them to see/meet parents too.

IA: Tab needed to set up dollars for dollars via Teresa.

LISA G: Donna Quinn to also look into that.

Check Brown Envelope for directions to get script via internet.

**STEPHEN BOMMER: Facilities/Security**

Protective film is on front entrance windows and doors.

Cameras are all up, 32 panel monitor still being hooked up.

Cafeteria door/window to be fortified.

TJS: Please check what other action items need to be completed in the coming year.

SB to discuss with JT ... \$18,800. Coming from state. Purchase orders generated and then forwarded to municipality. \$10,000. budgeted for 2016-17.

**CATHY CORBETT: Strategic Plan**

Meeting to be scheduled to bring Principal Lewis up to speed and go over survey results.

Create assignments by goal, status plan. Middle States re-accreditation due 12/1.

**TJ SULLIVAN: Marketing**

Website focus to clean up, make more accurate and update info. Also to make consistent. Alumni outreach through Facebook by class and then connect with SES Facebook page. Also create alumni/parent group. Parish outreach – HAS utilizing bulletin, marketing calendar by next meeting (JT to provide). Social Media updates above.

**Parent Community**

Two emails received from parent community asking questions.

1. When are minutes going to be published? And can agendas for meetings also be published? Yes and Yes, in a more timely manner beginning now.
2. Fundraising and tuition ideas (discussed in close session).

LISA G: Old annual newsletter ... what is your child up to? Because everyone loves to talk about their kids,

No alumni tab on website – looking into this.

**ELLEN MAHONEY: Closing prayer**

**Meeting adjourned 8:30pm**

8:35 Closed session resumed  
Notes taken