

**SETON EDUCATION COUNCIL  
MEETING MINUTES – MAY 24, 2016  
at  
SETON CATHOLIC**

**Present:** Msgr. Dennis Duprey, Fr. Timothy Canaan, Fr. William Reamer, Christopher Hay, Brian Snell, Michael Howley, Stacie Chapman, Stephen Gagnier, Martha Frost, Sr. Helen Hermann, Cathy Russell, Sally Yanulavich, Lynn Gilbert

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

President Christopher Hay called the meeting to order at 6:32 p.m. Father Reamer led the Opening Prayer.

**Agenda:** Motion to accept – Brian Snell; second by Stacie Chapman – approved.

**Tour of Boiler Room:** The Council was taken on a tour of the Seton Catholic Boiler room led by Steve Gagnier and one of the possible contractors for that project showing what has been done to date and what will be done.

**Student Council Report** – Matthew Snell and Riley Boule reported. They presented a report to all Council members entitled “Student Council, Spring 2016” and went through the items in the report. This report included a Transaction Summary Sheet for the Student Council Activity Fund, which has an updated balance of \$647.27 as of May 24. Regarding the needed microwaves for the cafeteria, Msgr. Duprey suggested a notice in the parish bulletins, which may result in donations from parishioners for or of those.

**Approval of Minutes:** The minutes of the April 19, 2016 meeting were reviewed. Some typographical errors were noted and will be corrected. Correct name of Seton Catholic music teacher is Joel Perkins.

The minutes of the Special Meeting on May 3, 2016, in which the Council, by unanimous vote, selected Lynn Gilbert to be the new Principal of Seton Catholic School, grades 6 to 12, were approved as written.

**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. The only thing to add to the report was her concern regarding enrollment for Kindergarten. There was no discussion.

Cathy Russell – Seton Catholic

Cathy submitted a written report, a copy of which was provided to all Council members. 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. He handed out estimates from two other contractors – L.H. LaPlante Company and Jeff Rushby Mechanical LLC. These are in addition to the estimate already received from Mars Mechanical. There was much discussion. 1) The Mars estimate is \$127,000- \$128,000. 2) The LaPlante estimate is \$118,000.00. Steve said the estimator told him he was confident that they could do this job for the price quoted even with some “unknowns”. 3) Rushby estimate was \$99,500.00. This was without him getting prices from subcontractors (eg. for insulation) and did not include chimney work.

Steve said all three were confident they could complete this project before the next heating season. The boiler itself will cost \$50,000.00. There was discussion regarding purchasing the boiler and having it installed ourselves. Steve noted that the chimney is a separate issue and he received an estimate from Bayside of \$20,000.00 for chimney repair. The internal condition of the chimney is a construction issue as the mortar between the bricks is a problem and if the mortar deteriorates too much there could be fumes getting into the school. There was discussion about repairing the chimney itself thus eliminating the need for a metal liner and it may be cheaper. There was also further discussion of the MARS estimate and also the various costs set forth in all the estimates.

Council member Patrick McGill moved to accept the bid from Rushby contingent on he providing a more detailed and clearer bid. Seconded by Steve Gagnier. Unanimously approved.

Catholic Identity

Fr. Timothy reported this was doing fine.

### Development

Lynn Gilbert provided a handout to all Council members. She reported that the annual fund was up 126% since she started. She has two local realtor agencies coming for school visits, Duley & Associates (8 agents are coming) and Century 21. The Catholic Daughters have provided two scholarships. She needs some data entry help. Senator Betty Little recently visited. Msgr. Duprey brought up the issue of another local legislator's legislative activities, which were contrary to current church teachings. The Seton Catholic website no longer has an administrator – the administrator remains at Seton Academy. Lynn noted that the website is outdated and may be a detriment due to its age.

### Finance:

Seton Academy – in the absence of John Deon, Chris Hay reported that Seton Academy had a loss this year due to the strategic plan coming to fruition. The financial reports from John Deon had been sent to all Council members. Sister Helen indicated that mandated services money had not yet been received and last year was between \$35,000 and \$40,000.00. Cathy Russell pointed out that safety monies have also not yet been reimbursed.

Seton Catholic – Sally Yanulavich had provided written financial reports, which were sent to all council members. Brian Snell reported a preliminary budget has been prepared. The Finance Committee needs to look more at next year and the end of this year financially. The next Finance Committee meeting is at 5:30 p.m. on May 31 at Seton Catholic. The Development Committee meets at 1 p.m. on June 1. . She reported nothing unusual in the Seton Catholic finances. Need work on the budget for next year needed.

### Fundraising:

Cheryl Kabeli thinks we need a fund raising director. Chris will approach her in that regard.

This brought up issues regarding the New Ownership plan for the schools which will need an amendment of the Constitution and By-Laws to add members to the Education Council – a pastor and another member from another parish who should be a Seton Academy parent.

Brian Snell moved to offer to Cheryl Kabeli the currently vacant at large membership position on the Council and the position of Fundraising Director. Second by Stacie Chapman. Approved unanimously.

### Student Life

Stacie reported that she needs information from the various school groups and is not getting much information lately.

Membership:

There was discussion regarding new officers for next year. Members Marty Frost and Michael Howley were appointed last year. If the same slate of officers is put forth a supermajority vote will be needed.

**Executive Session**

Stacie Chapman made a motion that the Council move into Executive Session which was seconded by Brian Snell. Unanimously approved. The Council went into executive session at 8:40 p.m.

The Council emerged from Executive Session at 9:37 p.m.

Msgr. Duprey immediately moved to offer the position of Director of Development to Susan Pellerin, effective July 1, 2016 with a transition period before that. This will be contingent on Chris Hay talking to Sister Helen to get her concurrence and contacting Cathy Russell regarding letting Susan have transition time from her current position as Director of International Students.

**Adjournment**

Adjournment at 9:42 p.m. as moved by Patrick McGill and seconded by Fr. Timothy.

**Seton Catholic Graduation June 18, 2016 at 1:00 p.m.**

**Next Meeting - Seton Academy on TUESDAY, June 28, 2016 at 6:30 p.m.**

Respectfully Submitted

Michael J. Howley  
Council Secretary