

**SEAS School Board Minutes--*approved***  
**January 11, 2010**  
**SEAS Music Room**

- I. Call to Order
  - A. 6:30 PM by Pat Foley
  - B. Members present: Steve Siebs, Caroline Bradshaw, Jim Bailey, Terese Coomer, Mark Menghini, James Estes, Kevin Pendergast, Kellie Thomson, Pat Foley, Tom Allen
  - C. Members Absent: Eric Campbell, Fr. Tom Lilly
  - D. Guests: Effie Calderola, Sr. Ann Fallon, Beth Lottridge
  
- II. Opening Prayer: Pat Foley
- III. Board President Opening Statement: None
- IV. Public Comments: None
- V. Review and Approval
  - A. January 11, 2010, meeting agenda--approved
  - B. November 9, 2009, meeting minutes—approved
  - C. *December 14, 2009 meeting minutes—will be voted on when secretary minutes and stand-in secretary minutes are combined*
  
- VI. Principal Comments
  - A. Jim Bailey sent letter to board before meeting to give overview of what is happening at school. He met with 5<sup>th</sup> graders to learn what they like about attending St. Elizabeth Ann Seton School; teachers and community came out as number one reasons students like the school.
  - B. Curriculum Committee: Working on an action plan; questions about whether there are items that the principal should “own,” rather than a board committee. Discussed that actions will be driven by principal and school, but the board “owns” the responsibility of committee actions.
  - C. If Committee Chair People change action items to another committee, there should be a discussion between the chair people of those committees affected.
  
- VII. Superintendent Comments
  - A. Wonderful marketing: hand-made thank you cards from kids for annual fund; great awareness for students to be aware that there are donors for the school; pray for donors; prepares them for future to become donors; great way for church to teach stewardship
  - B. SEAS/Lumen Christi: cookie photo in the Anchor
  - C. Principal Responsibility for strategic plan: Committee chair should check status with principal and chair will make comments at board meeting
  - D. Catholic Schools Week: officially, Jan. 31-Feb. 6, 2010
    - 1. Archbishop saying Mass at SEAS to kick-off Catholic Schools Week, Jan 29, 2010, 1 p.m., Lumen Christi will be in attendance.

2. Valley Mass on Jan. 28, Sr. Ann in Kodiak on Jan. 31, 2010.

VIII. Action Items: no report

IX. Discussion Items

A. PVO: meeting Wednesday, Jan. 13, 2010

1. Finalizing Catholic Schools Week planning
2. Spaghetti Dinner will be social between parish and school on Saturday, April 10, 2010.
3. Discussion about how to thank auction donors: decided student hand-made thank you cards to all auction donors; discussed idea of a “newsletter-type thanks” for auction attendees/donors next year.

B. SEAS School Open House

1. To be scheduled this Winter/Spring; will include home-room parents, teachers; invite people to come and visit school
2. Evening event targeting new families
3. Could tag onto an in-service day
4. In future, could discuss all Archdiocese Schools doing Open House on one day.

C. Catholic Schools Week: Jan. 31-Feb. 6

1. SEAS planning activities for last week of January, with Lumen Christi
2. Student council has suggested “theme day,” waiting for teachers to review.

D. Carpet has been donated to school; enough to cover all but library/technology area

1. Bid of \$10,000 to take out old carpet and put new in; Parish could pay for half.
2. Mixed comments on whether school should be re-carpeted or install a maintenance-free flooring.
3. Technically no budget now; money would come from savings
4. Facilities Committee to discuss; carpet has needed to be replaced for years; carpet lasts about 5-10 years; also will be discussed by Finance Committee.

E. Computer lab

1. Need new computers; budgeted \$11,000
2. John Emery (church computer coordinator) estimates it will take \$25,000 to replace whole lab.
3. Board would like recommendation on what computers are needed, build a case with demonstrated need.
4. Current computer life-span is almost complete.

- X. Committee Reports
  - A. Development/Marketing/PR (Annual Fund)
    - 1. Has divided goals into action items
    - 2. Feb. 15, 2010, Annual Fund follow-up meeting at 7 p.m.
    - 3. Creating list of last 5 years of alumni parents
    - 4. Final Annual Fund wrap-up letter in February
    - 5. Hand-made student thank you notes sent to all donors
  - B. Facilities Committee
    - 1. Meeting with Jim Bailey for faculty priorities
    - 2. Finalizing mechanical, electrical, structural report from last year's review.
    - 3. Will decide if architect will be asked to come-in by year-end, costs associated with this action.
  - C. Strategic Planning Committee
    - 1. Discussed that principal is on or affected by each committee
    - 2. Not all committee members need to be on board.
    - 3. Committee chair person will keep track of progress and pass on information to new chair person when needed.
    - 4. Idea for future: Administration Committee.
  - D. Finance Committee
    - 1. Had a small monthly loss in December
    - 2. Discussion that salaries should be expensed on budget month-by-month
    - 3. Year-to-date doing well
    - 4. Need to look at and discuss Financial Aid more closely
    - 5. Lost one student in December to Rogers Park Gifted Program
    - 6. Discussed next year to have a monthly tracker of budget so that it is more simple for board to see where school is over or under budget and why.
  - E. Curriculum Committee: no update
  - F. Bylaws Committee: no update
  - G. Board Development Committee: no update
- XI. Task Assignments
  - 1. Lumen Christi/SEAS School tuition: Eric trying to reach Lumen board president
  - 2. Annual Fund wrap-up letter: after Feb. 15 meeting
  - 3. No thank you calls for Annual Fund; did student hand-made cards instead—much more impact
  - 4. Committees to continue reviewing, evaluating, prioritizing Strategic Plan Tracker
- XII. Closing Prayer: Sr. Ann Fallon

XIII. Adjournment: 8:25 p.m.

*Next board meeting: Monday, February 8, 2010; 6:30 p.m.*