

***Saint Elizabeth's School***  
***School Advisory Board***  
***Open Meeting Minutes***

October 16, 2017

**Closed Executive Session** (Notes taken)

**Attendees-**

The following persons were present:

Karen Lewis

Father Steven

Ellen Mahoney

Joseph Tweed

TJ Sullivan

Teresa Petrone

Russell Romond

Stuart Wells

Patrick Frayne

Christopher Grasso

Bernadette Casey

Antoinette Gillespie

No Attendance by the parent community

**School Report** – Karen Lewis

- a. Enrollment is currently at 233 – 2 students were lost one in 4<sup>th</sup> and another in 5<sup>th</sup>
- b. 1<sup>st</sup> grade is currently small at 13 students
- c. Enrollment has been affected by most towns moving to full day K
- d. KL has found baptism letters are not beneficial
- e. Implementing Retention Strategy for PK4 class
- f. Students are generally lost from 2<sup>nd</sup> to 3<sup>rd</sup> as well

**Finance Report** – Karen Lewis

- a. Currently on Budget

**Strategic Plan**

- a. Goals
  - a. Endowment – Revitalize the SES endowment Fund
  - b. Alumni Development
  - c. Finance – Keep sustainability

**Facilities** – nothing to report

### **Marketing/External Development Report**

- a. Endowment
  - i. Create an alumni database
    - 1. Use social media
    - 2. Use school records
    - 3. Create a comprehensive database
- b. Annual Fund – Letter to go out in November with the ability to select a specific category for the donation to be used
- c. Marketing
  - i. November Giving Appeal
    - 1. Giving Tuesday
    - 2. Alumni Mass
    - 3. Lawn Signs – clarifying town ordinances regarding placement of signs

### **HSA Report** – Antoinette Gillespie

- a. First meeting was well attended
- b. Clothing Drive netted \$954
- c. Food Truck Festival – initial numbers netted over 7k and had an attendance of over 800 people
- d. 5K - HSA is asking board to assist in the marketing of this event
- e. Survey is being kept open longer to allow for more responses
- f. Ladies Night is coming up on November 1<sup>st</sup>

### **Parish Report**

- a. 35% Decline in attendance over the last few years which has resulted in a corresponding decline in finances
- b. Looking at ways to increase attendance
  - i. Added Sunday 6:15 mass – Turnout was expected to be about 40-50. Actual turnout was 120.
- c. Parish Picnic was a great event that displayed community spirit

### **Closing Prayer**

**Next meeting November 13<sup>th</sup> 6:45pm**