



School of Saint Elizabeth

Date: March 12, 2009
Time: Tuesday, 8:30 AM
Location: St. Elizabeth MPR

Next Mtg: April 29, 2009
Time: Wednesday, 8:45 AM
Location: St. Elizabeth MPR

Distribution:

SAC		Committees TBD		Additional Distribution	
X	Father John Fell, FJF		Volunteer	X	Adele Ellis, AE
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				
	Mary Hughes, MH				
	Ed Duncza, ED				

X Denotes attendance @ meeting.

COMMITTEE OVERVIEWS

General

3.12.09	Father John opened with a prayer.	All	3.12.09
3.12.09	The 1.14.09 meeting minutes were reviewed and accepted.	Noted	3.12.09
3.12.09	Dr. Adele Ellis, Director of technology for the diocese, was introduced to our team.	Noted	3.12.09
3.12.09	There was a brief overview of the March 3 diocese meeting which included round table discussions with other schools about their position in the planning process; an open Q&A with members of the diocese; recruitment of volunteers; focus groups; committee formation.	AM	3.12.09
3.12.09	BV distributed an article titled "To Save NYC's Catholic Schools".	BV	3.12.09

Marketing Committee

3.12.09	A spreadsheet detailing enrollment projections by grade was reviewed. We are still experiencing a high volume of calls from interested parents. Grades K, 1, 6 & 7 have scheduled visits.	MH	Noted
3.12.09	MH is currently working on ad space at Clearview Cinemas.	AM for MH	Progress
3.12.09	MH is drafting a post card style mailer targeting households in the 07920 (Basking Ridge) zip code. The public school system serving this area is	AM for MH	Progress

looking to cut their full day K program. Please provide comments on the post card. BV also noted that we have a positive relationship working with St. James; in the event they are at capacity, we could accept students.

3.12.09	BV reviewed the Internal Marketing efforts to date. For Middle School, teacher qualifications were discussed; class schedule was adjusted so as to achieve 100 minutes in Language Arts; staff assignments were adjusted accordingly. The goal is to roll out the program in September. The results will help solidify enrollment and enable individualized student attention. It should be noted that approximately 50 parents attended the session which was well received and productive.	BV	9.1.09
3.12.09	Our Friday Friends program geared to 2 & 3 year olds is well received. Cost for this is 10 sessions for \$100.		Ongoing
3.12.09	BV attended a separate diocese marketing meeting. The group discussed target marketing groups such as doctors' offices, grocery stores, etc.	BV	Ongoing
3.12.09	BV attended a Principals meeting on Tuesday 3.10. The meeting included a review of professional development plans. It was noted that NCLB funding is available for professional development, literacy & technology. Changes in public school funding & the effects on non public school funding were discussed.	BV	Ongoing
3.12.09	The group talked about Focus Groups. We need to get a good cross section of volunteers. Suggestions to tap into our existing Pastoral Council, HSA, Capital committees as well as the local Library, Pat Lott, the assistant principal at BHS. We need to first formulate questions for brainstorming.	All	
3.12.09	We had 22 attendees at our Open Houses. Generally speaking, the attendees were very enthusiastic about our school programs. The most effective marketing has been via word of mouth by current families, parishioners and young alumni.	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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Buildings & Grounds Committee FUTURE

3.12.09

Finance Committee

3.12.09	RD provided insight into our operations, the need for transparency and support/commitment to the continued success of our school. At our next meeting, we will hear about the financial status.	RD	3.12.09
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Closing Remarks

- 3.12.09 From the diocese perspective, Adele Ellis talked about three points: FOCUS GROUPS- the need to establish them and pulling together volunteers to get the best results. COMMITTEE FORMATION & CHAIRPERSONS- the diocese requests that we establish committees for each of the 9 areas identified in the strategic plan. She stressed the importance of tapping into our resources to share in the workload. TIMELINE- The diocese submission is due 9.15.09. BV stated that we are committed to fulfilling the 9.15 plan requirements; we have tremendous staff support; we are continuing to contribute to our staff professional development and we encourage performance feedback; we are visible within the school and community. He also noted the students' strength in writing & literacy. FJF stated that the positive impact is clearly evident in the school; we have clear direction & strong leadership. RD invited Adele Ellis to tour our school. He also noted that our team works very well together by supporting each other and we have confidence in each others' abilities. Our PK & middle school programs are strong.
- AE Noted

New Business

- 3.12.09 Upcoming events include: April 8: HSA Open Meeting; April 25: Diocese Executive Council Session, Metuchen. All
- 3.12.09 Next monthly status meeting is scheduled for **WEDNESDAY, APRIL 29 @ 8:45AM EST.** Meeting shall be held in **ST. ELIZABETH MPR.** 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.