

SEAS School Board Minutes—*approved*
October 18, 2010
SEAS Music Room

- I. Call to Order
 - A. 6:33 PM by Tom Allen
 - B. Members present: Jim Bailey, Mark Menghini, James Estes, Kellie Thomson, Fr. Tom Lilly, Dawn Brower, Caroline Bradshaw, Tom Allen, Mike Rzeszut, Stacia Gillam, David Whitaker, Tom Coomer
 - C. Members absent: Kevin Pendergast
 - D. Guests: Sr. Ann Fallon (Superintendent), Sr. Patricia Magee (Associate Superintendent), Beth Lottridge (Library and Computer teacher)

- II. Opening Prayer: Fr. Tom

- III. Pastor Comments
 - A. Thank you to board members, Sr. Pat, Sr. Ann and Nora, administrative and teaching staff for being such great resources for the school and parish.
 - B. “I’ve never been so excited in my whole life.” (referring to all that is going on in the parish and school)

- IV. Public Comments: none

- V. Review and Approval
 - A. Oct. 18, 2010, agenda—approved, with addition of Leadership Summit and deletion of Election of Officers
 - B. Sept. 20, 2010, minutes—approved, with two name spellings corrected

- VI. Principal Comments
 - A. Teachers looking at a web-based student management site
 1. Majority of staff would like it.
 2. Completely new website with design overseen by DMPR Committee
 3. Includes a parental notification system, grades, internal billing, progress reports, and more
 4. Based on Nora Ortiz-Frederick’s recommendations, the teachers are demo-ing four systems and will choose one, depending on funding.
 5. Estimated set-up cost: \$2,300 to \$3,000 that will be paid through Annual Fund or Auction fund-a-project.
 6. Estimate that it will cut down on what teachers have to do by hand. Each class will have its own page, lesson plans, auto-progress reports, etc., with electronic security procedures in place.
 7. Website will be updated through school administration office.

8. BASC (Before and After School Care) program will also be linked.
9. Estimated annual cost: \$1,800 to \$2,500

- B. Enrollment: 159 students
- C. Curriculum: reviewing Math with teachers and committee
 1. Looking at McGraw Hill
 2. Anyone interested in assisting with process is welcome to join.
- D. Accreditation (re-accreditation): goal to be completed by April 2011; committee report will follow at next board meeting.

VII. Superintendent Comments

- A. Annual parish collection for support of Catholic schools was done in September. Still expecting to receive more details, but early estimates are close to \$27,000 collected.
- B. Leadership Summit
 1. Focused on Catholic Identity
 2. Immersion in Faith five days a week
 3. Catholic schools' success is responsibility of all Catholics
 4. Grateful to Summit attendees
- C. Providence Hospital
 1. Making flu shots available for teachers and staff at Archdiocese schools.
 2. Principals will collect permission slips and tally how many shots are needed at school.
 3. Sr. Ann working with Monica Anderson at Providence.
- D. Bullying Policy—important for kids to care about each other

VIII. Action Items—none

IX. Discussion

- A. PVO
 1. Auction has about ½ baskets than what usually have, but more corporate tables have been sold.
 2. Halloween Carnival planning going well.
 3. Next PVO meeting: Nov. 16
 4. "I AM PVO" article added to newsletter
 5. Not selling Northern Lights coupon books this year
- B. Bullying Policy Review
 1. Distributed Code of Conduct
 2. Board members need to review and look at ASD bullying policy
 3. Leadership Summit website also good resource

4. Per Sr. Pat: research shows that if elementary students are stopped from making negative/derogatory comments about classmates, then bullying won't escalate to the physical level as they get older.

C. Committee Updates

1. Development/Marketing/Public Relations (DMPR)

a. Projects Complete:

- i. School brochure
 - i. Distribution plan. SEAS school front counter. Churches: SEAS, St. Andrew Kim, Holy Cross, St. Benedict's, St. Patrick's; Preschools: Amazing Grace, New Horizons. Christ Our Savior; Archdiocese Chancery, Military Base housing office, Swim Like a Fish. Effie will coordinate the distribution as soon as the stands are purchased. Target date: early November.
 - ii. Do we need acrylic stands? YES, Stacia will purchase 12 and deliver to Effie.
- ii. School folders
 - i. Not sure on status. Stacia will check with PIP printing.
- iii. School handbook

b. Next projects:

- i. School new parent packet
 - i. Stacia has current packet and will draft new one
- ii. School report card
 - i. Stacia has information and will lay out template for review/edits.
- iii. School website
 - i. Father Tom and Jim working on options and selecting the final vendor.
- iv. 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.

c. School logo wear/materials

- i. SEAS families as school ambassadors
- ii. Land's End fleece vests, hat, scarves and mittens for kids and adults
Stacia getting pricing and specifics from Lands End. Will prepare a one sheet to go home in student packets and encourage families to order logo wear. Target date: mid November.
- iii. Custom license plate frames for vehicles
Stacia to order 100 plastic frames at \$1.50 a piece range free to SEAS school families. Upgrade option for

metal frame will be provided if individual's want to purchase one.

- iv. Opaque stickers and/or embroidery patches for bags
Stacia will get cost for 2x2 sticker from PIP
- v. Send home order form to school families before holidays?

2. Facilities

- a. This committee is currently facilitating meetings with Bruce Williams (Black and White Studio's) and user groups from the school and church. Our primary focus is of course the school. This month Bruce met with the teachers group and the auction group for comments/revisions to the school/church integration plan. These meetings have gone well and provided Bruce with valuable information to proceed with his plan.
- b. There is another coordination meeting scheduled with the teachers group Tues the 19th at 3:30
- c. Trish Baker has for many years provided safety and security duties for the school. This is her last year and she believes (correctly) that those functions should be taken over by a School Board Committee. Some of the items she has performed are duplicated by the Facilities Committee. So the Committee plans to meet with Trish before the end of the year and receive a "download" of information from her so that her work and duties can go after she leaves through the Facilities committee. This information will be implemented as prudent into the action plan that already exist for the school security and safety functions.

3. Strategic Planning—no update

4. Bylaws—no update

5. Finance

- a. Income exceeds budget \$7,500
- b. Expenses under budget: "in great shape"
- c. Data point: November Auction
 - i. After auction numbers are in, Finance Committee will have the first significant update for the budget
 - ii. Planning a "re-forecast" of budget in January
- d. Finance Committee meets one week before board meeting

6. Curriculum

- a. See Principal's Report above
- b. Estimated cost for new math curriculum for grades K,1,2 is \$10,000 or less

6. Accreditation

- a. See Principal's Report above
- b. Next committee meeting will discuss the "open survey" to gather points of interest for re-accreditation

D. Leadership Summit Review

1. Board members should review their notes from that day and bring any comments for action to the next board meeting
2. Look for items that should be added to Strategic Plan
3. Read Building Better Boards book

E. Board Comments

1. Health Curriculum: 5th and 6th graders, boys and girls taught separately; parents need to be notified of dates that this curriculum will be covered in class
 - a. All SEAS students do Safe Environment Training; parents need to be notified of dates that this curriculum will be covered in class: includes "Stranger Danger"
 - b. James Estes can help provide School Resource Officers through the Anchorage Police Department to help with discussions
2. Thanks to Nora and Stacia (and Effie) for work on Annual Fund, brochures and communications

X. Task Assignments

- A. Board members review Bullying Policy
- B. Board members bring items from Leadership Summit for Review

XI. Closing Prayer: Sr. Pat

XII. Adjournment: 8:15 p.m.

Next board meeting: Monday, Nov. 15, 6 p.m. (NOTE TIME CHANGE)