



School of Saint Elizabeth

Date: October 6, 2010
Time: Wednesday, 8:45 AM
Location: Spanish Room

Next Mtg: November 16, 2010
Time: Tuesday, 8:45 AM
Location: Spanish Room

Distribution:

SAC		SAC		Committees TBD	
X	Father John Fell, FJF	X	Kristine Lewis, KL		Volunteer
X	Rhonda Calinda, RC		Justin Molinaro, JMo		B&G
	Judy Gaggis, JG	X	John McCrossan, JMC		Finance
X	M. Abby Molinaro, AM				Fundraising
X	Gina Harrobin, GH				
X	Bill Venezia, BV				
X	Jim Carle, JC				
X	Mary Hughes, MH				
X	Germaine McGrath, GM				

X Denotes attendance @ meeting.

COMMITTEE OVERVIEWS

General

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| 10.6.10 | FJF opened & closed the meeting with a prayer. | All | 10.6.10 |
| 10.6.10 | The 9.8.10 meeting minutes were reviewed and accepted. | Noted | 10.6.10 |
| 10.6.10 | Rhonda Calinda was introduced and welcomed as our new President; John McCrossan was introduced & welcomed as our newest member. | All | 10.6.10 |
| 10.6.10 | BV stated that we are well prepared for the upcoming Middle States evaluation. The MS team will commence their work on Tuesday, 10.19 and conclude their visit by Friday, 10.22. BV praised all the efforts of the entire staff and our success will be attributed to their dedication & hard work. The theme is "Renewing the Vision" which is comprised of 2 goals. 1). Student Achievement & maintaining it; our goal is 80% improvement. 2). Staff Handbook: Update the handbook to include clearly delineated goals & objectives for all staff members. The key is accountability & responsibility. We need to address change, change management and the future. Classroom Observations will take place on Wednesday, 10.20; Parent Interviews will occur on Thursday, 10.21. The MS team will provide a preliminary oral report on Friday, 10.23. | BV | 10.19-22.10 |
| 10.6.10 | JMC inquired about the availability of grants. It was noted that some grants are only available to public schools. The NCEA is currently investigating how Catholic schools can compete for monies. The most recent legislation, bill S18-72, is geared toward assisting parents in failing public school districts; the bill would provide approximately \$6,000 in tuition assistance. The Diocese has staff members that are dedicated to advancement & marketing efforts. The issue at our level is that there needs to be a staff member dedicated to grant writing who is focused on what we need & want. One suggestion was to find a person/parishioner that will be willing to write grants on a commission basis. | JMC | Ongoing |

10.6.10	The school web site will be updated with the MS Standards.	BV/MH	Ongoing
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Marketing Committee

10.6.10	ALUMNI: GM + MH are working on Step One: establishing a database of alumni contacts. The theme of the alumni drive is "\$100 from 100". The alumni committee will draft a letter to start the drive. The plan is to have a page on our web site for alumni. MH asked for help with inputting names into the database. GM suggested that we plant the seeds early, with the 7 th & 8 th graders, to keep ties to SES. The target launch date is during Catholic Schools week/the first week in February 2011.	MH,GM, JM	Ongoing
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10.6.10	JMC described his involvement with his NYC former school and their annual giving campaign. The Arch Diocese of NY sends letters to all former students inviting them to speak at their schools	JMC	Noted
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Community Liaison Committee FUTURE

Buildings & Grounds Committee FUTURE

5.10.10	AM stated that the playground mulch needs to be replenished. There are bare spots & areas where a child could be injured. This could be a service project or we could ask the more recent alumni to assist.	AM	Ongoing
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Finance Committee

10.6.10	Father John asked Jim Carle & John McCrossan to assist with the school budget; both have agreed to do so.	FJF	10.6.10
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10.6.10	Regarding the new Scholarship Campaign, follow up phone calls are being made to all letter recipients.	FJF	10.6.10
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10.6.10	The average cost to educate a child in the Diocese of Metuchen is \$4,966 in comparison to \$8,927 in other institutions.	Noted	
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Closing Remarks

10.6.10	FJF stated that John Deichtman will be joining our group.	FJF	Noted
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10.6.10	FJF stated that the Diocese is really stressing the importance of exit interviews with parents. It should be noted that we do conduct exit interviews with families. RC has agreed to help with this.	FJF/RC/MH	Noted
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10.6.10	Upcoming events include the Middle States Evaluation (see above), the E-Ball, 11.5.		Noted
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10.6.10	FJF asked that at our next meeting we have a discussion on enrollment; is there something we need to do or are we not seeing something that has an effect on SES. How do we attract people that have the financial means to select SES; why is it always the same core group that we turn to? Are we		
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valued and do people place a value on their faith?

New Business

10.6.10 Next meeting is scheduled for **TUESDAY, November 16, 2010 @ 8:45AM** All 10.6.10
EST. Meeting shall be held in **Spanish Room.**

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.