

**Saratoga Central Catholic School**  
**Minutes of the Meeting of the Board of Trustees held on December 19, 2013**

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

**Guests:** None

- The meeting was called to order by Dr. Weeks.
- Dr. Weeks offered a prayer.
- Tom Gould made a motion to approve the minutes of the November 21 meeting. The motion was seconded by Mr. Leone and unanimously approved.

**Principal's Reports:**

- Mr. Lombard presented an enrollment report. Current enrollment is 219 students.
- Mr. Lombard reported that 4 applications are being reviewed for January, 2014 acceptance.
- Mr. Lombard reported that there will be 2 Open House dates during Catholic Schools Week---Tuesday and Thursday, January 28<sup>th</sup> and 30<sup>th</sup>, 9am-noon. There will also be an Open House event on February 27, 6:30 – 8:30 PM.
- Mr. Lombard presented information regarding enrollment by grade level at all schools in the Roman Catholic Diocese of Albany.
- Mr. Lombard reported that there continues to be discussion regarding implementation of Common Core curriculum.
- Mr. Lombard presented details of Scholarships to be awarded as a result of the Scholarship Exam given to 5<sup>th</sup> and 8<sup>th</sup> graders on November 16.

**Advancement/Development Committee Report**

- Dr. Weeks reported that the Advancement/Development Committee met on November 25 to discuss fundraising plans and future activities.
- Mrs. Tarkleson reported that contributions have been made to the Beson Memorial Fund.
- Mrs. Tarkleson reported that Sponsor donations for the Winter Gala are being received and amount thus far is encouraging. Gala Committee has been very active.
- Mrs. Tarkleson reported that a Long Drive Contest at Tark's Indoor Golf will benefit the School.
- Mrs. Tarkleson reported that Raiser's Edge training is available on-line and will be completed by January.
- Mary Gavin volunteered to develop talking points for Alumni solicitation calls in February.

**The Capital Campaign report was given by Mr. Gould**

- **Total amount raised thus far was reported @ \$148,673.50, with \$33,278.53 available for final projects.**
- **Final projects to be completed next spring.**

**The Mission Enhancement Committee report was given by Mr. Naughton**

- **Mr. Naughton reported that the Committee met on December 9.**
- **Mr Naughton reported that the Committee will draft a survey to be prepared by parents in our partner schools.**
- **Mr. Naughton reported that Mrs. McHale and Mrs. Fornabia will lead in obtaining student speakers at Mass for Catholic Schools Week. It was suggested that both elementary and high school students be considered to speak jointly.**
- **Mr. Naughton reported that Mr. Welcome and Mr. Ostrowski are developing a Workbook database.**
- **Mr. Naughton reported that a Exit Survey draft has been developed and will Mrs. Barnes will be asked to review.**
- **Mr. Naughton reported that a Fact Sheet will be developed for members of the School community to use when speaking with others about our School.**

**The Facilities Committee report was offered by Mr. Shea**

- **The board was updated regarding progress on the sidewalk replacement/repair. Concrete work will be delayed until spring.**
- **New face has been completed on the front sign.**
- **The City will remove sidewalks in the spring.**
- **There may be a potential for donation of trees.**
- **There are needed chimney repairs.**

**The Finance Committee report was presented by Mr. Gould**

- **Tuition and development revenues were discussed. Committee continues to develop policy recommendation regarding collection of tuition**
- **Final 2013-2014 budget is due to the Diocese later this year, but no final date has been set.**
- **Budget process was discussed. Goal is to present the best estimated 2014-2015 budget to the Board by the June meeting.**
- **Finance Committee will ask Mr. Lombard and staff to present their best information and recommendations regarding salary, fringe benefits, tuition and fees by the January Committee meeting. Similar input concerning facility needs and fundraising/development are requested by the February Committee meeting.**
- **Finance Committee will consider several suggestions regarding tuition as related to early decisions and payments.**

**The Financial Aid Committee did not meet and does not anticipate meeting until spring.**

**School Liaison Reports:**

- **Mr. Leone will attend SMSA Board Meeting and reported back with suggestions of information SCC can have on-hand for interested families. He also updated the board on class sizes at SMSA.**
- **Tom Gould attended a St. Clement's Board meeting and summarized that meeting.**
- **Mr. Shea will attend St. Mary's Board meetings.**

**Diocesan High Schools Board Retreat:**

- **Dr. Weeks reported that the Diocesan High Schools Board Retreat was well attended.**
- **Bishop Hubbard attended and officiated at the Commissioning.**
- **Mr. Gould will act as mentor to the four High School Boards.**
- **Superintendent Pizzigrillo discussed enrollment, student aid, budgets and debt.**
- **Mr. Gould led a discussion regarding Leadership Roles and Responsibilities.**

**Strategic Plan Discussion:**

- **Dr. Weeks distributed Strategic Plan information that had been developed in 2002, and asked that the Board review and be prepared to discuss at the January meeting.**

**There was a brief Executive Session.**

**Mr. Lombard offered a closing prayer.**

**There being no further business, the meeting was adjourned at 9:15 pm.**

**Future Meeting dates:**

**December 19, 2013**

**January 16, 2014**

**February 27, 2014**

**March 20, 2014**

**April 24, 2014**

**May 15, 2014**

**June 19, 2014**