

**SEAS School Board Minutes--*approved***  
**May 17, 2010**  
**SEAS Music Room**

- I. Call to Order
  - A. 6:30 PM by Eric Campbell
  - B. Members present: Jim Bailey, Mark Menghini, James Estes, Kevin Pendergast, Kellie Thomson, Pat Foley, Fr. Tom Lilly, Terese Coomer, Steve Siebs, Caroline Bradshaw
  - C. Members Absent: Tom Allen
  - D. Guests: Stacia Gillam, Tom Coomer, Effie Caldarola, Sr. Ann Fallon, Nora Ortiz-Frederick
  
- II. Opening Prayer: Sr. Ann Fallon
  
- III. Board President Opening Statement
  - A. Fr. Tom introduced and offered thanks to incoming and outgoing board members.
  - B. New Board Members 2010-2013: Stacia Gillam, Tom Coomer, David Whitaker (non-parent, not present at meeting), Kellie Thomson (staying on the board for a second consecutive board term)  
Outgoing Members: Terese Coomer, Eric Campbell, Steve Siebs
  
- IV. Public Comments: None
  
- V. Review and Approval
  - A. April 19, 2010, meeting minutes—approved as modified
  - B. May 17, 2010, meeting agenda—approved
  
- VI. Principal Comments
  - A. Currently, 11 students enrolled for kindergarten for the 2010-2011 school year. They are considering two underage applicants. These two miss the age/birthdate cut-off by a few days.
  - B. Through recruitment efforts, the school is receiving some interest from new students in upper grades.
  - C. Finance Committee will be making recommendations to the budget based on total student enrollment in kindergarten being less than budgeted for 2010-2011 school year.

VII. Superintendent Comments

- A. May Crowning Event was great, especially since every student had a role in it.
- B. Sr. Fallon needs names, addresses and e-mails for new board members to be added to Archdiocese school contact list.
- C. Leadership Summit for School Board Members: Saturday, Oct. 2, 2010 (time: TBD)

VIII. Action Items

A. Budget

1. Original 2010-2011 budget based on 160 enrollment, currently at about 150 enrollment (originally budgeted 15 kindergarteners, about 5 less means loss of about \$15,000 revenue)
2. Discussed updates to budget including: Lower professional salaries, Annual Fund income \$20-25,000, Field Trips—school pays ½ for field trips
3. Eric will work with Peggy Dennehy to make a separate report of proposed changes.

**VOTE: Motion to approve 2010-2011 school year budget deficit.  
Motion approved with one board member opposed.**

IX. Discussion Items

A. Fr. Tom's presentation on Parish and School Planning for the future

1. Architect: Bruce Williams, after several observations, calls SEAS a "gem of a school"
2. During summer, Fr. Tom will present plan to parish
3. Town Hall meetings on conceptual design planned for October.
4. Will do Feasibility Study and determine if begin Capital Campaign prep. in Summer 2011 or delay
5. Earliest plan for construction (without delay) would be Summer 2012.
6. Not planning to impact School or Church budgets.
7. Looking now to raise \$175,000 to get to Feasibility Phase, with seed money from One Bread, One Body campaign
8. Will acknowledge donors during Town Hall Meetings.

B. PVO

1. Last day of school: Field Day managed by PVO
2. 5<sup>th</sup> grade teacher, Mrs. Westermann leaving
3. June 28, SEAS Golf Tournament fund raiser

X. Committee Reports

A. Development/Marketing/PR (Annual Fund)

1. Stacia layed out school fee sheet for new parents.
2. Brochure for new parents: Stacia working on this summer.
3. Effie working on Annual Fund brochure: Locke family is doing lay-out pro-bono
4. Discussed “Beyond the Gap” Annual Fund goals. Effie putting together a wish list of tangible ideas for “beyond the gap.”

B. Facilities Committee

1. Plan to get tracker updated before 2010-2011 school year begins.

C. Strategic Planning Committee

1. Updating tracker status: refreshing 2010-2013 plan by board meeting in August.
2. Master Plan 2009-2012 will be used as the base.
3. Tracker and Plan are “living documents”

D. Finance Committee

1. Reviewed budget notes from Eric.
2. Per Fr. Tom, “We will not admit students who are not ready for kindergarten just to build up enrollment.”
3. Goal is to develop a three-year budget.

E. Curriculum Committee

1. Will review Math Curriculum in 2010/2011
2. Still reviewing International Baccalaurate Program
3. 6-year Northwest Accreditation due in 2010/2011 school year (will show up-to-date assessment)

F. Bylaws Committee

1. Amended version will be “virtually” sent to board members for voting after new board member names are added for official copy. August board meeting.
2. Archived copies of bylaws are kept at school.

G. Board Development Committee

1. Leadership Summit: October
2. New board member mini-training session proposed and being considered. Trying to improve board training year to year.

XI. Task Assignments

- A. In May, board “virtually” approved concept to have a multi-family tuition discount and share-hour agreement with Lumen Christi. Board will discuss and vote on specifics at a future board meeting.
- B. Lumen Christi Sports Association is a 5<sup>th</sup>-8<sup>th</sup> grade program. Eric will follow up with Lumen Christi next year to see how SEAS students in 5<sup>th</sup> and 6<sup>th</sup> grades can participate.

XII. Closing Prayer

XIII. Final Thank yous to outgoing board members: Terese Coomer, Eric Campbell and Steve Siebs.

*Next board meeting: Monday, Aug. 9, 2010, 6:30 p.m.*