

Saratoga Central Catholic School
Minutes of the Meeting of the Board of Trustees held on April 24, 2014

Attendees: Stan Weeks, Chairman
Jerry Leone, Vice Chairman
Mary Gavin, Secretary
Lew Benton
Kathy Carson
Tom Gould
Michael Naughton
Fr. Dominic Ingemie
Sandy Tarkleson, Director of Development

Guests: Jolynn Dubois, 11th grade
Mary Brimmer, 11th grade
Jen Dubois, science and math teacher

The meeting was called to order by Dr. Weeks.

- Dr. Weeks offered a prayer.
- Mr. Gould made a motion to approve the minutes of the March meeting. The motion was seconded by Mr. Leone and unanimously approved.

The board heard a presentation by Mrs. Dubois, Ms. Dubois and Ms. Brimmer regarding a proposal of new uniforms for our students. The board reviewed uniform options and listened to the students' presentation.

Advancement/Development Committee Report

- Dr. Weeks reported that a Development Committee meeting was held and that minutes of that meeting were distributed to the board by email.
- Dr. Weeks noted that he is addressing follow-up on some Winter Gala items
- Dr. Weeks reported that Mrs. Tarkleson will be working on a master fundraising calendar for the 2014/15 school year.
- Dr. Weeks reported that a second appeal letter regarding the phonathon will be mailed soon.
- Dr. Weeks reported that the golf tournament is scheduled for Friday, May 23 at Ballston Spa Country Club.
- Mr. Naughton asked who would be doing data entry for Raiser's Edge. Mrs. Tarkleson said she may need to enter names as she goes or hire a data entry person. Mr. Naughton suggested we look to someone in our community who might be able to work in exchange for tuition relief. The board agreed unanimously.

Nominating Committee Report

- Mr. Leone reported that a candidate has submitted an application for board participation. The nominating committee needs to interview the candidate.

Two dates were suggested for the interview, and Mr. Leone will confirm whether the candidate is available on those dates.

The Capital Campaign report was given by Mr. Gould

- Mr. Gould reported that assistance with the sidewalk project may potentially be given by a local business.
- Mr. Gould reported that he has reached out to Mr. Lenz to assist in requesting a donation for the replacement of the trees, prior to our commencement of the sidewalk project.

The Enrollment Committee report was given by Mr. Naughton

- Mr. Naughton reported that the committee is stalled pending receipt of information from SCC administration on current enrollment.

The Mission Effectiveness Committee report was given by Dr. Weeks

- At the request of the Diocesan School Board, we split the Mission Effectiveness Committee away from the Enrollment Committee.

The Facilities Committee

- No meeting was held and Mr. Shea was not present, but Dr. Weeks indicated that Mr. Shea will be forwarding a report shortly.

The Finance Committee report was presented by Mr. Gould

- Mr. Gould reported that as of March we have a surplus, but we do not expect that to continue through the balance of the school year. Mr. Gould will try to work with the Diocese and Mr. Bisnet to determine how much of a deficit is expected at year-end.
- Mr. Gould reported that the fundraising revenue budget was established for the 2014/2015 school year.
- The Diocese has advised that we must not have a deficit in excess of \$75,000 for the 2014/15 school year.
- Mr. Gould reported that the Finance Committee discussed the potential for a girls' soccer program for the fall. He reported that we are awaiting a report from the athletic director regarding the program, but that if the soccer program can be accommodated within the balanced budget, the Finance Committee would support implementation of the program.
- Mr. Gould reported that he discussed the potential for a joint discount for multiple students with our feeder schools. He has asked the principals of our feeder schools for a proposal regarding the discount. Dr. Weeks proposed that the school liaisons propose a 5% discount to the feeder schools.
- Mr. Gould reported that the Finance Committee supports the tuition relief policy for children of employees who attend SCC, but we must recognize those tuition forfeitures in our revenue budget. Fr. Ingemie emphasized that the tuition revenue put in the budget must be the total amount of tuition contracts – not some other amount.

The Financial Aid Committee did not meet and does not anticipate meeting until April 30.

School Liaison Reports:

- Mr. Leone reported on enrollment at SMSA. He said the board discussed the centralized buying program that the Diocese is rolling-out. He also reported that they have established a Twitter account.
- Tom Gould reported that he was unable to attend St. Clement's last board meeting.
- Mr. Shea was not present, so no report was given.

Principal's Report:

- Mr. Lombard was not present, but Dr. Weeks distributed an enrollment report. Current enrollment is 224. 39 new applicants have been accepted for next year.
- Dr. Weeks read a report regarding recent rental of the school building. Mr. Gould reported that he has asked the administration for the policies with regard to rental. He will report back to the board regarding the policy, as the Finance Committee has suggested the policy be reviewed, and that if no policy exists, one should be created.

Dr. Weeks reported on the Dollars & Sense Symposium that was held by the Diocese. He discussed the need for us to increase our social networking presence. This will be discussed at future meetings. He also reported on the annual report that SMSA produces and suggested we look forward to such a production.

The meeting was adjourned to Executive Session at 8:20 pm.

At 8:55, the meeting was adjourned with a prayer.

Future Meeting dates:

May 15, 2014

June 19, 2014