



School of Saint Elizabeth

Date: September 10, 2009
Time: Thursday, 8:45 AM
Location: Msgr. Tourney Room

Next Mtg: October 7, 2009
Time: Wednesday, 8:45 AM
Location: Msgr. Tourney Room

Distribution:

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

X Denotes attendance @ meeting.

COMMITTEE OVERVIEWS

General

- 9.10.09 Father John opened with a prayer. All 9.10.09
- 9.10.09 The 6.3.09 meeting minutes were reviewed and accepted. Noted 9.10.09

Marketing Committee

- 9.10.09 BV distributed copies of our Strategic Plan for review & comment. The draft plan was emailed to the diocese prior to the 9.15 deadline. The section “St. Elizabeth in the Community” is being worked on and will be issued shortly. In summary, the plan follows the diocese format as outlined in the June planning session. The plan is comprehensive and involved the work of many staff members. Any and all comments on the plan should be sent to BV directly. A follow up meeting will be held in a couple weeks to specifically address the plan & any comments. BV/All 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
- 9.10.09 MH provided an enrollment numbers update. SES currently has an 85% retention rate which is considered high. Parents are expressing a high level of satisfaction with SES. Unfortunately, poor economic factors have contributed to our decline. Six Kindergarten students left our school during the last weeks. MH Noted

in August; this was directly attributed to the lack of disposable family income.

9.10.09	JC compared our current economic conditions with that of 2002. MH noted that for the 02-03 school year SES saw a 15% drop in enrollment.	JC/All	Noted
9.10.09	SES students consistently outperformed the diocese on each standardized test. While our tuition rates may be higher, we need to continue this practice so as to retain teachers capable of maintaining our excellent education standards. BV provided a briefing on where SES teachers stand in comparison to the diocese pay scales.	All	Noted
9.10.09	A general discussion about upcoming marketing opportunities took place. These included the local theater "commercial"; local cable TV stations. Approximate cost of the 10 second loop is \$3,000.	All	Ongoing
9.10.09	SES will be participating in the annual Unity Day & "Songs Around Town" events. Volunteers are needed for both.	All	Noted
9.10.09	MH suggested that we add an alumni member to our committee next year.	MH	Noted
9.10.09	MH talked about the possibility of working with our local Rotary Club on a service project. This project would involve the 8 th graders working in conjunction with a school in the Bronx.	MH	In progress

Community Liaison Committee FUTURE

9.10.09	RD suggested that John McCrossan help us with Community Relations.	RD	Noted
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Buildings & Grounds Committee FUTURE

9.10.09	BV noted that there are no major capital improvement projects planned.	BV	
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Finance Committee

9.10.09	The group continued our discussion on future fundraising events. Specifically, we talked about how to engage the CCD parents & get them to the Elizabethan Ball. MH noted that the challenge is not what type of event is being sponsored, but how to gain high attendance numbers.	Noted	Ongoing
9.10.09	Paul Keating discussed the new diocese funding formula and how each parish will be assessed. There will be an assessment on all parishes including those without elementary schools. On the positive side, SES may be entitled to an additional \$40,000 in funding before the end of the year. This figure is approximate. Parishes typically support their school by contributing between 14-16% of the operating funds. SES needs about \$1.5MM each year to function; approximately \$830,000 is covered by tuition/fees. OLPH typically contributes between \$100,000-\$150,000 per year.	PK	Noted
9.10.09	PK talked about the merits of establishing a scholarship program which encourages students to start at SES & complete their education here. "Sponsor A Child" program will continue to be discussed. A separate funding	PK/all	In progress

appeal could appear in the bulletin; alumni would also be contacted to fund this initiative.

9.10.09	The group discussed the upcoming OLPH Golf & Tennis Outing. This is a major fundraiser which goes directly to the school to help offset operating costs. It was noted that support from more school families is needed. The golf committee will be reaching out this week to all school families to gain additional hole sponsors, etc. To involve more SES families next year, we will consider holding a mini golf outing.	All	Noted
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Closing Remarks

9.10.09	Any and all comments to the Strategic Plan should be sent to Bill Venezia prior to our next meeting on 10.7.09.	All	10.3.09
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New Business

9.10.09	Next meeting is scheduled for <u>WEDNESDAY, October, 7, 2009 @ 8:45AM EST.</u> Meeting shall be held in <u>Msgr. Tourney Room.</u>	All	9.10.09
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Submitted by: 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.