

SETON EDUCATION COUNCIL

MEETING MINUTES – MAY 26, 2015

at
SETON ACADEMY

Present: Msgr. Dennis Duprey, Fr. Timothy Canaan, Fr. Scott Seymour, Chris Hay, Brian Snell, Michael Howley, Stacy Chapman, Stephen Gagnier, Patrick McGill, Sr. Helen Hermann, Cathy Russell, Sally Yanulavich, John Deon, Lynn Gilbert

Excused: Fr. William Reamer, Martha Frost

Christopher Hay called the meeting to order at 7:13 p.m. The late start was due to a lack of a quorum as many members were at the Strategic Planning Meeting. Opening Prayer was led by Fr. Seymour.

Agenda: Motion to accept with amendment to add Review of Seton Catholic Athletic Process – Brian Snell; second by Stacie Chapman – approved.

Approval of Minutes: The minutes of the April 28, 2015 meeting were reviewed. Motion to approve – Patrick McGill; second – Brian Snell - approved.

Public Comment: None

Student Council Report: None

Principal's Reports:

Cathy Russell – Seton Catholic

Cathy submitted a written report, available to all Council members. The 6th grade has an enrollment of 17 right now (there are 29 fifth graders at Seton Academy). Sister said there perhaps would be 5 or 6 more from Seton Academy. Lynn Gilbert and the two principals will work together with 5th grade families “on the fence” regarding 6th grade at Seton Catholic. The pastors offered assistance if needed.

Sister Helen – Seton Academy

Sister also submitted a written report for all council members. Regarding enrollment Sister provided these numbers: 3YO – 3 FT, 1 PT; PreK 4YO – 14 FT; K – 19; 1st – 24; 2nd – 28; 3rd – 28; 4th – 24; and 5th – 30. She noted that not all have returned their registration packets.

Committee Reports:

Academic

See the Principals Reports.

Buildings and Grounds

There was a leak in the heating system in the gym at Seton Academy, which will be addressed.

Catholic Identity

The May Crowning is May 27, 2015.

Development:

Lynn Gilbert reported and provided a report for all members. Many positive things are occurring. Three different table banners are now available. The 25th reunion for the first Seton Catholic graduating class is September 11th & 12th, 2015. She spoke of and provided samples of marketing materials and about creating a letterhead with a “look”.

A Project Proposal/Estimate (of costs) regarding Marketing was presented and she advised these could be tailored to our needs. Fr. Timothy offered to pay for two photo days by photographer Nancie Battaglia whose proposal was included in the materials. Brian Snell moved to accept Fr. Timothy’s offer; seconded by Stacie Chapman. Approved unanimously. Msgr. Duprey moved to allocate \$20,000.00 for this proposed project. Brian Snell moved to amend that motion to have it read that the costs (and materials?) will be apportioned appropriately between the schools and to have as many unified materials (e.g. envelopes) as possible, with the portion of the proposal regarding international students being eliminated. Fr. Timothy seconded the motion as amended. It passed unanimously.

Middle States Review Update

Regular committee reports were interrupted for an update on the Middle States plan review process from Marie Helen Hyacinthe who is chair of this project for Seton. The Middle States visiting team will be on campus from October 19-22, 2015 and she would like meetings with Board Members, Teachers, Parents and Students. This will be a 400-page document with 12 standards addressed; only one she feels being problematic. Seton’s plan objectives have been approved and they are working on an action plan, which will be shared with the Education Council. In June 2015 an implementation team will be formed and meet about 4 times a year – she would like one or two board members on the team. The team will address 5 objectives, not all at the same time.

Finance:

Seton Academy – John Deon provided several written reports. John indicated that Lynn’s marketing plan costs approved tonight can be incorporated as budget items.

Seton Catholic – Sally Yanulavich provided a report regarding expenses and receipts to date. This was reviewed and discussed. She indicated that she needs

salary information for budget purposes. Chris Hay indicated that the Strategic Plan and school budgets need to be done by the end of June.

Fundraising:

Sister Helen provided a written report regarding fundraising projects.

Student Life

Membership:

Msgr. Duprey appointed Michael Howley for another term as the St. Peter's representative to the council. Fr. Timothy moved the appointment of Christopher Hay and Brian Snell to new appointments as at large Council members. Seconded by Stacie Chapman. They both accepted. Approved unanimously. Stacie Chapman moved to reappoint the current slate of officers (Christopher Hay – President; Brian Snell – Vice President; Michael Howley – Secretary) for next year. Steve Gagnier seconded. Approved unanimously.

Unfinished Business

Strategic Planning Update

Chris Hay spoke about this.

New Business

Seton Catholic Athletic Placement Process

Brian Snell spoke about this as he was asked to do so by Athletic Director Mary Forbes. This is the same as the formerly entitled selective classification process for students in lower grades to enable them to participate in higher level(s) of interscholastic sports competition. Motion to implement this process as policy for the Seton Schools by Patrick McGill; second by Fr. Timothy. Unanimously approved.

Executive Session

At 8:55 p.m. Brian Snell moved to enter executive session; second Fr. Timothy. There were discussions regarding personnel and other topics. At 9:50 p.m. Msgr. Duprey moved to emerge from Executive Session; second by Fr. Scott – approved.

After the Council emerged from Executive Session Msgr. Duprey made a motion that the Council approve that an additional 3% of the total salaries for each school be made available to the Principal of each school for the Principals to distribute for salary increases as they see fit. Second Patrick McGill. Unanimously approved.

Adjournment (Closing Prayer) 9:56 p.m.

Next Meeting at Seton Catholic on TUESDAY, June 23, 2015 at 6:30 p.m.

Respectfully Submitted

Michael J. Howley
Council Secretary