

SAINT ELIZABETH ANN SETON CATHOLIC SCHOOL
SCHOOL BOARD MEETING

Date and Time: December 3, 2018 at 6:30 p.m.

Location: Seton School, Conference Room 108

Preliminary

MEETING MINUTES

Submitted by: Kate Miller

Present: Father Matthew, Father Gideon, Dr. Mark Bettag, Paul Schweigl, Mike Beil, Beatriz Garcia, Karl Nienhuis, Kate Miller

Excused: Dr. Stephanie Nardi and Jenn English

I. Opening Prayer

A. Father Matthew offered a prayer inspired by Saint Francis Xavier

II. Open Session - No submissions

III. October 2018 Minutes

A. Approved

IV. Principal/School Report

A. Moved to January meeting

V. Pastor Designate Report - Father Matthew

A. By-Law Concerns

1. Discussion - Father Matthew addressed the issue of open versus closed board meetings. In looking closer at the bylaws, this change would require a formal process to amend the current by law requiring open meetings. As this process was not followed, the meetings with our main open until Request is resubmitted as a bylaw change.
2. Discussion was had regarding the need to take a comprehensive look at our bylaws and consider our vision and long-term goals as a school and to ensure the two are in line.
3. Recommendation was made to form a committee to review the bylaws and make recommendations. Mary Jante, Former school board president, has agreed to organize said committee. Paul and Kate agreed to sit on the committee to review the bylaws.
4. Board members expressed concern that they had served for several years without having ever seen the school board bylaws, it was brought to attention that the bylaws are available on the school website. Recommendation was made to have an orientation for new members at which time the bylaws would be distributed and discussed. An inquiry was made about availability of conferences to train Catholic school boards. Agreed to look into moving forward.

VI. Standing Committees

A. Finance

1. Report - First Meeting was held previous week. Financials are only available through August 2018. Father presented October 2018 financials that were not reconciled to give board information.
2. Discussion - YTD budgeted income and budgeted expenses are in line. There's a concern about finances as we get later into this fiscal year. There was a \$50,000 shortfall during the

2017/2018 School year. This was attributed to a shortfall in the budgeted expected tuition and actual tuition. School choice has helped correct this shortfall but auditing expenses associated with the School Choice program, free tuition for staff members, and the addition of new positions has created a tight financial situation for this year. School Board and finance council will closely monitor the financial situation and make recommendations on how to stabilize it. Further, the suggestion was made to operate on a budget that allowed the school to invest each year, allowing us to create and continue to contribute towards an endowment fund.

B. Marketing

1. No Report

C. IT

1. No Report

D. Safety and Grounds

1. Report - Currently working on Crisis Response Plan to satisfy state for grant received.
2. Discussion - Issue regarding the doors on 8th Street not closing properly was presented. Safety and Grounds will address issue.

VII. New Business

A. Board Training Summary

1. Report on November School Board Seminar at Saint John the Baptist - The presenter was not expecting any representatives from Seton and did not have anything prepared specifically for our school. The following recommendations were discussed:
 - a) Having a member of the faculty on the board to bring their perspective.
 - b) Sending out a Consent Agenda prior to meetings to allow time to be spent on discussing most important issues.

**Information was sent to school for board members. Dr. Nardi will bring to the January meeting.*

B. School Choice Registration for 2019/2020

1. Vote to Approve for 2019/2020 Year - Approved

C. Mid-Year Celebration - January 30th at 6:00 pm

1. Moved to January meeting

D. Mane Event and Raffle (March 16, 2019)

1. Moved to January meeting

E. Archdiocese Assessment and Grading Guidebook

1. Moved to January meeting

Information provided to board members to review.

F. School Board By-Laws - Addressed during Pastor's report.

VIII. Old Business

- A. Student Concern Update - Not addressed

IX. Adjournment and Closing Prayer

- A. 7:53 pm

Next Meeting - January 7th at 6:30 p.m. in Conference Room 108