

Saratoga Central Catholic School

Minutes of the Meeting of the Board of Trustees held on December 18, 2014

Members in Attendance:

Stan Weeks, Chairman
Jerry Leone, Vice Chair
Lew Benton
Fr. Tom Chevalier
Jenn Claeson
Kathy Carson
Fran Dingeman
Michael Naughton
Dan Shea
Becky Stauffer
L. Stephen Lombard, Principal

Others Attendees:

Thomas Gould
Steve Towne

The Meeting was called to order by Dr. Weeks.

* Dr. Weeks offered a prayer.

* Mr. Shea made a motion to approve the minutes of the November meeting. The motion was seconded by Ms. Carson and unanimously approved.

* Dr. Weeks introduced a guest, Mr. Steve Towne from the Diocesan School Board. He offered his support as liaison, able to communicate local issues to the Diocesan School Board.

State of School Report was presented by Mr. Lombard

- Enrollment is 241 (increase of 1 from last month)
- Mr. Lombard reported on tuition arrearages and noted that all families are now in the FACTS system.
- 16 seniors have been accepted into one or more colleges with over \$1 million in scholarship money as of now.
- The Haraden family/ Mohawk Honda donated new backboards and baskets for the gym.
- Mr. Lombard reported on incidences on Twitter involving negative comments made about multiple students from our school on an account called "Spa Confessions". Once aware of it, Twitter was contacted and the page/comments were removed from Twitter hours later. The police were also contacted and cannot search for the offenders via a warrant due to the lack of a direct threat on anyone. A page called "Spa Compliments" then was started by someone where compliments about students at SCCHS could be/were posted.

- Mr. Lombard passed out the first copy of what will be SCC's biannual Alumni Newsletter.
- Mr. Lombard passed out copies of the *Diocese of Albany Catholic Schools Statistical Report 2014-2015*, and briefly reviewed the favorable standings of SCC with regards to comparable enrollment reports.
- The Beacon of Hope Gala Scholarship Fund will be held April 24th or 25th.
- Mr. Lombard reported that he has attended meetings with 4 principals to discuss the feasibility of enrolling exchange students from China through an organization called, "Three W International". This program would potentially enroll with us 8-10 Chinese students as freshman and arranges for housing while providing us with \$10,000 for lunch uniforms, tuition, and misc. per student. The next step is for *Three W* to get a contract to our diocesan attorney.
- Winter Gala invitations have gone out.
- Giving Day date has been changed to the spring.
- Character Ed. Speaker Rich Johns will present, "Act with Respect Always", to our school this week in two separate presentations for middle school and high school. Mr. Lombard and the staff have given Mr. Johns requests for content to add to his presentations with respect to current and specific needs/issues occurring at our school.
- Mr. Lombard handed out a new policy that will be added to our website/handbook that instructs families how they could go about reporting a concern or asking a question, and the protocol that will take place to resolve the issue/question.
- Mass will be held Tuesday at 1:15.

Nominating Committee

- Mr. Leone had nothing to report

Enrollment Committee

- Mr. Naughton had nothing to report because no meeting took place.

Advancement/Development Committee

- Mr. Benton reported that the Alumni Appeal will take place March 1-3 and Roohan Realty will host at their offices.
- The Gala invite list was increased by 60 names given to Ms. Tarkleson by Mr. Benton. He will also add personal notes on some. Mr. Benton noted that some on the invite list from last year were not on this year's list as well as some on his list of donors to the Capital Fund, were not on the list. He made Ms. Tarkleson aware of this.
- Mr. Benton passed out a memo for review by the BOT regarding the Scholarship Fund, to be discussed after the phone-a-thon.

Facilities Committee

- Mr. Shea reported that the sidewalk project is finished and any additional projects would be handled as new initiatives. Final finances will be reported at a future BOT meeting.
- Potential future and ongoing projects discussed by this committee at 12/3 meeting were:

Foundation repair, cleaning, staining with labor support offered again by the KOC., Paver stones between the new trees to prevent damage to sod from foot traffic, sprinkler installation, contracting a lawn care provider, improved landscaping, new railings for outdoor ramp, new flooring in the entryway, first floor and second floor, improved heating for the gym, new lockers, new entry doors, new bleachers in the gym.

Finance Committee

- Mr. Leone reported that SCC is doing solid financially with total revenue = to salary and benefits but with this going up every year, the finance committee will discuss tuition at their next meeting. Mr. Lombard would like to waive the volunteer fee of \$250 because most all families volunteer. More discussion will continue in January.

Mission Enhancement Committee

- Ms. Claeson provided the BOT with a first copy of the to-be-revised Mission Statement of our school for input. The BOT was asked to review and make notes of suggestions for the next meeting.
- Ms. Claeson reported that once the Mission Statement is finalized, it is the desire of the committee to quickly move on measures to assure that the aspects of both the mission statement and the benchmarks for accreditation are true and being seen/done in our school.
- Mr. Lombard reported that all the teachers have been informed to submit bible verses/Catholic role model quotes to be made into postings by the committee for each classroom. This will be done by the Mission Enhancement Committee.
- Ms. Carson briefly mentioned and provided contact information about an Anti-bullying presentation she recently attended. Ms. Claeson will provide this information to Mr. Lombard.

School Liaisons

- St. Mary's St. Alphonses puts out 2 appeal letters per year and received \$50,000 last year.
- St. Mary's St. Alphonses has aligned their Advanced Ed. And Strategic planning committees as of recent, and discussed future talks of who pays for what, diocese vs. them.
- St. Clement's meeting was cancelled
- St. Mary's was this evening which was a conflict.
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Additional Agenda Items

- Dr. Weeks handed out a list of current BOT members and the committees in which they participate. He would like all to consider this list and whether or not they need to commit to participating in a committee if they aren't already.
- 9th Grade fundraiser of wreaths for soldiers was a success with 154 sold. A ceremony took place laying the wreaths at the soldiers' gravesites at Saratoga National Cemetery.
- Mr. Naughton reported that the Fr. Bondi Golf Tournament will take place the Friday before Memorial Day weekend. He is looking for people to be on the committee as well as to help raise \$ and acquire donors.
- Ms. Claeson asked if there is a protocol for thank you notes, i.e. the KOC, the Haraden family, grass donors, etc. Mr. Lombard indicated that all thank you notes are handled by Ms. Tarkleson.
- Mr. Gould reported that he will bring to the next meeting some information from Catholic Central of Troy regarding their mission statement. Since the Mission Enhancement Committee is working on this, it was recommended that Mr. Gould give this information to Ms. Claeson. He agreed.

Closing Prayer

- Given by Fr. Tom. Meeting was adjourned at 8:25 PM. Next meeting date is January 8, 2015 at 6:30 pm.