

SEAS School Board Minutes--*approved*
December 14, 2009
SEAS Faculty Room

- I. Call to Order
 - A. 6:35 PM by Eric Campbell
 - B. Members present: Eric Campbell, Steve Siebs, Caroline Bradshaw, Jim Bailey, Terese Coomer, Mark Menghini, James Estes, Kevin Pendergast, Fr. Tom Lilly, Kellie Thomson, Pat Foley
 - C. Members Absent: Tom Allen
 - D. Guests: Effie Calderola, Sr. Ann Fallon, Peggy Dennehy, Lisa Orizotti

- II. Opening Prayer: Fr. Tom Lilly
- III. Board President Opening Statement: Welcome
- IV. Public Comments: None
- V. Review and Approval
 - A. December 14, 2009, meeting agenda--approved
 - B. November 9, 2009, meeting minutes—*not completed, will vote for approval when complete.*

- VI. Principal Comments
 - A. PVO is doing a great job building a relationship with Lumen Christi.
 - B. Discussion concerning how to invite school/climate/teacher feedback for annual evaluation
 - C. Strategic Planning Process seen as inviting feedback for evaluation; discussion about whether we should be “shepherding” an additional process; decision to have a “basic” evaluation go out to parents at end of school year; evaluation will be drafted by Marketing/Development/PR Committee and ready for board review at March board meeting
 - D. May implement a 6th grade “exit interview seminar” for parents and perhaps students to get feedback before they leave SEAS School.
 - E. PACE tutoring process working well for about 16 students with dyslexia; parents provide information, teacher-supported, started Dec. 1, no-cost to school, Federal Grant Program

- VII. Superintendent Comments
 - A. PVO leaders are remarkable especially in regard to building relationship with SEAS and Lumen Christi

- VIII. Action items: none
- IX. PVO Update
 - A. Christmas program on Dec. 15, 2009/ PVO pizza lunch on Dec. 17
 - B. Sixth graders meeting with Lumen Christi students concerning Catholic Schools Week

- C. Jan. 13, 2010, next PVO meeting; looking at current fund raising and any proposed changes to PVO bylaws.
- D. Spaghetti Dinner event still in question
- E. Considering idea of expanding Spring plant sale
- F. Hot lunch catering has been very well received

X. Committee Updates

A. Development/Marketing/PR ... Annual Fund

- 1. Annual fund brought in \$20,400 with \$1,400 pledged; exceeded \$20,000 goal; official end Dec. 31, 2009
- 2. Mailing may be done to non-giving parents
- 3. Suggested board member calls to say Thank You to contributors in January
- 4. Per Archdiocese: Annual Fund needs to be in Fall
- 5. Final Annual Fund Report Letter planned to be sent to whole school population in late January
- 6. Thank you cards being sent to contributors
- 7. Alumni mailing has already been completed.

B. Facilities Committee: no report

C. Strategic Plan

- 1. Thanks to Trish Baker for the Strategic Planning Tracker.
- 2. Thanks to Mark Menghini for work done on the Tracker.
- 3. Strategic Plan divided by committees. Each committee should review the action items for their respective committee; pay close attention to dates and status.
- 4. Within the next month, committees should meet and make a report to the board on committee status. Prioritize action items. Plan to refresh committee tracker annually, with a quarterly report to the board.
- 5. Discussed a "broad stroke" report for anyone interested, perhaps with red, green, yellow to show status. This will be explored more at a future date.
- 6. Specific names of people who are responsible for tasks will be deleted from document and replaced with "position names" (ex: change Jim Bailey to School Principal).
- 7. Action: All board members should review the Strategic Plan Tracker and get feedback or questions to Mark Menghini.

D. Finance Committee

1. Auction

- a. Reviewed numbers from auction, including a 2008 and 2009 comparison.
- b. Auction direct profit of \$130,938, but some expenses still need to be added to document.

- c. Wishing Well/ Fund-a-Project were down compared with 2008. Maybe need to be more specific with description.
 - d. Scholarships were up.
 - e. Overall auction was very successful.
2. 2010-2011 Budget
- a. Looking at: investment statements, Annual Fund, Financial Aid, Enrollment (currently at 162, may lose one in February).
 - b. Parish is picking up expense of background investigations since it's required for parents who work closely with students.
 - c. Questions: Tuition increase? Financial need? Salary increase?
 - d. Discussed possibility of a multiple-child discount within the Archdiocese Catholic school system: ex—children in one family at both St. Elizabeth and Lumen Christi. Eric Campbell is planning to talk with the Lumen Christi School Board President to discuss the idea and where the funding would come from.

XI. Action Items

- A. Annual Fund letter and thank yous: Pat Foley
- B. Prioritize committee actions for Strategic Tracker and get to Mark: Committee Chair people
- C. Discuss idea of multi-child discount with Lumen Christi Board President: Eric Campbell

XII. Closing Prayer

XIII. Meeting adjourned: 8:10 p.m.

Next School Board Meeting: January 11, 2010