

**Saratoga Central Catholic School
Minutes of the Meeting of the Board of Trustees held on January 8, 2015**

Members in Attendance:

**Stan Weeks, Chairman
Jerry Leone, Vice Chair
Mary Gavin, Secretary
Fr. Tom Chevalier
Jenn Claeson
Kathy Carson
Michael Naughton
Dan Shea
Becky Stauffer
L. Stephen Lombard, Principal**

Other Attendees:

Thomas Gould

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 December meeting. The motion was seconded by Ms. Carson and unanimously approved.

State of the School Report was presented by Mr. Lombard

- Enrollment is 242 (an increase of 1 over last month).
- Mr. Lombard asked whether anyone had questions on the report he had emailed to board members earlier in the week. There were no questions.
- Mr. Lombard reported on tuition arrearages, which have increased. Students will be restricted from extra-curricular activities if appropriate payments are not made with Mr. Lombard.
- Mr. Lombard reported that the Beacon of Hope Gala will be the 24th of April at the Albany Country Club. The Beacon of Hope Gala raises funds for the Beacon of Hope scholarships, which are diocesan-wide, need-based scholarships. Each school is asked to provide an auction item for the gala. Ms. Gavin agreed to provide SCC's auction item.
- Mr. Lombard reported on the courses offered at SCC through Hudson Valley Community College. SCC offers 9 courses to our 11th and 12th graders who are in good academic standing. Of the 35 students taking courses in the first semester, 21 received an A grade and 11 received a B grade. Mr. Shea asked that Mrs. Barnes reach out to those colleges to which we frequently place students to ensure that these credits are acceptable.
- Mr. Lombard reported that Mr. Pizzigrillo may attend the February 12th board meeting. Mr. Lombard asked that we arrive at 6:25 for that meeting so that our yearbook photo can be taken.
- Mr. Lombard reported that Seussical the Musical will be presented in March. He reported that two non-SCC students have roles in the play. Mrs. Douglass attempted to fill all roles with SCC students before reaching outside.
- Mr. Lombard invited all board members to mass on Friday, January 9th at 1:15 at St. Peter's Church.

Nominating Committee

- Mr. Leone had nothing to report.

Enrollment Committee

- Mr. Naughton reported that open houses would be held on Tuesday February 3rd from 6:00 – 8:00 pm, Wednesday March 25th from 6:00 – 8:00 pm. The Enrollment Committee will assist during the evening open houses, but not the daytime visits during Catholic Schools week.
- Mr. Naughton has asked Roohan Realty to produce some marketing materials (lawn signs) for the open houses.
- Mr. Naughton asked Mr. Leone whether SMSA might be interested in participating in a biddy basketball game at half-time of an SCC basketball game. Mr. Leone will discuss with the leadership at SMSA.
- Dr. Weeks reported that Mrs. McHale is working on recruiting student speakers to present at the churches during Catholic Schools week.

Development

- Mr. Benton was not present and no report was provided. The next Development Committee meeting will be February 11 at 4:00 PM.

Facilities Committee

- Mr. Shea reported that no meeting was held.
- The committee has two new members: Michael Naughton and Fr. Tom Chevalier.
- Mr. Lombard reported that there was a leak in the roof on Christmas Eve. Mr. D'Ambro repaired the roof.
- Mr. Lombard reported that there is a pending donation of landscaping.

Financial Aid Committee

- Ms. Gavin reported that the committee will meet in late January to review the process used last year to allocate financial aid and invited any board members who were interested in joining the committee to let her know.

Finance Committee

- Mr. Leone reported that the school has encountered some unplanned expenses which have reduced our expected operating surplus.
- Finance Committee reviewed the results of operations to-date and were satisfied with the financial performance thus far this year, except that fundraising is lagging behind both last year's performance and our current year budget. The Finance Committee asks that additional fundraising efforts be undertaken.
- Mr. Leone reported that the Finance Committee reviewed the prospective expenses for next year and suggested that the board consider a \$250 increase in tuition for the 2015 – 16 academic year.
- Mr. Leone made a motion that SCC tuition increase, for the 2015 – 16 academic year to \$5,700 for the middle school and \$7,800 for the high school. Ms. Gavin seconded the motion. After discussion, the motion was unanimously approved.
- The board discussed the Volunteer Fee (this is a \$250 fee that families may pay in lieu of volunteering for school activities). Mr. Lombard reported that we are now using a program

for volunteer sign-ups that also tracks volunteer hours. Families that have not fulfilled their volunteer hours will be asked to pay the fee.

Mission Enhancement Committee

- Ms. Claeson reported that the next meeting will be held on January 29th.
- Ms. Claesson asked that the board review the draft mission statement prior to that meeting and provide her with comments.
- Mr. Lombard reported that our new Raiser's Edge program generates thank you notes any time a donation is input to the system.

School Liaison Reports:

- Mr. Leone reported that the SMSA meeting is being held on Monday, January 12.
- Mr. Shea did not attend the St. Mary's board meeting because it was held the same night as the SCC board meeting.
- Dr. Weeks reported that the St. Clement's board meeting was cancelled.

Dr. Weeks distributed a list of board objectives for the 2014-15 academic year. The board reviewed the list.

- Dr. Weeks suggested a joint board meeting with our feeder schools. The board discussed the positive outcomes since last year and suggested agenda items for this year's meeting.
- Dr. Weeks reminded the board that we agreed that the budget submitted to the diocese will be balanced.
- Dr. Weeks asked each board member to attend the gala on January 30th and to assist in the phone-a-thon.
- A local in-service will be offered to new board members.
- We will focus on improving communications in the school community.

Mr. Gould presented a strategic planning tool being used by another diocesan school. Dr. Weeks expressed some interest in pursuing a plan and suggested we review the idea at future meetings.

Dr. Weeks asked the board members to reserve Saturday, March 21st on their calendars for the Dollars and Sense Symposium which is held by the diocese.

At 8:04 p.m., the meeting was adjourned with a prayer offered by Fr. Tom.

Future Meeting dates:

The next board meeting will be held on February 12th with subsequent meetings on:

March 12th

April 9th

May 14th

June 11th