

SEAS School Board Minutes--*approved*
February 8, 2010
SEAS Teachers' Lounge

- I. Call to Order
 - A. 6:31 PM by Eric Campbell
 - B. Members present: Steve Siebs, Caroline Bradshaw, Jim Bailey, Mark Menghini, James Estes, Kevin Pendergast, Kellie Thomson, Pat Foley, Tom Allen, Fr. Tom Lilly
 - C. Members Absent: Terese Coomer
 - D. Guests: Effie Calderola, Sr. Ann Fallon, Nora Ortiz-Frederick, Mr. Ezell

- II. Opening Prayer: Fr. Tom Lilly
- III. Board President Opening Statement: None
- IV. Public Comments:
 - A. Effie Calderola noted that there will be a re-cap meeting for the Annual Fund on February 15, 2010, and all board members are invited to attend.

- V. Review and Approval
 - A. February 8, 2010, meeting agenda--approved
 - B. December 14, 2009 meeting minutes—approved
 - C. January 15, 2010 meeting minutes--approved

- VI. Principal Comments
 - A. Catholic Schools Week very successful. Lumen Christi and Holy Rosary students, faculty and parents attended Mass with the Archbishop at St. Elizabeth Ann Seton.
 - B. A unidentified family offered \$500 matching funds for Haiti earthquake relief. The school raised \$2,100+. The family donated ice cream to all students.
 - C. Current enrollment: 159 students. Currently, kindergarten registration is slow. There are rumors of families that may be moving out of state for next school year. The school has received some new registrations.
 - D. Independent Schools Fair at BP Energy Center: February 20, from 10 a.m. to 2 p.m. Mr. Bailey is inviting parents and students to attend with him to represent the school at the Fair.
 - E. SEAS School Open House scheduled for March 3, from 6-8 p.m. Mr. Bailey is inviting several students, parents, School Board members and all teachers to be in attendance at the Open House.
 - F. Mr. Bailey currently feeling that there is a “sense of urgency” for our Board and Parents to be Ambassadors in the community and invite friends, acquaintances (at least 1-2 families) to visit the school.
 - G. Marketing/Promotion of the school: idea for a school promotion letter to parishioners with children who do not currently attend the school, direct marketing being done to preschools on south side of Anchorage, idea for

letter to students in Faith Formation classes in all Anchorage Catholic Parishes; NCEA Programming; Baptism letter from school; 2nd grade welcoming letter.

- H. There is no formal Exit Evaluation given to students/parents who leave the school. Administration usually knows the reason that usually includes “life events” like moving out of state. No negative reasons known this year.
- I. Anchorage Daily News Community Calendar: promotion of Open House
- J. Brochure of SEAS/invitation to Open House done and will be hand-delivered to preschools.
- K. Incoming kindergarten siblings: 15 or less; last year, there were more siblings registered by February.
- L. Mr. Bailey setting up tour with SEAS Parents’ Group; idea to set up a Q & A forum with current parents/students for potential parents/students

VII. Superintendent Comments

- A. The Mass to kick-off Catholic Schools Week and welcome Holy Rosary to school system was wonderful; beautifully planned Mass by Fr. Tom; cherished photo of three principals and clergy.
- B. Prayers needed for Sr. Jackie who is having surgery.
- C. Sr. Ann and Sr. Lorraine leaving state from Feb. 14 to March; will connect with schools through e-mail and Nora Ortiz-Frederick.

VIII. Action Items: no report

IX.

X. Discussion Items

A. PVO

1. Catholic Schools Week was a success.
2. Fat Tuesday breakfast and Mardi Gras parade tomorrow.
3. Spaghetti Dinner social event with parish coming up.
4. Auction thank you note cards from students have gone out to donors.
5. Mayor Sullivan coming to SEAS tomorrow to compete in “Are You Smarter than a 5th Grader” with SEAS students.

B. Field Trip Policy

1. Mr. Bailey sent out letter to parents informing them of new booster seat law/requirements. Idea discussed to possibly set up a standard list of kids who need a booster, based on their size/age. More details will follow.

C. Carpet for School

1. Fr. Tom proposing to put new, donated carpet in school; current carpet is 17-18 years old.
2. Wholesaler donated high quality carpet to school; cost to demo. Current carpet and install would be \$10,000.
3. May not have Capital Campaign for 2-3 years for upgrades.

4. Optimum time for installation is early June before ACYS and Vacation Bible School.
5. Finance Committee forecasting a net \$0 for this school year, without counting investments that could be up \$10-20,000.
6. Mr. Bailey getting second bid for demo. and installation from another parent.
7. Positive move, per Board.

D. Computer Lab

1. Fr. Tom is requesting a list of questions from Board members to give to John Emery.
2. Working on a \$25,000 upgrade to computer lab; \$10,000 from auction; John Emery has acquired shipping; need additional \$15,000 for licensing, 2 year guarantee, current operating systems (Windows 7) for 25 computers.
3. Upgrade scheduled for July.

E. Timing of Board Meeting

1. Financial Committee requesting for Board Meeting dates to be scheduled later in the month based on when financials are ready and needed time to review prior to Board Meeting.
2. Meetings to be changed to 3rd Monday of the month beginning asap. Meetings for remainder of school year: March 22, April 19, May 17.

XI. Committee Reports

A. Development/Marketing/PR (Annual Fund)

1. Principal is responsible for most action items for this committee.

B. Facilities Committee

1. Plan-checker is complete and goals have been sent to Mark
2. Waiting on Mechanical Engineer to complete review report.
3. Creating recommendations for upgrades that have to happen this year; some money will need to be spent.
4. Tuition not yet set for next year ... most likely 3-5% increase.

C. Strategic Planning Committee

1. Mark will send out overview once he receives updates from all committees.

D. Finance Committee

1. Lost one student in January
2. Investments up.
3. Working on budget next week
4. Idea for monthly break-out for this budget cycle.

- E. Curriculum Committee: no update
- F. Bylaws Committee: no update
- G. Board Development Committee: no update

XII. Board Comments

- A. Thanks to Nora for helping to set up Annual Fund; first year did not negatively affect auction income.
- B. School committed to going ahead with architect; forming a steering committee in the summer for architect.
- C. Moving forward this summer with feasibility study; probably 2-3 years out for Capital Campaign
- D. Insulation installed in kindergarten and first grade classrooms; building warmer.

XIII. Task Assignments

1. Lumen Christi/SEAS School tuition: Eric trying to communicate with Lumen Christi; principals or PVOs may need to communicate
2. Strategic Planning Tracker: in process
3. Mr. Bailey following up on promotion ideas/plans for increasing student enrollment for next year.

XIV. Closing Prayer: Sr. Ann Fallon

XV. Adjournment: 8:25 p.m. into Executive Session

Next board meeting: Monday, March 22, 2010; 6:30 p.m.