

SEAS School Board Minutes--*approved*  
October 12, 2009  
SEAS Music Room

- I. Call to Order
  - A. 6:35 PM by Eric Campbell
  - B. Members present: Eric Campbell, Steve Siebs, Caroline Bradshaw, Jim Bailey, Terese Coomer, Mark Menghini, James Estes, Kevin Pendergast, Pat Foley, Fr. Tom Lilly
  - C. Members Absent: Tom Allen, Kellie Thomson
  - D. Guests: Effie Calderola, Sr. Ann Fallon
  
- II. Opening Prayer: Sr. Ann Fallon
- III. Board President Opening Statement: Welcome
- IV. Public Comments: None
- V. Review and Approval
  - A. October 12, 2009 meeting agenda
  - B. September 14, 2009 meeting minutes approved.
  
- VI. Principal Comments
  - A. Jim Bailey advised a monthly school status update letter to board would be a good idea
  - B. Key school activities
    - 1. Annual fund drive looks to be successful, however donations are down at this point
    - 2. PVO active in fundraising. Innisbrook wrapping paper took in \$8000, with 50% going to school
    - 3. 6<sup>th</sup> grade trip to Washington D.C. cancelled by Mr. Bailey
    - 4. Curriculum being reviewed by school staff
  
- VII. Superintendent Comments
  - A. Feedback via survey was requested on Leadership Summit II
  - B. Lumen Christi planning open house in November. Invitations will be sent to all students attending RE.
  - C. Mentioned that 4<sup>th</sup> grade is appropriate level to start planning process for Lumen Christi

VIII. Standing Committee/Action Items

A. Strategic Planning Committee

1. Discussed development of and status of tracker document.
2. Goal is to have first complete draft of plan ready by next board meeting
3. Copy of Strategic Plan “One Pager” to go out by next meeting
4. Group consensus that at least one board member should chair the committee and be responsible for facilitation of plan

B. Finance Committee

1. Nothing new to report
2. Discussed development of monthly budget format.

C. Annual Fund

1. \$19,000 received to date with approximately 20% participation from school parents
2. Forward plan is to suspend further activities until after auction
3. Committee will then develop enhanced stakeholder engagement plan.

D. Facilities Committee

1. Next steps – Fr. Tom Lilly, Tom Allen and architect to develop forward plan in light of constrained funding environment
2. Moving forward with “no cost” planning
3. Working a timeline that includes milestones and associated costs for milestones
4. Continuing to address school heating issues

E. School Board Member Agreement

1. Discussed draft agreement
2. Current plan is to suspend further work on SEAS Board Member agreement until further evaluation of board member requirements is done at diocesan level

IX. Discussion Items

- A. Discussed structure and responsibilities of the various committees. General agreement on content, however still some uncertainty as to whether some committees should be Standing or Ad Hoc. Committee volunteers/membership is as follows:
- 1. Development/Marketing/Public Relations(Standing Committee)**
    - a. Steve Siebs
    - b. Pat Foley
    - c. Terese Coomer
  - 2. Curriculum(Standing Committee)**
    - a. Jim Bailey
    - b. Kellie Thomson
    - c. Caroline Bradshaw
    - d. Andrea Evans
  - 3. Finance(Standing Committee)**
    - a. Eric Campbell
    - b. Kevin Pendergast
  - 4. Facilities(Standing Committee)**
    - a. Tom Allen
    - b. James Estes
  - 5. By-Laws(Ad Hoc)**
    - a. Mark Menghini
  - 6. Strategic Planning (Ad Hoc)**
    - a. Fr. Tom Lilly
    - b. Jim Bailey
  - 7. Board Development (Ad Hoc)**
    - a. Committee to be assembled by board chairman as needed
- B. Discussed concept of bi-monthly meetings. Group concluded that until board committees are functioning effectively, board will continue to meet on monthly basis. There is a possibility that a bi-monthly meeting schedule could start in January. All committees should meet and develop game plan by next board meeting. Each committee should also review and take ownership of applicable goals and action plans in the strategic plan. Implementation of bi-monthly meeting schedule will be re-evaluated at the next board meeting in November. Ultimate goal is for each committee to develop written summary of committee activities and recommendations to be circulated with the next meeting agenda.
- C. Discussed posting Mission Statement for school. Jim Bailey advised the Mission Statement is posted.

D. Steve Siebs provided the PVO update

1. Auction Committee doing well, meeting weekly, under budget
2. Halloween dress up after recess – Oct. 28th
3. Next big event, Halloween Carnival, Oct. 30<sup>th</sup>, 6-9 PM
4. Next PVO meeting – Nov. 5<sup>th</sup>, 6:00 PM in library
5. Working with Lumen PVO to improve coordination and communication of activities between schools.

X. Closing Prayer: Fr. Tom Lilly

XI. Adjournment: 08:56 PM

**Next Board Meeting: Monday, November 9<sup>th</sup>, 06:30 PM**