



# School of Saint Elizabeth

**Date:** April 29, 2009  
**Time:** Tuesday, 8:45 AM  
**Location:** St. Elizabeth MPR

**Next Mtg:** June 3, 2009  
**Time:** Wednesday, 8:45 AM  
**Location:** St. Elizabeth MPR

## Distribution:

SAC		Committees TBD		Additional Distribution	
X	Father John Fell, FJF		Volunteer		Adele Ellis, AE
X	Richard Diegnan, RD		B&G		
	Judy Gajis, JG		Finance		
	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

4.29.09	Father John opened with a prayer.	All	4.29.09
4.29.09	The 3.12.09 meeting minutes were reviewed and accepted.	Noted	4.29.09
4.29.09	RD to approach John about joining SAC.		
		Noted	4.29.09
4.29.09	BV discussed Strategic Plan and will follow up with Paul Keating on financial matters. The School has cut out all non essentials and has not looked to the Endowment for contribution.	BV	4.29.09
4.29.09	BV is working out template on curriculum. He intends to enlist a retired Catholic educator, Kathy Coyle, from St. Genevieve's for informal audit, with a completion date by next year.	BV	4.29.09

### Marketing Committee

4.29.09	The marketing video produced by MH has been met with critical acclaim. However, there may be some licensing issues with the background music prior to releasing for distribution in a public forum	BV	Noted
4.29.09	Our Strategic plan for the Diocese is due on 9/15. There are many facets to the plan which necessitate volunteers: 1. Curriculum Assessment 2. Development 3. Enrollment 4. Facilities 5. Staffing 6. Technology 7. Catholic Identity 8. Ownership 9. School and Community	BV	Progress

4.29.09	BV suggested the following for assignment to the various facets of the Strategic Plan: 1. Technology – Mrs. D’Orio and Mrs. Capobianco, 2. Facilities – Tom Brenner, Tim Farrell and Paul Keating. It is noted that overall our facilities are well above norm, there are some needs to be addressed including: replacing antiquated blackboards with white boards; thorough seal of some of the 1 <sup>st</sup> floor rooms including present 1 <sup>st</sup> grade class room and MPR; seeding in the upper field; cage protectors for fire alarms; 3. Curriculum Assessment will be undertaken by BV; 4. Staffing review will be undertaken by BV; 5. Catholic Identity – it is suggested that Lee Ann Rohlf and Chris Howley be approached to steer this prong. One of the facets to work on is to promote families returning to church as one. Mrs. Rohlf has done a wonderful job with the family Eucharistic Adoration once a month. Chris Howley has suggested a Father/Son/Men’s Club to support the school and promoting Catholic Identity; 6. Ownership – FJ,BV and RD will take on this aspect and focus on Diocesan religious orders, accountability, policies, procedure, chain of command and checks and balances; 7. Development and Enrollment – MH; 8. School and Community Assessment- A survey will be developed to be sent to CCD parents and Realtors (see below).	BV	Progress
4.29.09	Focus Groups survey – a survey will be developed and forwarded to CCD Parents who attend church regularly and to Realtors in the area. The survey will address the perception and image of the School in the community with a goal towards assessing perceived weaknesses. AM, MH and AD will develop the surveys and send out to the targeted focus groups. Said survey will include a SASE with an informal coffee hour to be scheduled within 2 weeks of receipt and analysis of the surveys. Realtor names were discussed and agreed that 10 realtor agents will be targeted. Ideally the surveys will be sent out by the 3 <sup>rd</sup> week of May.	All	progress
4.29.09	An informal coffee will be scheduled, tentatively for 6/25. At that time we would have 2 coffees, one for the CCD parents and one for realtors. At each informal focus group coffee hour the marketing video will be shown, followed by a discussion of the issues that were raised and/or highlighted in the returned surveys. The focus group coffee hour should be a forum to market the accomplishments of the School and address any perceived weaknesses in the community.	All	Ongoing
4.29.09	RD will address John McCrossan to discuss the survey and the School’s perception through the eyes of the political/legislative community	RD	Ongoing
4.29.09	BV discussed charter schools within the State of NJ. There is a question whether parochial schools would be considered.	BV	noted
4.29.09	General discussion regarding the lack of NJ vouchers and lack of tax credit for these families with children in the Diocesan schools. These families should be receiving some financial credit and it may be an issue that would benefit from lobbying. Agreed that the NJPA could be a significant issue in the upcoming gubernatorial election.	All	Noted
4.29.09	Review of ACRE scores for upper grades, SES scored 86%, well above average and highly commendable.	BV	Noted

## Community Liaison Committee FUTURE

4.29.09 To be reviewed in future

## Buildings & Grounds Committee FUTURE

4.29.09

## Finance Committee

4.29.09 RD provided insight into our operations, the need for transparency and support/commitment to the continued success of our school RD 4.29.09

## Closing Remarks

4.29.09 Excellent remarks noted within recent Church Bulletin. We will plan to develop a father/son spirituality within the Community, perhaps revisiting the communion breakfast. All Noted

Anticipated enrollment changes for upcoming year: 27 new students, 4 leaving. With the 8<sup>th</sup> grade graduation we have a net increase of 20 additional children enrolled in the Fall. Registration packets are not yet all received, but it is anticipated that there will be a positive, if not significant increase in enrollment for 2009-2010 academic year.

## New Business

4.29.09 Next monthly status meeting is scheduled for **WEDNESDAY, June 3, 2009 @ 8:45AM EST.** Meeting shall be held in **ST. ELIZABETH MPR.** All 4.29.09

Submitted by: Amy DeMilt, on behalf of the Secretary Abby Molinaro who was unable to attend the meeting

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.