

SEAS School Board Minutes—*approved*
May 16, 2011
SEAS Music Room

I. Call to Order

- A. 6:40 PM by Tom Allen
- B. Members present: Tom Allen, Jim Bailey, Kevin Pendergast, Fr. Tom Lilly, Dawn Brower, Kellie Thomson, Tom Coomer, Caroline Bradshaw, Mark Menghini, David Whitaker
- C. Members Absent: James Estes, Mike Rzeszut
- D. Guests: Marti Pausback (incoming PVO president)

II. Opening Prayer: Fr. Tom Lilly

III. Review and Approval

- A. April 18, 2011 meeting minutes—approved
- B. May 16, meeting agenda—approved

IV. Public Comments: none

V. Principal Comments

- A. Optimistic about enrollment for 2011-2012 school year. Currently 21 kindergarteners enrolled, budgeted for 160 total students. First month's tuition due by June 10.

B. Our report from the Northwest review team that approved our school on our 6 year renewal is the curriculum committee report for the year. Our plans for next year include review of religion curriculum which we have started and an application to become a Blue Ribbon School. If you would like details on the Blue Ribbon School you can google the information easily. Our school year is ending. We are looking at 21 kindergarten students at this point for next year. Our school enrollment looks good so far. Our new web site will be online and available soon. John Emery has done a lot of work getting it ready. Thank You, John. Our Jog A Thon activity at the end of the year raised over \$12,000 for the school. Thank you to two of our staff members, Vicki Norman and Carrie McGlaughlin, for making this happen. Our entire staff pledged to have blue hair on field day if we raised over \$10,000. Our sixth grade graduation is at 7:00 on Wednesday, May 18. The Northwest Committee that reviewed our school report and talked to staff and community said to me that our staff makes our school a special place for kids. I appreciate our community, our volunteers, and especially the School Board for the positive spirit for our school and our future.

VI. Superintendent Comments--none

VII. Discussion Items

A. Feasibility Study

1. Reminder to sign up for interviews with Kelly Donnelly
2. 80 families signed up so far/ goal of 120 families interviewed
3. Results expected at end of May; will publish results in June; will ask for feedback, and a final report will give us an indication for what direction we will take.
4. Probable Fall 2012 capital campaign will put us on track for 2013 construction
5. Long-range strategic planning in place
6. Process is working with good communication
7. Reminder e-mail being sent to school community to sign up for an interview with Kelly Donnelly.

B. Board Meetings for Next Year

1. Calendaring will be done by incoming secretary; basically 3rd Monday of the month; continue with monthly meetings
2. Try to push more discussion to committee level.
3. Make committee meetings productive
4. Discussion at board meetings “by exception”
5. Work on length of board meetings (try to increase quality of time spent and decrease quantity of time spent in board meetings)

C. PVO

Barnes and Noble Book Fair

The Barnes and Noble Book Fair brought in \$1316. We were told by BN that this was excellent for a first year book fair. Good feedback from community members as well as BN Staff on the event; they loved our student performers.

Staff Appreciation Dinner

Staff Appreciation Dinner was held on May 7th and hosted by Amy King and Family. It was very successful again this year.

Staff Appreciation Week

We just wrapped up Staff Appreciation Week. Each day the PVO put out goodies for the school and parish staff.

I am PVO

This month we recognized Walter Quigley and Trish Baker.

PVO General Information

Marti Pausback will be the PVO President this fall. She will be recruiting over the summer to fill the vacancies of Secretary and VP. We are also seeking to fill our Home Room Parent vacancies and Committee Chairs. Sign Up Sheets are at the office.

Two new programs coming this fall: 1) Back to School Fun Night or Picnic to be held the Sunday prior to school starting 2) Noon Duty positions (will earn share hours).

Potato Planters

This year the Community Outreach Program along with the 5th and 6th Students will be working with an Eagle Scout to plant, tend, and then donate harvest potatoes to the Bean's Cafe.

Upcoming 3rd & 4th Quarter Programs

May 19th -	Field Day	Misty	Campbell,	Event	Coordinator
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D. Committees' Reports

1. Facilities/Safety

Committee met on May 9th to review final changes to SEAS Emergency Action Plan. Expect revised Emergency Action Plan to be distributed by end of May. The committee also discussed the following items:

- Improvements to the school volunteer request procedure and associated background checks. The Safety Committee will draft a revised letter for Jim Bailey's signature detailing the need for school volunteers and the reasoning behind background checks. The letter will be sent prior to school start and reminders will also be issued.
- Use of color coded cards placed in classroom windows for external notification of intruder inside the school. The committee will benchmark area schools for best practices and provide a recommendation
- Discussed school signage on Huffman. Since road improvements are underway, this may be an opportune time to request signs. Next steps are to contact ADOT and perhaps Anchorage Assembly rep.

2. Strategic Planning

Waiting on input from Finance Committee to finalize plan. Expect to finalize plan by end of June.

3. Finance Committee

Student Enrollment: Actual 159 Budget 150

Income:

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

April Income: Actual \$144,989 Budget \$95,139 Favorable Variance \$49,750

NOTE: \$51,649 represents the increase in the Investment Earned (\$40,589) and the Change in Market Value (\$11,060).

April YTD Income: Actual \$1,077,223 Budget \$843,168 Favorable Variance \$234,056

NOTE: \$71,450 represents the increase in the Investment Earned, Net Favorable Variance without the investment account: \$162,606.

The YTD-April Income is favorable in several areas, exceeding the Annual Budget:

Tuition, net	\$ 34,787
Investment Income	71,450
Fund Raising	129,865
Net, Other Budget Line Items	<u>(2,046)</u>
Less: Investment Income	<u>(71,450)</u>
Net Income	\$162,606

Expenses:

April Expense: Actual \$83,664 Budget \$81,321 Favorable Variance \$2,343

April YTD Expense: Actual \$856,767 Budget \$756,227 Unfavorable Variance <\$100,540>

The YTD-April Expense is unfavorable to the Annual Budget by \$100,540. This is driven by:

- (1) Admin. Expenses, Net (unbudgeted Auction expenses): \$96,725
 - (2) Capital, Net (Technology Upgrades): 24,897
 - (3) Partially offset by favorable Instructional Expenses (17,535)
 - (4) Net, Other Budget Line Items: (3,547)
- Net Unfavorable Expense Variance: \$100,540

Summation

The increase in the income (net of the investment account) has resulted in a \$62,066 favorable balance in the Annual Budget to Actual expenses through April 2011. From a financial position, the school continues to be in a very good position as we end a very successful school year. This \$62,066 favorable balance positions the school to project another good year in 2011-2012.

4. Curriculum Committee
 - a. Northwest Accreditation Report submitted
 - b. School looking at Religion text next year
5. Board Comments
 - a. New Church/School Website
 1. Review of new website now open to board members; send comments to John Emery through May 31.
 2. Annual Fund and Auction paid for new website.
 - b. School Fund Raisers
 1. Discussion concerning how new fund raisers should be implemented, communicated and approved.
 2. Fund Raisers should be evaluated by how much money can be raised and how it interconnects our school community, along with timing of other fund raisers.
 3. General guidelines for fund raisers should be established.
 4. Board decided that PVO should recommend fund raisers, and PVO fund raisers should be one line item in the school budget, rather than several line items for each fund raiser.
 5. "You can never have too much fun, and you can never have too much money." –David Whittaker, school board Treasurer
 - c. Annual Fund Coordinator
 1. Nora Ortiz-Frederick will shepherd the 2011-2012 Annual Fund
 2. Plan to expand requests to grandparents; ask parents for family contacts.
 - d. One Bread One Body Campaign
 1. \$132,000 designated to new furnace and sprinkling system for the school
 - e. Annual Report
 1. School Annual Report should be completed by the end of the month.
 - d. Calendar Board Meeting for August
 1. First day of school: Aug. 16, 2011
 2. Board Meeting: Monday, Aug. 15, 2011, at 5:30 p.m. due to Mass at 7 p.m.

D. Vote for 2011-2011 Board Officers

- 1. Mark Menghini—Secretary**
- 2. David Whitaker—Treasurer**
- 3. Kellie Thomson—Vice President**
- 4. Kevin Pendergast—President**

VIII. **Closing Prayer:** Kevin Pendergast

IX. The meeting was adjourned.

*Next board meeting: Monday, August 15, 2011, 5:30 p.m. **

**Please note meeting time difference. Mass at 7 p.m.*