

SETON EDUCATION COUNCIL
MEETING MINUTES – APRIL 28, 2015
at
SETON CATHOLIC

Present: Msgr. Dennis Duprey, Fr. William Reamer, Christopher Hay, Michael Howley, Stephen Gagnier, Patrick McGill, Martha Frost, Sr. Helen Hermann, Cathy Russell, Sally Yanulavich, Lynn Gilbert

Excused: Fr. Scott Seymour, Fr. Timothy Canaan, Brian Snell, Stacie Chapman, and John Deon

Chris Hay called the meeting to order at 6:39 p.m.. Fr. Reamer led opening Prayer.

Agenda: Proposed amendments - move the Pre-School overview to next month due to the unavailability of the presenter; move the Principal Evaluations to next month's Executive Session. Motion to accept as amended – Patrick McGill; second by Martha Frost – approved as amended.

Approval of Minutes: The minutes of the March 24, 2015 meeting were reviewed. Amendment – on page 2 should under Fundraising, wreath sale profit was \$1,200.00 not \$12,000.00. Motion to approve the minutes as amended by Patrick McGill; second by Martha Frost – approved.

Public Comment: None.

Student Council Report – None this month.

Principal's Reports:

Sister Helen – Seton Academy

Sister submitted a written report for all council members at the meeting. Sister also provided written reports regarding (1) Pre-K Finances (2013-2014 school year) and (2) Fundraising. As to the Pre-K finances, she reported that last year that program had a permanent sub, which helped with costs. A permanent teacher would have resulted in the program breaking even. She indicated that it is good when this program breaks even.

The Fundraising report contained the monies actually realized for the various fundraising projects completed year to date, a comparison with the amount budgeted for each fundraiser and each school's share of the monies raised. For reference as to the remaining fundraising events, Sister indicated that Seton Academy's 65% share of the Garage Sale last year was \$4,524 and of the Gala about \$8,400.00. She believed the \$15,000.00 budgeted this year was reached last year. This report resulted in a lengthy discussion. Cathy wondered about an additional fundraiser for this year. Patrick McGill suggested perhaps a Fun Run at the beginning of the next academic year. Monsignor Duprey inquired about the progress with the Gala. It was reported that there were about 20 less tickets sold compared to this time last year. The Gala needs an auctioneer. Monsignor pointed out that having a chairperson for fundraising is critical and would solve some of the problems.

Cathy Russell – Seton Catholic

Cathy submitted a written report, which was available to all Council members. She also submitted a copy of the academic calendar for 2015-2016. She reported that Seton Catholic had no student opt-out of the recent State tests and that Seton Academy had 4 students.

Committee Reports:

Academic

See the Principals Reports.

Buildings and Grounds

Stephen Gagnier reported. The roof drain at Seton Catholic is leaking in heavy rains. Pat Murnane was contacted regarding this. The original subcontractor for the roof will be contacted. The heating improvements are progressing. Pat McGill questioned the ongoing boiler issue. One needs to be rebuilt (replaced?) and the other is okay – both use natural gas. The boiler that is down has internal leakage in the cast iron sections. Discussion at the Strategic Planning sub-committee involved getting the rooms updated and then one boiler might be able to handle the heating. The issue is the delivery system vs boiler repair. A full assessment of the entire system is needed. He also reported that there are currently no financial incentives available to non-profits for solar energy conversion.

Catholic Identity

Fr. Timothy was not present so there was no report.

Development:

Lynn Gilbert provided a comprehensive written report and reported at the meeting. Grant research is underway. She is working on scheduling events for a 25th reunion for the first Seton Catholic graduating class (1990). Marketing needs to be done now so Seton schools are not a last choice for next year. Stickers for the newspaper cost \$50.00 per thousand and would cost \$800.00. Pat McGill inquired about the use of the Seton Catholic facility by outside groups when the school is not in use. Lynn discussed the school logos and how the logo should be on everything and there should be brand standards for the colors used. Her report provided examples of the differences. The upcoming Business Expo is on June 4 and would cost \$220.00 for a booth for a non-profit. She will need help in manning the booth from 10 a.m. to 5 p.m..

Finance:

Seton Catholic – Sally Yanulavich provided a report regarding expenses and receipts to date. This was reviewed and discussed by the Council. She predicts the deficit for this academic year to be about \$63,000. Registrations are coming in – there are about 55 total to date including 8 sixth graders and 17 seventh graders. Cathy Russell indicated that there are about 20 returning international students, with 27 current international students this year. The plan for next year is 30 international students. She has no firm numbers yet. Monsignor inquired about savings in the instructional area.

Seton Academy – John Deon provided several written reports. There is about \$45,000 in the operating account. Everything has been paid to date and the school is in good shape financially. The profit was about \$70,000 as of April 15 had he believes there will be about \$50,000.00 at the end of the school year.

Fundraising:

See the discussion and Sister Helen's report reference in the section of Principals' Reports.

Student Life

Stacie Chapman was not present so there was no report.

Membership:

One new member is needed. A slate of officers will be needed for the next meeting.

Unfinished Business

Strategic Planning Update

Chris Hay reported that there is a meeting on May 7, 2015 to put together the plans from the various committees. The Education Council will get this for their review. Chris gave a brief overview of things being discussed in each committee

Academic – a K-12 guidance counselor; a homework lab; English as a Second Language course; classroom supply budgets; a formal professional development program; arts programs.

Facilities – could Seton Catholic house all the grade levels – there is not enough room; building maintenance processes or procedures; athletic facilities; Seton Academy converting to natural gas.

Student Life - aftercare 6th grade; lacrosse in the next 2-3 years.

Enrollment – Five-year targets of 45 per grade level in grades K-5 (270 total) and 50 per grade level in grades 6-12 (350 total)

Technology – a coordinator is needed; assessment of the current infrastructure; standardization of services.

New Business

There was none this month after amendment of the agenda.

Executive Session

The Council went into Executive Session at 8:12 p.m. (motion by Msgr. Duprey; second by Michael Howley). This ended at 8:39 p.m. (motion by Pat McGill; second Steve Gagnier).

Monsignor Duprey made a motion to provide up to \$15,000 in additional funding for the Development Office each year. Seconded by Martha Frost. Motion passed unanimously.

Monsignor led the closing prayer.

Adjournment

Motion to adjourn by Martha Frost; second by Steve Gagnier.
Meeting adjourned at 8:50 p.m.

**Next Meeting at Seton Academy on TUESDAY May 26, 2015 at
6:30 p.m.**

Respectfully Submitted

Michael J. Howley
Council Secretary