



School of Saint Elizabeth

Date: June 3, 2009
Time: Tuesday, 8:45 AM
Location: St. Elizabeth MPR

Next Mtg: September 10, 2009
Time: Thursday, 8:45 AM
Location: St. Elizabeth MPR

Distribution:

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

X Denotes attendance @ meeting.

COMMITTEE OVERVIEWS

General

- 6.3.09 Father John opened with a prayer. All 6.3.09
- 6.3.09 The 4.29.09 meeting minutes were reviewed and accepted. Noted 6.3.09
- 6.3.09 RD to approach John Deichtman about joining SAC. It was noted that he will be rotating off the Parish Council. Other possibilities include John McCrossan. RD 9.10.09
- 6.3.09 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

Marketing Committee

- 6.3.09 The diocese is sponsoring a training session on 6.16; this may be a marketing opportunity. All Noted
- 6.3.09 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 has asked for assistance with various sections of the plan. BV/All 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 st floor rooms including present 1 st 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
6.3.09	Survey – Surveys were sent to 10 local real estate agents + 6 CCD parents. Note that the recipients were hand picked. 1 response was received from the CCD parents & 5 responses were received from the realtors. Generally speaking, the feedback is useful & will be used for follow ups. MH will compile all the results into a formal report.	MH	In progress
6.3.09	Focus Groups- BV indicated that he would like to form focus groups during the summer.	BV	In progress
6.3.09	The latest Postcard mailer was distributed. The group discussed when would be the best time to send it out; the non-traditional way would be to send it at the end of the school year; the mailing list will be expanded into Basking Ridge.	All	In progress
6.3.09	RD will address John McCrossan to discuss the survey and the School’s perception through the eyes of the political/legislative community. See Above.	RD	Ongoing
6.3.09	A general discussion about other marketing opportunities took place. These included the local theater “commercial”; local cable TV stations. The group will re-evaluate whether or not to continue with yellow pages, the Bernardsville News & the Catholic Spirit.	All	Ongoing
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
6.3.09	Enrollment: MH indicated that our target number of “up 20” is still good. Currently there are 30 enrolled for the PK 4 program & as such 2 classes will be created. There are 15 current 3 year olds + 6-10 new. K-8 we have 12 new students coming in. Our total enrollment is at 156 & ideally we would like to be at 175. MH is conducting exit interviews with the parents. Comments from these parents remain positive; it has more to do with the employment & the economy. Not a single person has said “just because”.	MH	Ongoing

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| 6.3.09 | JG suggested participating in the local "Sounds Around Town" event to draw attention to the school. | JG | Noted |
| 6.3.09 | MH suggested a Family Scavenger Hunt to bring town families into the school. | MH | Noted |

Community Liaison Committee FUTURE

- 4.29.09 To be reviewed in future

Buildings & Grounds Committee FUTURE

- 4.29.09

Finance Committee

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| 6.3.09 | The group discussed future fundraising events. Included in the discussion were the pros & cons of the dinner dance versus a casino night. The challenge is to market the parish and the school as one entity to avoid isolating one group from the other. The group also recognized the "burn out factor" and the ability to maintain high attendance at functions. | Noted | Ongoing |
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Closing Remarks

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| 6.3.09 | A regional SAC meeting is scheduled for Wednesday June 17 @ St. James. | Noted |
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New Business

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| 6.3.09 | Next monthly status meeting is scheduled for <u>THURSDAY, September, 10, 2009 @ 8:45AM EST.</u> Meeting shall be held in <u>ST. ELIZABETH MPR.</u> | All | 6.10.09 |
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Submitted by: Justin Molinaro, 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.