



# School of Saint Elizabeth

**Date:** January 14, 2009  
**Time:** Tuesday, 8:30 AM  
**Location:** St. Elizabeth MPR

**Next Mtg:** March 12, 2009  
**Time:** Thursday, 8:30 AM  
**Location:** St. Elizabeth MPR

## Distribution:

SAC		Committees TBD		Additional Distribution	
X	Father John Fell, FJF		Volunteer		
X	Richard Diegnan, RD		B&G		
	Judy Gajis, JG		Finance		
X	M. Abby Molinaro, AM		Fundraising		
X	Amy DeMilt, AD				
X	Bill Venezia, BV				
X	Jim Carle, JC				
X	Mary Hughes, MH				
	Ed Duncza, ED				

**X Denotes attendance @ meeting.**

## COMMITTEE OVERVIEWS

### General

- |         |   |       |         |
|---------|---|-------|---------|
| 1.14.09 | Father John opened with a prayer.                               | All   | 1.14.09 |
| 1.14.09 | The 11.18.08 meeting minutes were reviewed and accepted.        | Noted | 1.14.09 |
| 1.14.09 | Ed Duncza was invited to participate & attend all SAC meetings. | AM    | 1.14.09 |

### Marketing Committee

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|---------|--|----|--------|
| 1.14.09 | The library pre school fair generated a good amount of interest. Generally, families are interested in more days + more time each day. We have experienced an increase in calls for our PK programs. | MH | Noted  |
| 1.14.09 | BV distributed a schedule of events for Catholic Schools week. Students will be asked to participate in an essay contest with the theme being "What St. Elizabeth's Means to Me".                    | BV |        |
| 1.14.09 | A one page flyer will be inserted in the upcoming bulletins which highlight our staff, technology, Pre School Program, & letter from the Student Council   | MH | 2.1.09 |

President.

1.14.09	MH stated that the video is being finalized & will be shown @ all Masses on 2.1.09. RD suggested that we look into the video being aired on local cable TV as a PSA.	MH/RD	2.1.09
1.14.09	Carmel Moreau has agreed to be the liaison with St. Brigid's. It should be noted that Fr. Puleo is reluctant to share names & contact information due to "confidentiality". Carmel could approach the parish office to target mail newsletters to prospective families; the mailing list is available for purchase. RD volunteered to approach Fr. Puleo with his contacts @ that parish.	AD/RD	Ongoing
1.14.09	Target marketing groups include: CCD-- the school could potentially enroll about 5% of this group or approximately 50 students; Current PK 3-4 attendees to continue in our school; New Parents; parishes without schools; local parishes with schools that exceed enrollment capacity. MH is speaking to parishes on an individual basis.	MH	Ongoing
1.14.09	MH stated that St. Luke's & St. Lawrence parishes will allow us to put flyers in their bulletins & make announcements @ Masses.	MH	Ongoing
1.14.09	FJF suggested that we make a photo collage.	Noted	
1.14.09	MH stated that past Open Houses were not well attended & better results are obtained by one-on-one meetings with prospective families. MH plans on conducting 2 internal Open Houses: to the current PK families; grade 4+5 families to discuss middle school curriculum. Note that the grade 4/5 meeting is planned for the March HSA Open meeting. The most effective marketing has been via word of mouth by current families, parishioners and young alumni.	MH	1.29.09
1.14.09	RD suggested that Judy Gagis serve as the executive committee member who will act as the liaison with the Marketing committee.	JG/RD	1.14.09
1.14.09	BV stated that our goal next year is to get 180 students enrolled; the following year we will target an enrollment of 200 students.	Noted	Ongoing

## Community Liaison Committee FUTURE

1.14.09	Suggestions for groups to be included within the Community Liaison Committee are: Local Businesses, Chamber of Commerce, Library, police department and area Churches. This will be addressed in the future when needed.	All	Future
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## Committee FUTURE

## Finance Committee

1.14.09	FJF provided a brief recap of the December financial meeting with the diocese. In summary, the diocese is devising a new funding formula whereby a pool of funds will be established & subsequently allocated to each of the 49 schools based upon need.	FJF	1.14.09
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## Closing Remarks

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|---------|---|--------|-------|
| 1.14.09 | AM distributed & reviewed information pertaining to the diocese's request for information (RFI) concerning our strategic plans & accomplishments to date. The info packets included narratives & templates from the diocese web site to be used as a guideline. The S.W.O. T. (Strengths, Weaknesses, Opportunities & Threats) template was discussed. Our work should be reflective of the following: Formation of the Executive Committee; Training the Council; Reviewing the Mission Statement; Preparing & Implementing Focus Groups; Accomplishments to Date; Community Involvement Now & in the Future. FJF asked that BV, MH & AM work on this submission. The information is due @ the diocese offices on 2.17.09. | AM/FJF | Noted |
|---------|---|--------|-------|

## New Business

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|---------|---|-----|---------|
| 1.14.09 | Upcoming events include: January 25- 31: Catholic Schools Week; Thursday 1.29: SES Open House; Tuesday February 10: SAC Working Session; Tuesday March 3: Diocese Strategic Planning Session, Metuchen. | All |         |
| 1.14.09 | Next monthly status meeting is scheduled for <b><u>THURSDAY, MARCH 12 @ 8:30AM EST.</u></b> Meeting shall be held in <b><u>ST. ELIZABETH MPR.</u></b>   | All | 3.12.09 |

Submitted by: M. Abby Molinaro, Secretary

These minutes represent a summary of the discussions that occurred during the meeting. Meeting minutes will be formally reviewed and accepted during the next monthly session. Should there be any questions, kindly contact the author of this document.