

SEAS School Board Minutes--*approved*
August 9, 2010
SEAS Music Room

- I. Call to Order
 - A. 6:35 PM by Fr. Tom Lilly
 - B. Members present: Jim Bailey, Mark Menghini, James Estes, Kevin Pendergast, Kellie Thomson, Fr. Tom Lilly, Dawn Brower, Caroline Bradshaw, Tom Allen, Mike Rzeszut, Stacia Gillam, David Whitaker
 - C. Members Absent: Tom Coomer
 - D. Guests: Effie Caldarola, Sr. Ann Fallon, Peggy Dennehy

- II. Opening Prayer: Fr. Tom

- III. Pastor's Comments (normally Board President Opening Statement)
 - A. Introductions and welcome to new board members for 2010-2013: Stacia Gillam (parent), Tom Coomer (parent), David Whitaker (non-parent), Kellie Thomson (staying on the board for a second consecutive board term), Dawn Brower (PVO President), Mike Rzeszut (parent)
Member resignation: Pat Foley

 - B. Thanks to Sr. Ann, Nora, Principal Jim Bailey for support to the board.
 - C. Special Acknowledgements
 - 1. School carpet donation (installed this summer): Dave and Peggy Bernert
 - 2. School floors shined and interior painted: Dave Reaume
 - 3. Volunteer parents – especially in kindergarten room

 - D. School Board Officer Nominations
 - 1. President: Tom Allen
 - 2. Vice-President: Kevin Pendergast
 - 3. Treasurer: David Whitaker (Finance Committee Chair)*
 - 4. Secretary: Kellie Thomson

 - E. **Vote: MOTION: To accept officer nominations as stated—no opposition—motion passed 6:59 p.m., August. 9, 2010**
 - * David Whitaker received a post-meeting e-mail nomination and was unanimously voted in as Treasurer to the board. (September 9, 2010)

- IV. Public Comments: None

- V. Review and Approval
 - A. May 17, 2010, meeting minutes—approved as modified
 - B. August 9, 2010, meeting agenda—approved as modified—additional topics include Spanish teacher, tuition and share hours, and Sports Association affiliation with Lumen Christi

- VI. Principal Comments
 - A. Jim was impressed by parent volunteers (moving items and painting) in the school during the summer. Volunteers/parents are extremely important part of the school.
 - B. Greatest challenge as a school: enticing SEAS parishioners to know and send their children to our parish school.
 - C. Enrollment: 150 total students; Kindergarten-15 students currently enrolled; spaces available in all grades except 1st. 2010/2011 school budget reflects 150 student enrollment. Last year, 160 students: 10 less this year reflects the number of families who moved out of state.
 - D. Excitement surrounding new 5th grade teacher, Ali Ann Marrs; strengths in history, language, reading, Catholicism.

- VII. Superintendent Comments
 - A. Aug. 13, 2010, Archdiocese In-service Day for teachers and staff at Our Lady of Guadalupe. Sr. Ann and Nora Ortiz-Frederick traveling to Kodiak to do in-service with that school (more cost-effective).
 - B. Assessment of religion in our schools will be done in first quarter in grades 5,8,9,11,12 through NCEA. Tests all corrected at one center.
 - C. Looking at certifications and accreditation of teachers in schools: large part of safe-environment movement. SEAS already accredited.
 - D. Leadership Summit for School Boards: Saturday, Oct. 2, 2010, from 9 a.m. to 3 p.m. at Our Lady of Guadalupe.
 - E. Catholic school in the Mat-Su Valley currently looking for a school principal (challenges include ½ salary, no benefits, 3-year contract); Sr. Ann will be service as “acting-principal” two days a week.

VIII. Action Items

- A. Annual Fund: third leg of financial support for school along with auction and tuition. Goal: keep school tuition as affordable as possible.
 1. Back-to-School Night: Annual Fund kick-off with presentation from chairpeople, Eric and Kathy Campbell. Soliciting board members and school/parish staff before Back-to-School Night.
 2. Goal: \$25,000
 3. Soliciting SEAS parish members this year.
 4. Locke family did Annual Fund brochure layout pro-bono.
 5. Have made alumni contacts through alumni newsletter; information about Annual Fund and a donation envelope will be included with next newsletter.
 6. Sr. Ann's office is spearheading stewardship through an annual collection for Catholic schools throughout all parishes that don't have schools. Includes: appeal and envelope, donors can select a specific school or for 70% of donation to be spread among all schools by enrollment and 30% of donation to financial aid.
 7. On-line giving available through SEAS website: (Our Sunday Visitor)—can make pledges with credit card or by auto-deduction; could potentially use program for on-line payment of tuition.
 8. Thanks from Fr. Tom to Effie, Nora and Stacia for work on brochure.
 9. Board members encouraged to donate what they can and be Ambassadors for the school and the Annual Fund.
 10. If Annual Fund surpasses goal \$25,000, funds "beyond the gap" will be used towards an interactive website for teachers, parents, students.
 11. Annual Fund falls under board Development/Marketing Committee, chair Stacia Gillam.

B. Multi-Family Discount with Lumen Christi

1. In May 2010, board approved to consider joint multi-child discount at Lumen Christi and SEAS.
2. Finance Committee looked at idea; as of Aug. 9 meeting date, no formal proposal has been submitted to the SEAS board.
3. Discount already being implemented at Lumen Christi to families with children at both schools.
4. Jim Bailey proposed SEAS offer a \$250 discount to affected families (currently would cost school about \$2,250, 9 students)
5. Per Tom Allen: in-depth financial discussions should occur at committee level.
6. Per Sr. Ann: implementing discount would show that SEAS is working with families; she encourages doing some kind of discount.
7. PVO: working out special share hour agreement with families who have children in both schools.
8. The board reached consensus that the Finance Committee should look at “real numbers” and effect on budget at Aug. 16 committee meeting, then make a resolution via e-mail for a board vote

Proposal sent to board members via e-mail from Kevin Pendergast on August 19, 2010: The Finance Committee of St. Elizabeth Ann Seton School recommends a tuition discount of \$250 per SEAS student, applicable to every family who has students enrolled at both SEAS and Lumen Christi. The discount will not consider the actual number of students a family may have enrolled at Lumen, nor will the cost of the discount be shared by Lumen. The discount will be in addition to whatever discount Lumen Christi offers. This discount also will be applied independently of and in addition to any other internal multi-child discount a family may be receiving from SEAS. This discount will be calculated as a deduction from the last tuition payment received from a particular family for the 2010-2011 school year. The proposed discount is expected to apply to 13 students at St. Elizabeth Ann Seton School during the 2010-2011 school year, resulting in a total cost to the school of $(13 \times \$250) = \$3,250$.

VOTE: unanimously approved (with one abstention) by SEAS board.

- C. Spanish Curriculum (ideal place for discussion would be Curriculum Committee; however, based on timing, needed discussion at Aug. 9 board meeting) Choices:
1. Extra-curricular, after school, Spanish class (payment in addition to tuition)
 2. On-line “Rosetta Stone” class managed during school day by SEAS school staff: \$10,000-\$12,000.
 3. Hire part-time Spanish teacher: Mr. Bailey has two qualified candidates
 4. Raven Correspondence School, after school (space issues on-line during school day); No current teaching staff for correspondence programs.
 5. Board came to consensus to hire a part-time Spanish teacher, so that SEAS students receive class at least one time a week: cost about \$10,000.

IX. Discussion Items

A. PVO: board notebook Tab 13—PVO Bylaws Update

1. 2010/2011 forms have been updated.
2. Some PVO programs currently have no chairpeople; Dawn Brower making calls to recruit PVO officers.
3. Tea and Tears happening on first day of school
4. Auction chairpeople: Elizabeth Roberts and Jessica Estes

B. Auction Location

1. Hilton is having a labor dispute concerning workers health insurance/ labor contract
2. Fr. Tom made decision to move Auction location to the Egan Center instead of asking attendees to cross picket lines; SEAS parishioners could be part of dispute.

C. New Web Site Design and School Management Program

1. Anything raised in Annual Fund over \$25,000 will be used to pay for new, inter-active site.
2. Could also be funded through the school Auction Fund-A-Project.
3. Cost: just under \$5,000 to create; \$2,000 to host
4. Development being managed by Development/Marketing Committee

D. Committee Updates

1. Development/Marketing/Public Relations (submitted via e-mail to board members from Stacia Gillam):

The Development Committee is working on a three part program to support the school:

1. **Visibility:** both within the church and the greater community. With the goal to get people talking and thinking about our school, especially during annual school registration times. Ideas for increased church visibility include a school table in the foyer after masses, information in the weekly bulletin, speakers at the masses (especially Catholic Schools Week), having the school choir provide the music ministry at weekend masses a few times a year to showcase the students, a school open house following weekend mass/es. Ideas for increased community visibility include selling logo wear, buttons, and/or car decals, sunscreens or license plate holders (which could all be a school fundraiser too). A formal plan will be put together and reported at future school board meetings.
2. **Support:** tools to support the awareness, education and enrollment effort including a new school brochure for prospective families and a formal tabletop display to take to recruitment events. The brochure is designed and currently being printed (design was reviewed at the May board meeting). The tabletop piece is still being reviewed and considered. The new school website will be a vital support tool for marketing the school. Note: All employ an updated school logo and graphics standards that are attached to this email. Any board member or school staff member using the school logo or designing a flyer or marketing piece is asked to please refer to these standards. And whenever possible please refer to the school in writing as St. Elizabeth Ann Seton School – not SEAS. Thanks!
3. **Communication:** improving the look and feel of communication with parents who are the school's key stakeholders and #1 advocates. A revised and updated Parent-Student Handbook is underway and should be complete in the next weeks. An online parent survey to get direct quantitative and qualitative feedback on teachers and school performance is under consideration. This process would give parents a more active voice and get valuable feedback for the Board committees and school administration to use in developing our school. Finally, the new interactive website to improve parent and teacher communication, integration and accessibility is under consideration and will hopefully be implemented this school year.

The overarching goal of the development committee is to streamline the look and content of all St. Elizabeth Ann Seton School materials, in a professional, and proactive manner so that we are showcasing all that is great about our school in every communication opportunity.

Our next committee meeting is scheduled for October. Date and time to follow.

2. Facilities
 - a. After doing a walk through school, updating emergency packs.
 - b. Developing checklist for strategic tracker
 - c. Master planning of Church and School—in progress of getting feedback
 - d. Town Hall Meetings scheduled for Aug. 19, 25, 28; board members asked to e-mail Tom Allen with attendance dates (to encourage school board representation at each of the meetings).
3. Strategic Planning
 - a. Finalizing 2009 accomplishments
 - b. Refreshing to new 3-year cycle; will be polling committees for updates within next two months.
 - c. Board Handbook: Tab 10—one page plan
 - d. Committee chairs should send updates to Mark Menghini.
4. Finance
 - a. Looking at shared-discount with Lumen Christi
 - b. Monthly budget developed this summer; Peggy Dennehy working on presentation format and income statement
5. Curriculum
 - a. Reviewing Math curriculum in 2010/2011 school year.
 - b. Created 5-year curriculum review plan.
 - c. NW Accreditation (beginning review in October) chairpeople: Kellie Thomson and Stacia Gillam
6. Bylaws
 - a. Draft of updated board bylaws distributed to board members
 - b. In May, board did an unofficial review of bylaws and committee decided to wait for official update until new board members for 2010/2011 were identified.
 - c. One-month notice given at meeting for board members to review bylaws to vote at September 2010 board meeting.
7. Board Development: (nominating committee) no current chairperson

E. Board Comments

1. Ideal to have 60-90 minute meetings
2. In-depth discussion at committee level
3. Efficiency is important

- X. Task Assignments
 - A. Review bylaws for vote at September board meeting
 - B. James Estes to follow up with Lumen Christi about SEAS sports association involvement
 - C. Virtual vote for multi-family discount
 - D. Virtual vote for board Treasurer
 - E. E-mail attendance dates for Town Hall Meetings to Tom Allen
 - F. Board Meeting date in February 2011 needs to be discussed at next board meeting: Feb. 21 is a school holiday.

- XI. Closing Prayer

- XII. Adjournment

Next board meeting: Monday, Sept. 20, 6:30 p.m.