

Saratoga Central Catholic School
Minutes of the Meeting of the Board of Trustees held on December 14, 2016
6:30 pm

Members in Attendance:

Michael Naughton, Chair
Dawn Martinez, Vice Chair
Fran Dingeman, Secretary (arrived at 6:45PM)
Lew Benton
Rev. Tom Chevalier
Mary Fornabia
Dan Shea
Becky Stauffer (arrived at 7:10PM)
Stan Weeks
L. Stephen Lombard, Principal

Other Attendees:

Mary Guarnieri, Director of Advancement (left at 7:15PM)

The meeting was called to order by Mr. Naughton at 6:35pm.

Fr. Tom offered an opening prayer.

Dawn Martinez moved to approve the minutes of the November 10 meeting. Mary Fornabia seconded the motion and it was unanimously approved.

The meeting recessed for a group photo for the Yearbook.

Introduction of Guests

- Principal Lombard introduced Mrs. Ellen Bailey (Registration Coordinator/Human Resources) who presented and discussed a handout regarding on-line registration for students. This was a joint effort with Principal Lombard, Vice Principal Ostrowski, Director of Advancement Mary Guarnieri, and Mrs. Beth Moeller. Mrs. Moeller developed the data base to allow this on-line process. The process will be tested with a control group prior to a roll-out in February 2017. All information will go to a computer spread sheet, eliminating the current manual process. Moving beyond the 2017-2018 re-registration, we will begin looking at adding "New Applications" being filled out and submitted online as well.

State of the School Report

- Mr. Lombard reported that there are 239 students currently enrolled.
- Mr. Lombard reported on tuition in arrears.
- Mr. Lombard shared that Winter sports are in full swing with 10 teams participating.
- Mr. Lombard reported that Giovanni Virgiglio was acting as the interim Superintendent of Schools since Michael Pizzigrillo has left the position to be closer to his aging father. Applications for a new Superintendent will be going out with a deadline of the end of January which is when the vetting process will begin.

Development Committee

- Lew Benton reported that the committee did not meet.

- Lew shared fundraising event totals and the good news that we significantly exceeded the budget primarily because of the success of the Gala and Golf Tournament.
- Lew and Mary are working on the next newsletter and will be sharing it with us by the end of the month with a goal of sending it out in early January before the Alumni Appeal and Catholic Schools Week.
- Lew asked Dawn to report on the Gala. Dawn reported that sponsorships to date were at over \$80,000 compared to \$68,000 last year. Dawn announced that all invitations had been put together and sealed and would be mailed out the day after Christmas. There are over 100 sponsorships which are all listed on the website.

Finance Committee

- Dr. Weeks reported that the Finance Committee met on December 5th and presented a budget to the Board for approval.
- The Finance Committee stressed the need for a focus on enrollment going forward.
- Dr. Weeks reported that the Finance Committee found no significant way to reduce expenses.
- Dr. Weeks suggested 2-3 years as the time frame to balance the budget.
- Lew Benton made a motion to accept and adopt the budget. All were in favor.

Financial Aid Committee

- It was reported that the chairman seat of the Financial Aid Committee is vacant and in need of candidates to fill it.

Facilities Committee

- Dan Shea was not present. There had been no meeting and no report.

Mission Enhancement Committee

- Mr. Weeks reported that he had stepped down as Chairman of the Mission Enhancement Committee and reinforced the fact that we are seeking a chair for this committee. It was suggested that we look for individuals within the school community to co-chair the committee with a Board Member.

Enrollment Committee

- Mrs. Fornabia reported that the Committee had met last night
- Mrs. Fornabia reported that the committee is focusing on retention, enrollment and student mentoring programs for new families. They would identify 60 families within the school to ask to reach out to new school families. These families would act as school ambassadors.
- Reflecting on the light attendance at the recent Open House in November, it was suggested that the number in attendance was impacted by the Open House being held the night after the Election. Last year attendance was greater but it was a week later.
- Plans were discussed to double the number of lawn signs for next year and display a banner for the Open House.
- Next year, Mrs. McHale will oversee students going out to Parishes to speak about the school prior to the Open House.

Nominating Committee

- Erin Callahan was not in attendance to give a report.

School Liaisons

St Mary's-St Alphonsus

- Stan Weeks attended St. Mary's-St. Alphonsus and reported that they have a roof issue and need revenue to repair it.
- They are working on an alumni newsletter.
- They were focused on their Catholic Identity and talked about marketing. They discussed how we are not getting help on the diocesan level.

St. Clement's

- Mary Fornabia attended and reported that St. Clement's recently hosted a Pancake Breakfast.
- They discussed inserting a flyer in the Church bulletin regarding upcoming events and enrollment.
- A St. Clements Board Member asked why they were not invited to the Winter Gala and they were informed that invitations were just going out.

St. Mary's

- Dawn Martinez attended and reported that they are a very warm and welcoming school.
- They have their past events posted on Facebook.
- Their jackpot raffle is going strong. Fifteen tickets did not sell.
- Their Winter Gala is March 11. It was suggested that they put our Board on the invitation list.
- Sr. Debbie the Tech Instructor was appreciative for the laptops donated by Saratoga Central Catholic School.

Additional Agenda Items

- Mr. Naughton reminded Board Members of the new meeting date as the 2nd Wednesday in each month.
- Mr. Naughton brought up the issue of school safety and the adoption of Handheld Shields for staff to have as something valuable in case of emergency.
- It was suggested that the school staff and students be aware of lockdown procedures and Mr. Lombard should ask local law enforcement for instruction in case of a shooter.
- Mr. Lombard reported that there were conflicting discussions in terms of what to do between the diocese and the Saratoga Springs Police Department. Steve suggested the instruction be directed toward teachers and not students. He said that students are aware of what to do during a lock down drill.
- It was suggested that there be cameras installed at each entrance but we would have to look for an additional level of financial sponsorship/support.
- Mr. Lombard agreed to share our discussion with Mr. Ostrowski and the Saratoga Springs Police Department.

At 8:30 p.m. Mike Naughton concluded the meeting with a prayer said by Fr. Tom Chevalier.

The next board meeting is scheduled for Wednesday, January 11th at 6:30 p.m.