

**SEAS School Board Minutes—*approved***  
**January 24, 2011**  
**SEAS Music Room**

- I. Call to Order
  - A. 6:34 PM by Tom Allen
  - B. Members present: Caroline Bradshaw, Mark Menghini, James Estes, Kellie Thomson, Fr. Tom Lilly, Dawn Brower, Kevin Pendergast, Tom Allen, Mike Rzeszut
  - C. Members absent: Jim Bailey, David Whitaker, Tom Coomer
  - D. Guests: Effie Caldarola (staff), Beth Lottridge (Computer/Library teacher), Peggy Dennehy (staff), Sr. Ann Fallon (Superintendent), Sr. Patricia Magee (Assist. Superintendent)
  
- II. Opening Prayer: Sr. Patricia Magee
  
- III. Public Comments: none
  
- IV. Review and Approval
  - A. Nov. 15, 2010, minutes—approved
  - B. Jan. 24, 2011, agenda—approved with minor revisions

V. Principal Report

A. Mr. Bailey is in full support of Finance Committee's recommendations for budget and tuition (to be presented during Finance Committee report)

B. (Submitted report as a letter to the School Board):

I would like to say thank you to Father Tom Lily for being our school advocate who is doing the very best he can to remodel our school with a vision for the future and bring our church and school closer together. We appreciate his push and desire for a better and more modern facility for our kids. I also wish to thank the finance committee for their work on the budget. Peggy Dennehy as the person who watches our money and keeps our records is doing a superb job and always knows what is happening with our finances. The finance committee made up of David Whitaker, Eric Campbell, Mike Rzeszut and Kevin Pendergast give us great board oversight on money issues. David will have a complete report and update on where we are during the meeting.

Our Northwest committee is continuing with progress in the 6 year report of the school. I am in the process in getting the school curriculum redone and updated. The curriculum committee is ongoing and we will soon have an updated 5 year plan for curriculum renewal with a yearly price tag. Our staff has decided to update and change the kindergarten math curriculum to match up with the rest of the school. The different grades will be ordering supplementary math materials. We are looking at technology and math online to offer students during computer classes.

I am looking at two or three projects to work on for next year. One would be an annual trip to The National Shrine of Saint Elizabeth Ann Seton in Emmittsburg, Maryland. This would include a side trip to Washington, DC. The other would be an application for A Blue Ribbon School Award of Excellence. The third project would be starting the application to become an International Baccalaureate World School. This later project would be complicated and would need community support and buy in. The ultimate reward would be an enriched school curriculum that would never lack for students. It would take up to three years for the application process from start and end. Remember these projects are just dream projects at this time. I am interested in seeing if we can have 2 periods of Spanish next year. I also would like for us to have an after school extended day for school studies for enrichment and support on an optional basis. I also am interested trying to put together a summer school block after school is out for enrichment and or remediation.

We currently have 158 students. Our projection for this year is 150. We have 3 applications so far for kindergarten next year. I love our school. Our sign in front of the church says it well. Make our school your school.

VI. Superintendent Comments

A. January is Vocation Month: Religious, Single, Married

B. Next week: Catholic Schools Week

1. Archbishop Schweitz to celebrate combined Mass with St. Elizabeth Ann Seton School, Lumen Christi and Holy Rosary
2. School doing special events (listed in PVO report)
3. Suggested that each student receive an award for one of their nice (Christ-like) qualities.

VII. Action Items: none

VIII. Discussion Items

A. PVO (Dawn Brower submitted written report)

1. eScrip Report

We started off slow this year but spiked back up in November (only brought in \$400 between July and November). Have notified the 50 families who still have not recommitted to eScrip yet in writing but still waiting on responses from some. Mailed off letters to those families who have left SEAS. 10% Back to Schools Program started in January. After the program ends on 01/25 friends and families can look for a message at the bottom of their Carrs Receipt (eScrip Back to School Program - Redemption Code) which will appear until February 28th. Receipts can be turned into the school office and I will enter them in for redemption.

2. Catholic School's Week / Open House

PVO will be at Open House & will provide decorations/refreshments. Working with home room parents to have at least one parent present for each class. Elizabeth Roberts offered to be present to talk about the Auction. Amy Roberts did a really beautiful job at reviving the program for CSW this year. Each day has a theme to go along with the overall theme of A+ for America, Catholic Schools (We celebrate our Nation, Community, Clergy and Staff, Parents and Volunteers, Students). The week will end with dress down day, the spelling bee, and sledding at Kincaid (weather permitting).

3. McTeacher Night

McTeacher night brought in almost \$2500. Stacia got the program scheduled for us this year and asked PVO to take this over as a fund-raising event. Event went very well. Staff has decided to use the proceeds from the evening in support of MDA will support of the PVO.

*The Board engaged in a fund raising discussion prompted by teachers deciding to give proceeds from McTeacher Night to MDA rather than SEAS.*

*-Summary of discussion: There is latitude for teachers to decide where the money would go since they are the ones volunteering for and putting on the event.*

*-Teachers/Administration should better promote to all potential attendees that the money raised will or will not go to SEAS.*

*-Special thanks to teachers who did a GREAT job at the event*

4. Chess Club

Chess Club is up and running. Very successful, great turn out.

#### 5. Outreach Program

The Thanksgiving and Christmas Outreach efforts were very successful. At Christmas our families supported family with Anchorage Head Start and The Clare House. Kudos to Carolyn Eddens.

#### 6. I am PVO Article

Marti has done a really nice job on the monthly interviews and been really successful so far. Two parent volunteers recognized in January include long time parent Kathy Campbell and Amy Robertson who spearheaded our Catholic School's Week Program this year.

#### 7. Upcoming 3rd & 4th Quarter Programs

Independent School Fair (seeking an event coordinator)

Fat Tuesday Kathy Campbell

Scholastic Book Fair Barbara Kagerer

Spaghetti Dinner (seeking an event coordinator)

Staff Appreciation Week (seeking an event coordinator)

Staff Appreciation Dinner (seeking an event coordinator)

Bedding Plant Sales (seeking an event coordinator)

Field Day (seeking an event coordinator)

### B. Committee Updates

#### 1. Development, Marketing, Public Relations

Monday, December 13, 2010 (submitted by Stacia Gillam)

Attending: Stacia Gillam, Jim Bailey, Effie Caldarola, Terese Blair, Father Tom

##### 1. Projects In Progress:

##### a. School folders

i. Delivering this week. School will keep first misprinted folders (logo too big) and use internally.

##### b. School logo wear

i. Discussed that logo wear only sells when people buy it on site (can touch, feel and try on the actual product). After school remodel, school could place an order and sell logo wear for marketing and fundraiser. Idea to give board members, staff, graduating 6<sup>th</sup> graders, new kindergartners, etc. a vest as a thank you present.

##### c. Opaque logo stickers

i. Already received. Will give out free of charge and make sign and container for donations to cover costs.

##### d. Custom license plate frames

i. Ordered by Jim Bailey. Should arrive this month. Will give out free of charge with stickers, same donation appreciated sign.

##### e. School new parent packet

i. Still needs to be redone.

##### f. School report card

i. Still needs to be drafted.

##### g. School website

i. School management program will be Sycamore. Jim reviewed. Home page and public marketing website still needs to be created. Father Tom presented a site he likes (St John's Catholic School), Maryland). Asked committee to review sites, offer suggestions, and email ideas out to the whole group. Discussed role and maintenance of SEAS public site. If has current facts (school open) it needs to be maintained by someone on the school staff.

##### h. Online parent survey

i. Reviewed draft and made a few revisions. Final survey will be ready to email

out to school parents late January. Approved cost to get subscription to survey monkey (\$200) to be able to analyze the results in Excel. Subscription is good for all surveys and discussed also doing one for curriculum and facility issues.

## 2. 2011-2012 Registration

a. Kick off Sunday, February 6 with school celebration at 11:30 mass and school open house following the mass.

i. Effie and Terese Blair heading this effort. Discussed how to reach the most people and get people into the school. Decided to have school presence in the foyer after mass, in the pancake breakfast, and have the students (with a parent chaperon) offer tours.

b. Kindergarten Open House for preschool teachers and staff.

i. Jim still working on this. Needs a parent volunteer.

3. Next committee meeting Monday, January 10<sup>th</sup> at 10am.

- a. Board discussion concerning Stacia Gillam resigning from the board due to moving her son to a private Montessori school.
- b. Thanks to Effie Calderola who is moving to California and will be leaving the DMPR committee; she has been a part of the school since 1987, current Development Director for school/parish.
- c. Fr. Tom will begin advertising for a new Development Director; he prefers to recruit from within the parish/school if possible. Hopefully, someone will be hired in next 30-45 days.
- d. Tom Allen will talk with Tom Coomer concerning taking on the chairmanship of the DMPR Committee.

## 2. **Facilities Committee** (presented by Fr. Tom)

### a. Feasibility Study

- i. Letters have been sent to many “givers” within our parish/school community. Fr. Tom has made close to 100 phone calls in a “mini-feasibility study”
- ii. Results from calls include an overall “fear” of economic times.
- iii. Architect, Bruce Williams is designing the courtyard and developing a second concept driven by cost/budget; updated plan will address all environmental, safety and security issues.
- iv. Town Hall Meetings planned for the end of March; will present two options with two price tags.
- v. Next, a Feasibility Study will be done based on a visionary choice versus a budgetary choice.
- vi. Thank you to Sr. Ann Fallon for 2<sup>nd</sup> collection for Catholic Schools; \$5,000+ went to SEAS.
  - i. Second collection helping Catholics throughout diocese understand their

obligation to educating our Catholic youth to become faith-filled adults

- ii. Second Collection for Catholic Schools will happen annually, each September.

3. **Safety Committee** (subcommittee of Facilities Committee/  
report submitted by Mark Menghini, chair)

Facilities/Safety Subcommittee

- Developing input for Strategic Plan
- A Safety Subcommittee has been formed within the Facilities Committee. Members are Tom Allen, Mark Menghini, James Estes, Trish Baker, Jessica Alfano, and April Domingue. The charge of the subcommittee is to oversee the safety and emergency preparedness of the school. The initial key activities are Updating SEAS Emergency Action Plan and executing a knowledge transfer on school safety administration from Trish Baker. Examples of items being addressed are:

- Developing a calendar of scheduled safety drills and activities for the year
- Revise Emergency Action Plan to include the board Safety Sub-Committee
- Updating of Building Emergency Evacuation drawings
- Verification and documentation of Media contacts in case of emergency
- Insert phone tree procedure in Emergency Action Plan and updates contacts lists

4. **Strategic Plan Committee**

- i. Mark Menghini, chair, is waiting for input from other committee chair people before an update to the plan can be completed.
- ii. Mark will send another reminder e-mail to committee chairs.

5. **Finance Committee:** (report submitted by David Whittaker, presented at meeting by Kevin Pendergast)

Date: January 24, 2011

Student Enrollment: Actual 156 Budget 150

**Income:**

On both a month to date and year to date the Income exceeds Budget.

December Income: Actual \$78,628 Budget \$74,639 Favorable Variance \$3,989

December YTD Income: Actual \$684,886 Budget \$524,065 Favorable Variance \$160,821

**Expenses:**

December Exp: Actual \$80,984 Budget \$82,770 Favorable Variance <\$1,786>

December YTD Exp: Actual \$517,619 Budget \$425,459 Unfavorable Variance <\$92,160>

The YTD Expense unfavorable variance is driven by the unbudgeted purchase of new computers for the

Computer Lab and the unbudgeted fundraising expenses, partially offset by salary and wages.

From a financial point of view, the school is in an excellent position moving into the second half of the school

year. The Budgets are in good shape and do not require any adjusts at this time. The Finance Committee will

continue to analyze, evaluate, and review each month's financial results.

The Finance Committee met on January 12, 2011 to discuss, analyze and recommend a proposal for St. Elizabeth

Ann Seton School for school year 2011□2012. After much discussion, review and spiritual thought, the Finance

Committee recommends to the full Board the following tuition for the next school year:

Number Current Proposed

1 \$4,500 \$4,650

2 \$8,300 \$8,600

3 \$11,500 \$11,900

4 \$14,200 \$14,700

The overall increase is approximately 3.5%. This increase is necessary to be able to provide a 2 – 3% increase to

teacher salaries and the normal inflationary increases that impact and drive the other expense areas of the

Budget.

Respectfully submitted,

Finance Committee

David Whitaker, Chairman

Kevin Pendergast

Mike Rzeszut

Eric Campbell

Peggy Dennehy

- a. After board discussion of Finance Committee tuition proposal, board asked committee to provide more detail for the premises of the tuition proposal
- b. Regular Finance Committee meet time, which is the Tuesday prior to board meetings, at 5:00 PM at the school. Our next meeting is on February 15<sup>th</sup>, then March 15<sup>th</sup>, then April 12<sup>th</sup>, then May 10<sup>th</sup>. Please feel free to stop by.

**6. Curriculum/ Accreditation Committee:** (report submitted by Kellie Thomson, Accreditation subcommittee chair)

Accreditation Committee Update: January 20, 2011

Attendees: Jim Bailey, Kellie Thomson

1. Committee Member Update
  - a. Stacia Gillam resigned from committee.
  - b. Trish Baker and Marti Pausback have agreed to join committee and will attend next meeting scheduled for 9:30 a.m. on Feb. 22, 2011.
2. Accreditation Survey Evaluation
  - a. In process; will be completed before Feb. 22 meeting.
  - b. Evaluation will determine questions for review team.
3. Accreditation Review Team
  - a. Team interviews with teachers/administrators will be on April 19, 2011.
  - b. Mr. Bailey currently in process of selecting “outside” team members (2-3 people) who will interview teachers and administrators and prepare a report to share with committee on April 19.

Curriculum Update:

- a. Sr. Pat will present the results of the 5<sup>th</sup> grade religion/ faith and knowledge evaluation at the next board meeting.
- b. Curriculum Review has a 5-year plan; this year review of Math -decision by teachers to update K-2; chose McGraw/Hill with a price tag of about \$10,000

C. Fund Raising Discussion

1. Mike Rzeszut proposed idea to consider getting a gaming permit to raise funds for SEAS school scholarships.
2. Mike will get more information and work with the DMPR Committee concerning whether or not it should be proposed to the school.

D. Principal Evaluation

1. Normal part of evaluation process.
2. Fr. Tom will send principal evaluation forms to board members via e-mail
3. Please be expressive for evaluation process
4. Fr. Tom would like evaluations back within two weeks.

E. Board Recruitment

1. Consider potential new board members to begin in the 2011-2012 school year.
2. Submit names to Fr. Tom

- IX. Task Assignments: none  
X. Closing Prayer: Fr. Tom  
XI. Adjournment: 9 p.m.

*Next board meeting: Monday, February 21, 2011, 6:30 p.m.*