

**SETON EDUCATION COUNCIL**  
**MEETING MINUTES – SEPTEMBER 19, 2016**  
**at**  
**SETON CATHOLIC**

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

**Excused:** Fr. Scott Seymour, Brian Snell, Patrick McGill, and John Deon

**Guests:** Mary Forbes, Karen Dispo-Deboos, and Jennifer Meschinelli

President Christopher Hay called the meeting to order at 6:03 p.m. Sister Helen led the Opening Prayer.

**Agenda:** Motion to accept – Marty Frost; second by Stacie Chapman – approved.

**Approval of Minutes:** The minutes of the August 24, 2016 meeting were reviewed. On page 1 the word recollection was replaced by the word reflection. The spelling of Cheryl Kabeli's name was corrected. Motion to approve the minutes as corrected – Msgr. Duprey; second Steve Gagnier – approved.

**Public Comment:** Members of the newly organized Seton PTO were present. They included President Karen Dispo-Deboos ([karen.deboos@gmail.com](mailto:karen.deboos@gmail.com)) and Treasurer Jennifer Meschinelli ([meschinj75@gmail.com](mailto:meschinj75@gmail.com)). They informed the Council that their organization wanted to help, pointing out that parents are the schools best marketing asset, and that they want to encourage people to come to the school to see the connectiveness and inclusion. She said their first meeting was attended by parents from both schools. There was discussion with the Council regarding the name of the organization, the need to get more parents involved and to show them that they are an important part of the Seton Family. The PTO officers would like the PTO to be a conduit for parents – what would they like to see be done at or by the schools. There were discussions regarding the name of the organization and its purpose. Chris Hay will be the liaison from the Council.

## **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. There was no discussion of other issues.

### Lynn Gilbert – Seton Catholic

Lynn submitted a written report, a copy of which was provided to all Council members. She stressed the importance of collaboration. The Executive Cabinet meets weekly(?). She noted that 2 students have left due to the pregnancy of a science teacher and 1 more is thinking about it. She discussed several of the topics in the Updates portion of her report, in particular the Catholic Heart Camp. Msgr. Duprey commented on the camp. Various topics: Cathy indicated that 6<sup>th</sup> grade enrollment was slow, which is a concern. International student enrollment is also slow with 21 students now registered. She felt the principal transition was going okay.

## **Committee Reports:**

### Academic

See the Principals Reports.

### Buildings and Grounds

Stephen Gagnier reported. The boiler for Seton Catholic is on order and will be shipped within weeks. A manufacturer's representative was at the building last week. The middle school end of the building has some ponding after a rain. He contacted a couple of roofing companies for estimates. As to the chimney, the estimate from Ryan Masonry was \$25,000.00. Bayside Masonry said just a liner was not an option as the outside of the chimney needs repair.

### Catholic Identity

Fr. Timothy reported the schools are off to a great start.

### Development

Susan Pellerin provided a written report for all Council members. She spoke about the Seton Giving Tree. All donors to the schools contributing \$1,000 or more were invited to a reception at Latitude 44 – 24 attended. Facebook is being used and is important regarding international students. As reported in Lynn Gilbert's report the MAI Alumni Association reached out to Lynn and it went well. Msgr. Duprey commented that Don Recore from the Alumni Association and Brother Raymond both had great comments about the meeting with Lynn.

### Finance:

Seton Catholic – Sally Yanulavich had provided written financial reports, which were sent to all council members. Christine Boule reported that mandated services were on target. She also pointed out that Cambridge, the agency the school works with regarding international students, will be billing us for their fee as the school has received the students' money.

Seton Academy – John Deon provided written reports, which were sent to Council members. Chris Hay also spoke regarding the Seton Academy finances.

### Fundraising:

Cheryl Kabeli e-mailed a report (which was amended on September 20, 2016 – a copy of the Amended Report is with the materials for this September meeting and is being provided to the Council members for the October 2016 meeting) regarding the Fundraising Activities scheduled for the year and issues regarding each.

To encourage Seton Catholic students and parents for the magazine drive (starting September 20) there was talk of a tuition credit for college for sales (she used the example of \$100.00 in sales resulting in a \$1,000.00 tuition credit). For the Christmas wreath sale there will be a table set up in Champlain Center Mall on Black Friday in the food court area. This will be staffed by students for service hours and will start at a reasonable hour. The Christmas Dinner needs a chairperson – this year there will be crafter's space sold, a scholastic book fair and a wrapping table. The Seton Academy Chorale, led by Sister Brian Marie, will perform. The Gala also needs a chairperson. This year there will be plated meal served at the Angel College Center, which has the capacity for 400 persons. The theme is the Roaring 20's. The Garage Sale also needs a chairperson this year. She spoke about box tops for Seton and Hannaford's receipts for cash.

All this information is on the new Seton website – [www.thesetonschools.org](http://www.thesetonschools.org).

### Student Life

### Membership:

### **Unfinished Business**

There was a discussion regarding our committee structure. Chris Hay provided a list of the committees required by our by-laws with including the chair of each and a short blurb on each. Father Canaan pointed out that these were needed for Middle States accreditation. Msgr. Duprey spoke about the frequency of committee reports or committee meeting. Do the committees need to meet more than a few times a year?

Academic – Father Reamer, Chair.

Buildings & Grounds – Stephen Gagnier, Chair. Steve will report monthly with a full committee meeting less frequently. Volunteers should be solicited for projects.

Catholic Identity – Father Canaan, Chair. He will provide a report of all scheduled activities for the year at the start of the school year.

Development – Father Canaan and both Principals, Chairs. There should be a monthly report (Susan Pellerin?).

Fundraising – Cheryl Kabeli, Chair. Report on status of the various scheduled fundraising activities.

Finance – Brian Snell, Chair. Meetings four times a year of as needed. The financial officers will provide monthly reports.

Student Life – Stacie Chapman, Chair. Quarterly reports in written summary form.

Membership – Michael Howley, Chair. Ad Hoc.

It was noted in the discussion regarding the committee reports that the Principal's monthly reports cover many of these items such as Academics, Development, or Buildings & Grounds. Also information will be available on these topics from other reports and the Seton Catholic Executive Council.

### **Executive Session**

At 8:45 p.m. Msgr. Duprey made a motion that the Council go into Executive Session – seconded by Michael Howley – approved. At 9:15 p.m. Father Canaan moved to come out of Executive Session – seconded by Marty Frost – unanimously approved.

### **Adjournment**

Adjournment at 9:16 after a closing prayer led by Msgr. Duprey.

**Next Meeting - Seton Academy on MONDAY October 17, 2016 at 6:00 p.m.**

Respectfully Submitted

Michael J. Howley  
Council Secretary