

**Saratoga Central Catholic School  
Minutes of the Meeting of the Board of Trustees held on August 29, 2013**

**Attendees:** Stan Weeks, Chairman  
Kathy Carson  
Mary Gavin  
Tom Gould  
Stephen Keeney  
Jerry Leone  
Michael Naughton  
Dan Shea  
Stephen Lombard, Principal  
Sandy Tarkelson, Director of Development

The meeting was called to order by Dr. Weeks.

Dr. Weeks offered a prayer.

T. Gould made a motion to approve the minutes of the June 18<sup>th</sup> meeting. The motion was seconded by Kathy Carson. The minutes of the June 18<sup>th</sup> meeting were unanimously accepted.

State of the School Report was offered by Mr. Lombard

- Opening day enrollment is 223. Mr. Lombard will provide the board with a summary of the students that have transferred out and the reasons therefor.
- Mr. Lombard reported that there are 5 new faculty staff members and a number of administrative changes. His office assistant will be Mrs. Mary Beth Mantia while Mrs. Bailey takes on guidance and tuition/enrollment management. Sandy Tarkelson is the new Director of Development.
- Teachers not returning: McLellan, Downie and Yacubec
- Math labs have been implemented in the middle school
- Some discussion of moving Mrs. Douglas to the Annex but because there is no internet there and limited communication between the buildings, the Annex will not be used for classes this year.
- No teacher is teaching more than 6 courses in a day so they all have at least one prep period per day
- New security system has been installed (new door and TV monitor to come)
- \$7,000 grant from the Diocese for technology/theology. We have purchased black & white Kindles for each incoming new student which will be downloaded with the New American Bible.
- September's calendar was distributed. Mr. Lombard pointed out the dates for meet the teacher night but indicated that to accommodate those parents that have both middle school and high school students, it will likely be held only on one night.

The Facilities Committee report was offered by Dr. Weeks.

- Glass block windows have been replaced, and the check in payment was issued today.
- Roof repairs will be needed. Mr. D'Ambro is waiting for materials.

- Sign will have a new face installed –to be funded with capital campaign proceeds.
- The committee has received estimates for the paving of the lot between the school and the annex and an estimate for the sidewalk repairs. City approval will be obtained for this work, where required.
- Mr. Shea reported that the committee is pricing the cleaning and staining of the concrete along the lower portion of the building. Costs for that work have come in higher than expected so they are looking at options. No decision has been made at this time.

The Capital Campaign Committee Report was presented by Mr. Gould

- Account balance was reported.
- Future projects will require an additional \$20,000 of funds. Efforts to raise funds will continue.

The Finance Committee Report was presented by Mr. Gould

- Mr. Gould indicated that the committee needs some new members.
- Our budget has not yet been approved by the Diocese yet. Nor has a budget calendar been issued.
- We examined the June financial report.
- The board discussed the formation of a Financial Aid Committee to assist the principal in the allocation of financial aid.

**Communications**

- Dr. Weeks feels that the board minutes should be published on the school website, in order to increase transparency. Upon approval of the minutes at the subsequent board meeting, he will post them on the website. Dr. Weeks made a motion and Mr. Keeney seconded a motion that the full minutes be posted on the school's website after they are approved by the board. The board approved the motion unanimously.
- The board discussed the plans for communications with the school community during the school year. The planned communication structure was discussed and should result in streamlined emails from appropriate staff members.

**Board Constitution and By-Laws**

- Dr. Weeks asked the board members to review the By-Laws so that we can take any actions necessary to change them to conform with our board's needs.

Roles and Objectives of the School Board were included in the minutes of our June 18<sup>th</sup> meeting and discussed by Mr. Gould. During our next meeting we will discuss the board's objectives in detail.

Committees of the Board for 2013-14 School Year were discussed.

- Finance: Tom Gould, Chair. Jerry Leone. Mary Gavin. Fr. Ingemie.
- Facilities: Dan Shea, Chair. Fr. Ingemie. Stan Weeks. Paul D'Ambro.
- Capital Campaign: Tom Gould, Chair. Ed Lenz. Mike Lenz. Steve Lombard. Stan Weeks. Fr. Ingemie.
- Advancement/Development: Sandy Tarkelson, Chair. Kathy Carson.
- Enrollment: Michael Naughton, Chair. Dan Shea.
- Nominating Committee: Jerry Leone, Chair. Steve Lombard. Steve Keeney. Stan Weeks. Mary Gavin.

- **Financial Aid Committee: Tom Gould. Steve Keeney.**
- **School Liaisons:**
  - ✓ **SMSA – Jerry Leone**
  - ✓ **St. Clement's – Tom Gould**
  - ✓ **St. Mary's Ballston Spa – Dan Shea**

**Future Meeting dates:**

**September 26, 2013**

**October 17, 2013**

**November 21, 2013**

**December 19, 2013**

**January 16, 2014**

**February 27, 2014**

**March 20, 2014**

**April 23, 2014**

**May 15, 2014**

**June 19, 2014**

**There being no further business, the board joined in a closing prayer and the meeting was adjourned at 9:00 pm.**

