

SEAS School Board Minutes--*approved*

August 17, 2009

6:30 p.m.—Music Room

- I. Call to Order
 - A. 7 p.m. by Eric Campbell
 - B. Members Present: Fr. Tom Lilly, Tom Allen, Terese Coomer, Eric Campbell, Jim Bailey, James Estes, Pat Foley, Mark Menghini, Caroline Bradshaw, Steve Siebs, Kellie Thomson
 - C. Members Absent: Kevin Pendergast
 - D. Guests Present: Effie Calderola, Nora Ortiz-Frederick

- II. Opening Prayer: Fr. Tom

- III. Board President Opening Statement
 - Introductions of new and returning board members
 - Caroline Bradshaw has joined board for 2008-2011 term to replace Beth Lottridge (now librarian)

- IV. Public Comments
 - None

- V. Review and Approval
 - A. August 17, 2009 meeting agenda—approved
 - B. May 2009 meeting minutes—approved

- VI. Principal Comments
 - A. 165 students enrolled for the 2009-2010 school year.
 - B. Thanks and welcome to new board members.
 - C. 4th grade new teacher: Carrie McLaughlin; Jayne Kimmet (former 4th grade teacher) leaving for personal reasons at end of first quarter. Jayne will mentor Carrie (a first-time teacher) and will work in library/computers through the first quarter.
 - D. School is very busy; Mr. Bailey talking with lots of parents.
 - E. 5-6th grades proposed trip to Washington, D.C. School would like to have a 6th grade annual trip. This is still pending, and some alternative ideas are in the works. Fund raising for the trip would be outside of school paying for it.
 - F. Enrollment:
 - K-25, 1st-18, 2nd-22, 3rd-25, 4th -26, 5th-25, 6th-23
 - G. 2009-2010 Budget at \$24,000 loss for year; looking at option of not replacing ½ librarian after first quarter when Jayne Kimmet leaves.

- VII. Superintendent Comments reported by Nora Ortiz-Frederick
 - A. 2nd annual all archdiocese school in-service was at Our Lady of Guadalupe (successful). Schools in Anchorage, Wasilla and Kodiak are using each other as resources. Intend to do all-school in-service annually.
 - B. Next event: Oct. 3 Annual Leadership Summit at Our Lady of Guadalupe; focus on Best Practices for School Boards; Archbishop Schweitz will be in attendance.

VIII. Action Items/ Standing Committees

A. Strategic Planning committee: Father Tom

1. Grateful for board member presence on the board; Board owns the Strategic Plan
2. Fr. Tom will e-mail Strategic Plan documents to new board members
3. Finance Council for parish and school has recommended financial prudence for capital projects for the year; waiting to see success of Annual Fund drive.
4. Tom Allen and Fr. Tom have worked with architect.
5. After Architectural Committee (made up of members from parish and school) meets (perhaps in summer 2010), a capital feasibility study will be done for capital projects for parish and school.
6. Currently focusing on highlighting what we are accomplishing through the Strategic Plan.
7. Curriculum Committee: school staff and Jim Bailey reviewing curriculum every 3-5 years; updating and reviewing and projecting costs for future.
8. Maintenance/Equipment Schedule being created; will include price tag
9. Administration: Staff Evaluation Process being created.
10. Pre-k through 6: looking a religion component/curriculum
11. Increased presence of clergy in classroom; students involved regularly with church beyond Mass; focus on increasing presence of students within parish in a meaningful way; classes looking at church-based themes for the year
12. Staff professional growth opportunities: encouraging professional development
13. Mr. Bailey will do written update concerning what within the Strategic Plan is being accomplished; ideas for a report card format; Annual Report and overview that could be published in summer and used as enrollment marketing tool
14. Need to develop specific objectives under goals with timelines and who is responsible for those goals and timelines.

B. Facilities Committee: Tom Allen

1. Currently re-evaluating preschool
2. Long-term plan not changed; altering short-term plan
3. Sprinkler system is "big ticket" item to bring school to code for construction

C. Finance Committee: Eric Campbell

1. Annual Fund should help shrink current budget gap
2. Budget numbers available through Finance Council.
3. Kellie Thomson will get copy of budget through Peggy Dennehy and distribute to board members
4. Eric Campbell will prepare a simple financial statement with charts on actuals from last year
5. Committee to meet and continue working to close the financial gap for next year's budget

D. Annual Fund: Pat Foley

1. Takes \$1 million to operate school; 70% covered with tuition; 30% covered by fund raising and parish support (\$1,800 per student); 2009-2010 still a \$24,000 budget gap.
2. Beginning Annual Fund with parents to gain confidence, then will reach out to other constituents.

3. Goal this year is to educate parents about 30% gap that is not covered by tuition; and encourage parents to financially contribute to Annual Fund as they are able.
 4. Annual Fund process is owned by the board.
 5. Back-to-school Night: Effie Calderola to call auction committee chairperson concerning Annual Fund representative speaking at event.
 6. Brochure and remittance envelopes going out to parents this week with letter to parents.
 7. Mr. Bailey will put link in school newsletter for on-line giving
 8. Have already met with teachers and board members for education purposes
 9. Goal: 100% participation from each board member.
- E. Board Member Handbook/Member Agreement: Kellie Thomson
 --Board would like “virtual discussion” concerning board member agreement item about committing children of school age to attend St. Elizabeth Ann Seton School..

IX. Review of Task Assignments:

- A. Eric Campbell to create simple financial summary of budget
- B. Kellie Thomson to facilitate virtual discussion of board member agreement

X. Closing Prayer: Fr. Tom Lilly

XI. Adjournment

Next Board Meeting: September 14, 2009, 6:30 p.m.