

**SETON EDUCATION COUNCIL**  
**MEETING MINUTES – MARCH 20, 2017**

at

**SETON ACADEMY**

**Present:** Msgr. Dennis Duprey, Fr. Timothy Canaan, Fr. William Reamer, Christopher Hay, Brian Snell, Michael Howley, Stacie Chapman, Stephen Gagnier, Patrick McGill, Cheryl Kabeli, Sr. Helen Hermann, Lynn Gilbert, Susan Pellerin, Christine Boule, Sally Yanulavich

**Excused:** Fr. Scott Seymour, Martha Frost, and John Deon

President Christopher Hay called the meeting to order at 6:06 p.m. Fr. Timothy Canaan led the Opening Prayer.

**Agenda:** Motion to accept – Brian Snell; seconded by Patrick McGill – approved unanimously

**Approval of Minutes:** The minutes of the December 19, 2016 meeting were reviewed. .  
Motion to approve the minutes with minor corrections from Stacie Chapman by Brian Snell; seconded by Patrick McGill - approved unanimously.

**Public Comment:** Athletic Director Mary Forbes was present.

**Student Council Report:** None

**Principal's Reports:**

Sister Helen Hermann – Seton Academy

Sr. Helen submitted a written report, which had been sent to all Council members prior to the meeting. Sister spoke about 4<sup>th</sup> grade students participating in a test from the National Assessment of Educational Progress. The suggestion that Seton Academy students participate came from the Diocese. Sister stated that there are 28 students currently enrolled to attend pre-school for the next academic year.

Lynn Gilbert – Seton Catholic

Lynn submitted a written report, a copy of which was provided to all Council members. Several different reports from Lynn were passed around during the meeting including the Monthly Cabinet Executive Cabinet Reports, information regarding National Honor Society students, more student testing results and a Comprehensive Information Report from the NYS Education Dept. regarding Seton Catholic, a CAD rendition of the proposed Memorial Garden, estimates from Mars Mechanical for piping work, damper work and insulation work related to the heating system and boiler, and a Google Map related to transportation of students from the Chazy, New York area.

Lynn reported that the public school bussing is mandated within a 15.0-mile radius

from Seton Catholic. The Chazy CSD is 16.1 miles from Seton Catholic. Lynn is discussing a Memorandum of Understanding with Chazy CSD Superintendent John Fairchild regarding the transportation of students from Chazy to Seton Catholic, which he agreed to propose to his Board of Education.

Lynn also is discussing an “Articulation Agreement” with Clinton Community College President Ray DiPasquale and other CCC administrators regarding promoting a dual high school graduation and simultaneous Associate’s Degree from CCC.

Lynn hopes to budget 30 international students for the next academic year plus 5-10 students paying less than the full amount.

## **Committee Reports:**

### Buildings and Grounds

Stephen Gagnier reported. Steve, Mary Forbes, Lynn Gilbert and Christine Boule met with Mars Mechanical regarding the heating system and the control system for it. There was discussion of a split system – heating and air conditioning, which could get the school away from the current problems. Another option involves an estimate for leaking pipes and valve replacement, which is about \$10,000 (the estimate is referenced in the Lynn Gilbert’s Principal’s Report). The crawl spaces (for the pipes) were not vented properly causing insulation to deteriorate, rust on pipes and corrugated metal. Work on the crawl space issues can only occur when the heaters are off. There are 4 motorized vents and an estimate for manual vents is \$2,400.00. There is an estimate for \$2,400.00 for insulation in the mechanical room. The pipes are a priority and the contractor has prioritized the crawl space.

There are conflicting reports from Mars and Jeff Rushby regarding the status of the chimney. There was also an estimate from Ryan’s Masonry. Steve wants to be assured regarding the interior of the chimney. Steve indicated that the chimney size regarding heat loads for both boilers might be a non-issue as there is no reason to run both boilers at the same time.

Steve heard from NYSERTA regarding a cost for engineering controls. This would involve spending \$210,000 to obtain a grant of \$75,000.

### Development

Susan Pellerin provided a report. The final design for the Memorial Garden and Quad was shown to all in a picture that was passed around during the meeting and is referenced in Lynn Gilbert’s Principal’s report above. The total of all the costs is \$35,000 and \$17,000 has already been sent by the family. The Brian Falb Scholarship will receive one-half of the proceedings of District Attorney Andrew Wylie’s DA Golf Tournament proceeds. The Open Houses at both schools were successful with new families at both schools. The Alumni Weekend (Memorial Day weekend) is “picking up speed”.

### Finance:

Financial reports were received from both schools and sent to Council members. Christopher Hay discussed the Seton Academy report provided by John Deon.

The comparison projection charts regarding income and expenses were discussed. All retroactive funds for mandated services have been received. It was reported that few 5<sup>th</sup> graders are paying full tuition – too much aid at this grade level. Sr. Helen pointed out that free and reduced lunches result in more Title 1 money for the school, for example for the 6<sup>th</sup> grade. There was a discussion regarding needing the programs but still needing the tuition money. It was also pointed out that expenses for this year would be under the budgeted amount for expenses year to date but for the cost of the boiler project at Seton Catholic. There was also a discussion regarding fundraising projects helping with the growing costs for the many clubs at Seton Catholic.

### Student Life

Stacie Chapman provided a written report. The production of Willie Wonka will be on Friday at 7:00 p.m. and again on Saturday at 2:00 p.m. Msgr. Duprey talked about times for activities such as the play not being good for the pastors. There were 10 students who participated in the Model UN in Boston.

### **Unfinished Business**

#### Website Issues

Stacie Chapman stated that a unified school needed a unified website which touted the best attributes of both schools. Susan Pellerin pointed out that a unified website would be needed to the Seton Family Association.

Sr. Helen pointed out that there is more immediate posting in their system. It was noted that Seton Catholic does not have someone who can do immediate posting. What about a stipend to the person doing the Seton Academy posting to also do the Seton Catholic posting? Msgr. encouraged talking to the person now doing this. Stacie pointed out that a backup for this important task is needed and stressed that this issue needs to be addressed NOW. Patrick McGill felt pointed out that this is an investment we ought to make, as one portal is where we want both to be. Sister Helen and Lynn Gilbert will need to meet about this issue.

#### Marketing Issues

Susan pointed out that efforts were being made regarding 5<sup>th</sup> graders and their parents and that the Seton Family Association came to both open houses with food for those attending. There was discussion regarding the curriculums of the schools being compatible for the transition between schools.

Msgr. Duprey raised the issue regarding the number of international students compared to local students attending Seton schools, particularly Seton Catholic. We need more effort to recruit local students.

### **Executive Session**

Father Timothy requested an Executive Session. A motion was made by Msgr. Duprey and seconded by Stacie Chapman to enter Executive Session. The motion was

unanimously approved and Executive Session commenced at 7:30 p.m. A motion to exit Executive Session was made by Fr. Timothy, seconded by Stacie Chapman and unanimously approved. The Executive Session ended at 7:36 p.m.

**Topics for Next Meeting**

The committee reports for the next meeting are Buildings & Grounds, Development, and Fundraising. The issue of salary increases for teachers and school staffs will be a topic for discussion.

**Adjournment**

Adjournment at 7:48 p.m. Msgr. Duprey led the closing prayer.

**Next Meeting - Seton Catholic on MONDAY, April 17, 2017 at 6:00 p.m.**

Respectfully Submitted

Michael J. Howley  
Council Secretary