

Saratoga Central Catholic School

Minutes of the Meeting of the Board of Trustees held on June 9, 2016

6:30 pm

Members in Attendance:

Stan Weeks, Chairman
Michael Naughton, Vice Chair
Lew Benton
Erin Callahan
Fran Dingeman
Jerry Leone
Dawn Martinez
Dan Shea
Becky Stauffer (arrived at 7:10pm)
L. Stephen Lombard, Principal

Other Attendees:

Mary Guarnieri, Development Director (Mary excused herself at 8:05 pm)

The meeting was called to order by Dr. Weeks.

Dr. Weeks offered an opening prayer.

Dawn Martinez moved to approve the minutes of the May 12th meeting. Dan Shea seconded the motion and it was unanimously approved.

Dr. Weeks welcomed guest, Director of Development, Mary Guarnieri.

State of the School Report was presented by Mr. Lombard

- Mr. Lombard reported that current projected enrollment for the 2016-2017 school year is 250 with one possible student from China.
- Mr. Lombard reported that tuition in arrears has not changed. There are 18 families who still owe tuition.
- The plaque recognizing Coach Lambert for 500 wins was presented at the Awards Dinner by Dr. Weeks.
- Floor carpeting samples were displayed for the Board to see. A general consensus was that we should run a border around the squares. The Board agreed upon using the gray square because the purple square did not match our school colors.
- There was a reminder given about Graduation on June 10th. The Board would meet at 10:45am outside St. Clement's Church. Graduation will be covered by at least two newspapers.

Committee Reports

Development Committee

- Mr. Benton reported that the committee met on June 10th and then asked Mary Guarnieri to speak to the Board about the status of the golf tournament, alumni appeal and tuition raffle.
- Mary Guarnieri reported that 144 golfers attended the tournament and it went great! Net income was projected at \$24,350. The budgeted net figure was \$15,000. Thank-you notes were being sent to sponsors and golfers to thank them for participating and they would include a "Save the Date" with next year's Golf date.

- Regarding the Alumni Appeal, pledge cards were being mailed to past donors who demonstrated a history of giving but did not respond to the initial mailing. Becky reported that there were very few phone numbers for her classes of 1994, 1997 and 2000. Budgeted income is \$50,000 with expenditures of \$4000 and a net of \$46,000.
- The number budgeted for the Walkathon was \$22,500. It delivered just under \$11,000.
- The Gala income was budgeted at \$60,000 and raised \$113,000.
- The Cronin's won the tuition raffle and used it for their middle school student. Eighty-eight tickets were sold at \$100 per ticket. It was mentioned that Notre Dame/Bishop Gibbons offer lower priced tickets. They offer an arm's length for less and do very well.
- The amended total fundraising budget had a total gross revenue of \$181,500. Year to date we have received \$224,000 with a projected \$227,000. This is \$45,500 more in gross revenue than was budgeted – a 26% increase. Budgeted expenses were \$39,500 and actual expenses were \$45,000. We earned 30% more in net fundraising income than budgeted which will help to make up for the shortfall in other areas. Every effort will be made to be more realistic about fundraising budget numbers going forward.
- The second newsletter of the year is scheduled to go out in June and carry a list of donation contributors from 2015.

Enrollment Committee

- The Committee did not meet.

Facilities Committee

- Dan Shea reported that there was no cleaning person or bus driver. The positions are being considered as a full time position with the possibility of sharing with St. Peters.
- Dan reported that Skidmore donated slightly used furniture for the front hallway.
- The costs we received for refurbishing and motorizing our bleachers would be cost prohibitive. There was a request for new sources. Go Fund Me was suggested.
- Sprinklers that would run under the sidewalk from the building to help make the front lawn look better would be looked into.
- The cost of replacing both floors with new carpet tiles was estimated to cost \$19,113. It was hoped that it could be done over the summer.
- Dan reported that additional circuitry for Stem classrooms would cost \$5,500.
- It was reported that we have not yet heard back from the Rotary regarding the front doors grant application.
- It was suggested that we charge \$500 a day for use of the Gym, i.e. AAU
- There was interest in replacing the windows to make the building more energy efficient and improve the aesthetics.

Finance Committee

- Jerry Leone reported that the end of May forecast for the end of the school year was a deficit of approximately \$47,000. Issues included tuition in arrears and Activities Fees coming in late.
- Jerry remarked that projecting where we'll be by the end of the year, the deficit would be higher if we weren't over budget in monies raised through fundraising.

Financial Aid Committee

- Mary Gavin, Lew Benton and Steve Lombard met yesterday.
- Ninety thousand was a starting point for financial aid. We had 15 fewer applicants this year than last (44 this year compared to 59 last year). Nineteen students were determined to have no calculated need. Not being current with tuition payments will preclude some from receiving financial aid.
- It was suggested that we should direct the alumni appeal toward tuition assistance.

Mission Enhancement Committee

- Steve Lombard and Deb McHale invited Parish Priests and Life Directors to attend a meeting and were still waiting to hear back. The goal of the gathering will be to discuss how to get our students more actively involved in their parishes.

Nominating Committee

- Jerry Leone was trying to arrange a meeting with Mary Fornabia, but because so many Board members know her, he would forego an interview. Jerry moved to accept her application--- Dawn Martinez seconded. All were in favor.
- Jerry Leone is officially off the Board as of this meeting.
- Mary Gavin ends her term in October.
- Kathy Carson's term ends in September.
- With Mary Fornabia, we will have reached our quota for Board members who are school parents (4).
- The election of new officers took place. Nominations were Mike Naughton for President, Dawn Martinez for Vice-chair and Fran Dingeman for Secretary. There were no other nominees. Jerry Leone moved to elect the Executive Board as nominated. Lew Benton seconded it. All were in favor.

Strategic Plan Committee

- Mrs. Martinez presented the fifth draft of the Strategic Plan. Tom Gould's two comments would be added to complete it as the final draft.
- Jerry Leone moved to accept the 5th version with the amendment. Dan Shea seconded it and all were in favor.
- The approved Strategic Plan will be submitted to the Diocesan School Office for approval.

School Liaisons

St. Mary/St. Alphonse – no meeting report

St. Clement's School – no meeting report

St. Mary's School

- The Golf Tournament was last Monday. They had 77 golfers. It was held at Ballston Spa Country Club

Additional Agenda Items

- Two faculty members, Steve Karandy and Ted Kirk are leaving the school. Steve took a job in Queensbury and Ted is moving to Guatemala.
- Katherine Schmitt is going on maternity leave. She is due in October
- A new Faculty member would take Steve Karandy's place in the "Flip the Classroom" endeavor.
- New skirts and yellow sweaters for girls will be new uniforms look starting in September and a purple sweater and the same gray pants will be the new uniform for boys.

At 8:40 p.m., the meeting was adjourned and the Board entered Executive Session.

The next board meeting will be announced by Chairman Naughton.