

SEAS School Board Minutes—*approved*
November 15, 2010
SEAS Music Room

- I. Call to Order
 - A. 6:08 PM by Tom Allen
 - B. Members present: Jim Bailey, Mark Menghini, James Estes, Kellie Thomson, Fr. Tom Lilly, Dawn Brower, Kevin Pendergast, Tom Allen, Mike Rzeszut, Stacia Gillam, David Whitaker, Tom Coomer
 - C. Members absent: Caroline Bradshaw
 - D. Guests: Effie Caldarola (parish staff), Ali-Ann Marrs (5th grade teacher)

- II. Opening Prayer: Kevin Pendergast

- III. Public Comments: introduction of Ali-Ann Marrs

- IV. Review and Approval
 - A. Nov. 15, 2010, agenda—approved
 - B. Oct 18, 2010, minutes—approved

- V. Facility Update: Bruce Williams, architect
 - A. Met with 20 or more user groups in church and school
 - B. After renovations, storage efficiency and accessibility will be greatly improved.
 - C. School Library is of central importance; planning to install a “bay” window that looks out to courtyard.
 - D. Courtyard will include the pre-school and kindergarten playground.
 - E. 1st-6th grade playground: To gain 14 more parking spaces and improve accessibility/safety for students, planning to move playground to west side of property, closer to the school.
 - F. Preschool through 3rd grade will have own bathrooms. Within school, this will add two girls’ and one boys’ bathroom.
 - G. Miki Center Stage will be “accordion style” that can be adapted to room activity with the ability to move it to different places within the room.
 - H. Safety/Security: Double-doors will be installed in walkway for potential “lock-down” and fire safety.
 - I. Catholic History: Catholic courtyard, symbolic with Catholicism and connection; hopefully will encourage Catholic feeling within the space.
 - J. Priorities: emphasize faith formation-school space, then worship space.
 - K. Late February: presentation of 35% plan to parish, then Feasibility Study will begin.

- VI. Principal Comments
 - A. Thank you to Mark Menghini and ConocoPhillips for donation to school on behalf of Mark's service on the board. Thank you card from students was presented to Mark.
 - B. Thank to all for auction donations/support
 - 1. Gross income exceeded last year, but expenses also exceeded last year due to new location.
 - 2. Thank you to Stacia Gillam and singing group for music. Great addition to the evening.
 - C. Math Curriculum
 - 1. Kindergarten through third grade: teachers decided to go with Connects/McGraw Hill
 - 2. Hoping to purchase new curriculum in Spring during this year's budget cycle
 - D. Current enrollment: 156 students; getting lots of on-line, out-of-state inquiries for next year.
 - E. Web Management Program: unfortunate that there wasn't a full explanation of what the system will do for the school at the auction where it was a live-auction bid item.
 - F. Security: planning to lock school when "everyone" goes to school Mass; will put sign on front door to alert any visitors that the school is at Mass.

VII. Superintendent Comments: none (Sr. Ann and Sr. Pat not present at meeting)

VIII. Discussion Items

A. PVO

- 1. "I Am PVO," thanks column in PVO newsletter to parents who work behind the scenes; written by Marti Pausback.
- 2. Catholic Schools Week: Sunday, Jan. 30 (originally planned for Feb. 6—Super Bowl Sunday—rescheduled), 11:30 a.m. Mass will include school cantors; School Open House from 1-2 p.m.
 - a. Whole week of activities/service projects planned by Amy Robertson and committee.
 - b. Wednesday, combined Mass at 1 p.m. with Lumen Christi and Holy Rosary at St. Elizabeth Ann Seton

B. Committee Updates

1. Facilities Committee: see section V. of minutes

2. Development, Marketing, Public Relations:

1. *No meeting since last report.
Annual Report Update from Effie.*
2. *Projects In Progress:*
 - a. *School folders*
 - i. *Still pending. Should receive this week, Got backlogged in all the political print jobs.*
 - b. *School brochure*
 - i. *Effie distributing to list of schools, churches and area activities.*
 - c. *School logo wear*
 - i. *Order form out to school families, staff and board. Orders due November 15, Will arrive before Christmas break.*
 - d. *Opaque logo stickers*
 - i. *Stacia waiting on cost estimate from PIP*
 - e. *Custom license plate frames*
 - i. *Getting 3 quotes. Most companies have a set up charge from \$50-\$150 and a minimum quantity (350 is the lowest). So minimum investment is \$400. Continue to pursue*
 - f. *School new parent packet*
 - i. *Stacia has current packet and will draft new one*
 - g. *School report card*
 - i. *Stacia has information and will lay out template for review/edits.*
 - h. *School website*
 - i. *Father Tom and Jim working on options and selecting the final vendor.*
 - i. *Online parent survey*
 - i. *Existing school parent survey of teachers, curriculum and facility*
 - ii. *Done online using survey monkey*
 - iii. *Goal to distribute early February*
 - iv. *Results will be cumulatively tabulated and shared with staff*
 - v. *Goal is to send another survey to this year's 6th grade parents next year to gauge their student's transition to 7th grade.*
 - j. *2011-2012 Registration*
 - k. *Kick off Sunday, February 6 with school celebration at 11:30 mass and school open house following the mass.*
 - i. *Still looking for parent and staff to chair this event and make it BIG*
 - l. *Kindergarten Open House for preschool teachers and staff.*
 - i. *Need staff and or parent to coordinate.*

3. Strategic Planning Update:

Initiated development of the 2010-2013 Strategic Plan. Transmitted draft plan to Committee Chairs for input. The Committees were asked to:

1. *Review draft plan action items for accuracy, relevance, timing*
2. *Review completion target date*
3. *Submit any new action items that merit consideration*
4. *Provide feedback by November 24th.*

4. Finance Committee:
 - a. See November Finance Committee spreadsheets
 - b. Income, favorable
 - c. Have yet to see a monthly budget to year-end
 - d. To date, financial position of the school is very good.

5. Curriculum/ Accreditation Committee:

- I. *Discussed Phase I for Accreditation Planning:*
 - A. "Open Survey" to establish issues that should be covered during Accreditation Process
 1. Survey will be distributed to members of the following:
 1. School Board parents (6)
 2. School Staff/Faculty
 3. PVO Board (4)
 4. Fr. Tom Lilly (Pastor)
 5. Sr. Ann Fallon (Superintendent)
 6. Sr. Pat Magee (Associate Superintendent)
 2. Survey distribution will begin Nov. 9, 2010
 3. Completed surveys due back to Mr. Bailey by Wednesday, Nov. 24, 2010
 4. Survey results to be analyzed by December 17, 2010
- II. *Phase II*
 - A. Visitation
 1. Establish visiting/interview team
 2. Visitation to be done in early Spring 2011
 3. Current Strategic Planner will be extremely useful for planning visits and points to review for Accreditation
 - C. Bullying Policy
 1. Policy in school handbook.
 2. Comment: no need to improve/school doing great job in pre-emptively handling bullying issues
 3. Mr. Bailey meeting personally with classes about being sensitive to others.
 - D. Leadership Summit

--self assessment issues come under personnel policies
 - E. Safe Environment and Background Checks
 1. Administration auditing each class
 2. Adults who attend camp, tutor, drive for field trips, or volunteer to watch class during teacher events must have current Safe environment and background checks on file with office.
 3. Guidelines being set by Mr. Bailey: Background check every 5 years; parents will receive guidelines.

- IX. Task Assignments: none
- X. Closing Prayer: Stacia Gillam
- XI. Adjournment: 8:05 p.m.

Next board meeting: Monday, January 24, 2011, 6:30 p.m.

