

SEAS School Board Minutes--*approved*
April 19, 2010
SEAS Music Room

- I. Call to Order
 - A. 6:34 PM by Pat Foley
 - B. Members present: Jim Bailey, Mark Menghini, James Estes, Kevin Pendergast, Kellie Thomson, Pat Foley, Tom Allen, Fr. Tom Lilly, Terese Coomer
 - C. Members Absent: Caroline Bradshaw, Steve Siebs, Eric Campbell
 - D. Guests: Effie Caldarola, Sr. Ann Fallon, Mary Duer (kindergarten)

- II. Opening Prayer: Pat Foley
- III. Board President Opening Statement: None
- IV. Public Comments: None

- V. Review and Approval
 - A. April 19, 2010, meeting agenda—approved as modified
 - B. March 22, 2010 meeting minutes—approved

- VI. Principal Comments
 - A. Development Committee is working to update a school brochure with a more professional look. Also updating a folder and promotional display board for school fairs, public gatherings, etc. Goal to send out a School Report Card before school is out.
 - B. McDonald's fundraising night was outstandingly successful according to McDonald's manager ... \$1,300 profit.
 - C. Spaghetti Dinner was outstanding; credit given to Steve Siebs and PVO.
 - D. Current enrollment: K-13; 1st-22; 2nd-full; 3rd-1 seat available; 4th-1 seat available; 5th & 6th full. Projecting 150 students for budget vs. 161, which would include 15 in kindergarten. Adjusted budget will be presented at May board meeting.
 - E. Promotions being done to bring in more students: targeted mailing to all parish families with children around 4-years-old; idea presented for 6th graders to write letters to those kids; pulpit announcements by students; Anchor letter to the editor; announcements in all church bulletins; announcements to all Faith Formation leaders in Anchorage; preschools invited to kindergarten Lemonade Play; flyers taken to local preschools; idea for "traveling promotion fair" to all Anchorage Catholic churches. Discussion of ideas for advertising in Anchor and radio Public Service Announcements. Focus on "Faith Immersion" theme; need to promote PACE opportunity from federal government to help parents save money on extracurricular activities.

- VII. Superintendent Comments
 - A. This is Administrative Assistants' Week
 - B. May 3-9, National Teacher Appreciation Week
 - C. Faculty Workshop: Friday, Aug. 13, 2010 (all Archdiocese schools)

- VIII. Action Items: none

- IX. Discussion Items
 - A. PVO--Spaghetti Dinner was great

- X. Committee Reports
 - A. Development/Marketing/PR (Annual Fund)
 - 1. Fee sheet for new parents: get comments to Kellie this week; Kellie will follow up with Stacia Gillam for layout
 - 2. Working with five parishes to do an "invitation pitch" from the pulpit by SEAS students.

 - B. Facilities Committee
 - 1. Architect met with Architectural Committee and asked questions about strengths and weaknesses of the school. He's trying to tie parish and school buildings together and create more of a Catholic identity within the school. He's developing the conceptual plan and will be meeting again on May 19.
 - 2. Preschool Committee meeting is probable in May
 - 3. All updates will be shown on school link of web site

 - C. Strategic Planning Committee
 - 1. Initial draft plan will be finalized upon feedback from the Development, Marketing and PR committee.
 - 2. Once finalized, the review process for the next three-year cycle will commence.
 - 3. The intent is for the Strategic Plan to be tied to the end-of-the-school-year report card.

 - D. Finance Committee
 - 1. Budget sent electronically to board.
 - 2. Recent unexpected Auction expense of \$1,600
 - 3. Match for 403(b) in payables had been backlogged: \$8,000
 - 4. Projection of "no change" for this year due to Annual Fund and decreased spending
 - 5. A year-to-date budget is being worked on

 - E. Curriculum Committee: no update

F. Bylaws Committee

1. Proposed to approve changes at May board meeting; will include new board member names and elaboration on Committee duties
2. Mark will update Eric before May meeting

G. Board Development Committee

1. Board manuals will need to be updated for new year; Kellie will give list of sections that need to be updated to Fr. Tom

XI. Task Assignments

- A. Comments for fee structure to Kellie by end of the week
- B. Review bylaws and be prepared to vote at May meeting
- C. Comments to Kellie for any suggested Board Manual updates

XII. Board Nominations—Board members should submit names to Fr. Tom this week

XIII. Closing Prayer—Kevin Pendergast

XIV. Adjournment into Executive Session at 8 p.m.

Next board meeting: Monday, May 17, 2010, 6:30 p.m.