



**Saint Elizabeth Ann Seton School Board Meeting Minutes**  
**Monday, October 15, 2018**  
**7:00 p.m. – Spanish Room**

- **Call to Order**
  - A. 7:01 p.m. by John Estabrook
- **Attendance**
  - A. Members present (6/11):, John Estabrook, Brent Sanders, Jamie Adler, Steve Siebs, Jenia Jarrett, Jackie Hoover
  - B. Members absent (3/11): Chris Ori, Brandy Pennington, Jenia Jarrett; Amanda Yocum; Sarah Ward; Lisa Marie Ikonomov;
  - C. Staff present: Lisa Orizotti
  - D. Others: Patrick Muller, Brian Ross, Bonnie Bezousek, Kathy Gustafson, Fr. Patrick Brosamer
- **Opening Prayer:** Fr. Patrick
- **Guest Introductions:** Welcome to those in attendance.
- **Review and Approval:**
  - A. **Agenda** Jenia moved to approve tonight's agenda; Brent seconded. No discussion.
  - B. **September meeting minutes:** Jamie revised minutes to edit Closing Prayer to read "Fr. Patrick". Jenia moved to approve; Brent seconded. No discussion.
- **Lumen Christi report:** Brian Ross brought a copy of "The Lumen Messenger" monthly newsletter and a Lumen Christi Open House invitation handout for everyone in attendance. He also mentioned participation of the 5<sup>th</sup> & 6<sup>th</sup> graders (4 students) in the soccer which ended with a 3<sup>rd</sup> place finish for the year. Also, there are 5-6 students from St. Elizabeth's who play Basketball at Lumen Christi. Finally, Brian thanked Kathy for the invitation to present to staff at St. Elizabeth's staff meeting.
- **Public Comments:** None
- **Pastor's Report**
  - A. Fr. Patrick thanked the school board members and welcomed guests. He informed the board that he will be going to Magadan for 5 weeks during the month of November and returning in early December. He will be pastor to the English-speaking members of the church while there. He also mentioned that Fr. Michael Shields will be at St. Elizabeth's while he is away.
- **Principal's Report**
  - A. Kathy told the board that 200 extra Cash Raffle tickets were needed and the Annual Fund is about \$13,000.
  - B. She will attend a principals' conference this weekend.
  - C. Enrollment is at 170 with 19 attending Pre-K. There is a wait list for 3<sup>rd</sup> and 5<sup>th</sup> grades
  - D. The following Principal Report was previously submitted to each board member and passed out to everyone in attendance at the meeting:

1. **Friday, September 21** – 6<sup>th</sup> Grade Potato Harvest 121.5 pounds of potatoes delivered to Brother Francis Shelter – great tour given to the 6<sup>th</sup> grade students
2. **Wednesday, September 12** – Archbishop Etienne’s School Mass
3. **Running Club** is completed – thanks to Mrs. Dennehy and Ms. Starr and all the parent volunteers who made this a success!
4. **Tuesday, October 2** – Class pictures/retakes were done
5. **Tuesday, October 9** – Lumen Christi Information Night 7 p.m. at our school
6. **Wednesday, September 12** - School Mass with Archbishop Etienne
7. **Thursday, October 18** – Box Top Competition deadline for 1<sup>st</sup> Quarter
8. **Thursday, October 18** – **Pizza Fundraiser** – for sister school
9. **Friday, October 19** – **End of 1<sup>st</sup> quarter**
10. **October 25**– **Parent Teacher Conferences**
11. **Friday, October 26** – **Halloween Carnival 6-8 p.m.**
12. **Tuesday, November 6** – **Principal/Parent Meeting at 6:30 p.m. in the library**
13. **Thursday, November 8** – **early release at 12:30 p.m. to set up for the auction**
14. **Friday, November 9** – **Saint Elizabeth Ann Seton Auction- at the school**
15. **Rosary the whole month of October after Wednesday Masses except 10/31/18**
16. **Friday, November 16** – **Cash Raffle Drawing at the morning Assembly**
17. **Annual Fund - 2018-2019 GOAL 75% family participation – money amount \$50,000** – kicked it off on Friday, September 28 at the school assembly – people spoke at the Saint Elizabeth Ann Seton Parish Masses the weekend of September 29 & 30 – **we need 100% of the board members to participate in the Annual Fund**
18. **Annual Fund \$11,240.89**
19. **Saturday, November 9** – Saint Elizabeth Ann Seton Auction will be at the school and Miki Gym
20. **Enrollment is 170**

**Pre-Kindergarten 19**  
**Kindergarten 21**  
**First Grade 19**  
**Second Grade 20**  
**Third Grade 25**  
**Fourth Grade 18**  
**Fifth Grade 26**  
**Sixth Grade 22**

- **PVO**
  - A. Report handed out at meeting.
  - B. Staff Lunch/Dinner will be held during Parent/Teacher Conferences.
  - C. Halloween Carnival: Sno Cones and Cotton Candy will be added and there will be no Trunk or Treat this year
- **Auction**
  - A. Presented by Patrick Muller, Auction Co-chair
  - B. Live Auction is sold out with approximately 205 seats/ 23 tables. Some tables will seat 10. There remain tickets for the Silent Auction. Procurement is wrapping up. Volunteers are needed for auction night. Decoration prep is still needed, too. The budget was heeded and expenses were minimized. Baskets were quality over quantity and SEAS Knights of Columbus will assist at the auction. A reminder the Silent Auction will be held from 5:00pm to 6:45 pm with a cash/credit card bar and appetizers from Sal's NY Grill.
- **Board Committee Updates:**
  - A. Finance Committee – Presented by Jenia
    - a. Finance report was presented to the board. Jackie Hoover asked to what the Other category referred. Jenia explained it was an \$8000 donation from the Reitz Foundation for Social Studies text books plus misc. fees and investment income
  - B. Facilities Committee – Presented by Brent S.

- a. Brent explained about the need to move the Pre-K pick up from the school to the upper parking lot at the church. A map was sent out and all seems to be according to plan. The gates for the school parking lot will be presented as a Fund-A- Project during the Live Auction.
  - C. DMPP – Presented by Kathy
    - a. Committee met with Deacon Kurt about the sound system. Sarah is researching license plate frames and auto magnets as well as other marketing ideas.
  - D. Curriculum Committee – Presented by Jackie H.
    - a. No Committee meeting in October. The committee is still awaiting math curriculum materials to review from publishers. No discussion.
  - E. Strategic Planning – Presented by John E.
    - a. There is no one to chair this position. John said that he will speak with Trish and he may take on the chair for this position.
  - F. Pre-Kindergarten – Kathy reported that 2 children were not a good fit for the school and were released after the 2-week probation period. Otherwise, the Pre-kindergarten is very successful. Third graders are reading buddies with the Pre-K children on Fridays. Also, a fence is needed for the courtyard where the Pre-K can have some outdoor activity, i.e. science exploration, etc. This may be an Eagle Scout project.
- **Catholic Schools Update – Bonnie Bezousek**
    - A. Archbishop will host a Priest Luncheon to the Anchorage Bowl Priests on November 28 will held at St. Elizabeth's and Lumen Christi.
    - B. A Principal/Pastor meeting on Monday, October 22 to discuss catholic education advertisement and promotion, perhaps a radio ad in January/February 2019.

Comments: Kathy thanked everyone who spoke during Mass about the Annual Fund.

### Task Assignments

1. A reminder for all Board members to donate to the Annual Fund.
2. John will contact Trish about the Strategic Plan.

- **Closing Prayer:** Fr. Patrick

- **Adjournment:**

- A. Next meeting: Monday, November 19, 2018 at 7:00 p.m.
- B. Jenia moved to adjourn; Brent seconded. The meeting adjourned at 7:47 p.m.

- *Prepared and Respectfully Submitted by Jamie Adler, Board Secretary*