



Seaside School, Inc

Seaside School Foundation

Published on May 14, 2025 at 7:09 PM CDT

Amended on May 15, 2025 at 10:46 AM CDT

Date and Time

Thursday May 15, 2025 at 4:30 PM CDT

Location

Seacoast Collegiate High School

Founded in 1996

Serving Students in Grades 5 - 12

We seek to sustain an educational community where an emphasis on academic excellence is complemented by our concern for each learner's personal growth and intellectual, aesthetic, and psychological development. The curriculum is developmentally responsive – actively engaging students in learning skills in context; integrative – directing students to connect learning to daily lives; and exploratory – enabling students to discover their abilities, interests, learning styles, and ways that they can make contributions to society.

Information on procedures for public comment can be found on our Governance Page. ([Click Here](#))

If anyone needs special assistance to participate in the public input session, every effort will be made to provide an appropriate accommodation. When requesting accommodations for public input, please allow no less than 1 business day notice prior to the scheduled meeting.

Specific issues about a particular student should only be addressed to the school's Director of Student Services, rather than the Board of Directors.

All public comments will be taken under advisement by the Board, but will not elicit a written or spoken response. The names of persons providing public comment and a brief summary of topics or input will be included in the meeting minutes published. A response will be provided to the stakeholder within seven (7) days.

Agenda

	Purpose	Presenter	Time
I. Opening Items			4:30 PM
A. Record Attendance			1 m
B. Call the Meeting to Order			
II. The Seaside School Foundation, Inc. Board of Directors			4:31 PM
A. Bylaws Amendment Discussion	Vote	Nick Vlahos	5 m
B. Capital Campaign Update		Thomas Miller	5 m
C. Staffing Update		Thomas Miller	5 m
We have added Allison Gibb to the Seaside School team. She is working part time (22-25 hours a week).			
Her main focus is:			
Donor Communication & Follow-Up			
<ul style="list-style-type: none">• Support with 100% of donation thank-you letters mailed within 3 business days• Track all donor touchpoints (calls, emails, meetings) in CRM or shared system within 48 hours			
Database & Document Management			
<ul style="list-style-type: none">• Work to digitize, organize, and label all historical donor files within 60 days• Maintain accurate donor/sponsor contact database with <5% error rate			
Calendar & Meeting Coordination			
<ul style="list-style-type: none">• Support the development of a strategic communication calendar• Schedule 100% of board, donor, or sponsor follow-up meetings within 48 hours of assignment• Provide agendas and confirm attendance for 90% of key meetings			

	Purpose	Presenter	Time
Event + Sponsorship Fulfillment Support			
<ul style="list-style-type: none"> • Track and deliver 100% of promised sponsor benefits within 2 weeks of events • Maintain master checklist for donor events and help coordinate execution logistics 			
Executive Communication Support			
<ul style="list-style-type: none"> • Draft and proof 90% of thank-you notes, update letters, donor appeal templates, and call scripts • Maintain professionalism and confidentiality in 100% of external communication 			
Building Systems for Improvement			
<ul style="list-style-type: none"> • Identify and propose new systems/process to improve all aspects of our communication and donor relations. 			
D.	Events Update	Vote	Thomas Miller
	<p>Glavine Field of Dreams: Event to be held 10/13 at Camp Creek.</p> <p>I'll be working on the budget, organizing the Committees, updating the web page for sponsor and cart sales in the coming weeks.</p> <p>Seaside Neighborhood Race Vendors: Spearhead Marketing Group (Click Here)</p> <p>Over the last two year Spearhead has led the majority of operational planning for the race. We have had strong feedback on their work and understand the systems and operations of the Race.</p>		
E.	Expansion Update	FYI	Patrick McCarthy
	<p>Working on signage, final furniture orders, equipment and technology.</p> <p>Project is on time, and current under budget.</p>		
F.	Financials Update	FYI	Thomas Miller
	<p>Goal is to rewrite a budget for the 2025-2026 School Fiscal Year.</p>		
G.	Foundation Member Nominees	Vote	Nick Vlahos

	Purpose	Presenter	Time
H. Triumph Grant Updates	FYI	Thomas Miller	5 m
Triumph Grant has been fully approved.			

We have recommended for hire Kellie Jo Kilberg to be the grant manager. ([click here](#))

This is the next 90 day plan we are working towards. ([click here](#))

III. Other Business

IV. Closing Items

A. Adjourn Meeting	Vote
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