

Saratoga Central Catholic School

Minutes of the Meeting of the Board of Trustees held on March 27, 2014

Attendees: Stan Weeks, Chairman
Jerry Leone, Vice Chairman
Lew Benton
Kathy Carson
Tom Gould
Fr. Dominic Ingemie
Dan Shea
Stephen Lombard, Principal
Sandy Tarkleson, Director of Development

Guests: Pat Maher, parent of three daughters attending our school and a Modified Coach
Mary Anne Godlewski

- The meeting was called to order by Dr. Stan Weeks.
- Dr. Weeks offered a prayer.
- Lew Benton made a motion to approve the minutes of the February meeting. The motion was seconded by Mr. Gould and unanimously approved.

Discussion with Guest Pat Maher

- Pat Maher was welcomed to the meeting. Mr. Maher spoke about the prospect of a Fall Girl's Varsity Soccer Team.
- A cost analysis for the program was gathered by the Athletic Director and submitted by Mr. Lombard. The approximate figure was \$8,000.
- Mr. Leone asked if the Booster Club might help with the cost. This led to a discussion if all proceeds in the club go into the budget. Ms. Tarkleson thought University of Albany may be able to help diminish expenses and Mr. Shea suggested reaching out to Ned Jones at Siena.
- Budget concerns expressed by Dr. Weeks directed him to defer to Mr. Gould, the Finance Chair. Mr. Gould reported in the black now/projected not in June. Imperative we have a balanced budget.
- Decision was made for Mr. Lombard and Coach Lambert to obtain further information on how this cost would be defrayed and present it to the board. It could be voted upon at the next meeting OR an online vote taken prior to the next meeting as long as figures are presented. NO objections pending resolutions.

Advancement/Development Committee Report

- Dr. Weeks reported he had e-mailed a copy of the Development meeting minutes to the entire board.
- Mr. Lombard reported a change in the Phone-A-Thon amount. Collection of \$30,480 thus far. Budget is \$60,000.
- Ms. Tarkleson completed Raiser's Edge training. Ms. Tarkleson reported it is an amazing system; it gives you the "tools you need to cultivate long relationships with donors, saves time and money by streamlining our important daily processes, demonstrates increased accountability and diversifies our fundraising methods."
- Father Ingemie asked about pledging versus one time gift. Ms. Tarkleson advised Raiser's Edge does it all. Excellent database for alumni and donors. It has powerful tools to pull mailing lists, search for donors and alumni by geographic area and giving levels. This program is invaluable, but will take sometime to set up and learn, possible up to a year.
- Mary Gavin checking on procedure for 5K or 10K events. Father Ingemie reported NO St. Peter's Keys Run this spring.
- Golf Tournament May 23rd- NO Fall golf outing.
- On-going issues- Coordination of Fundraising asks and subsequent Thank-you responses. All will run through Sandy.

Nominating Committee

- Mr. Leone reported that a potential board member has applied. Plans are to interview one hour before the next Board meeting or Finance Meeting, so that the committee could have a recommendation when we meet in April.

Capital Campaign

- Mr. Gould reported the sidewalk is the last project to be completed in July. Mr. Gould deferred to Mr. Shea, who had notes pertaining to the sidewalk from the Facilities Committee meetings.

Mission Enhancement

- Committee did not meet.

Facilities Committee

- Mr. Shea gave a copy of the Facilities Committee Meeting Minutes to each board member.
- Paul D'Ambro was suggested by Mr. Shea to be the onsite project Manager and Mr. Lombard agreed to ask him.
- Ms. Tarkleson stated that Tony Bonacio and Bill Morris were contacted. Mr. Bonacio responded that he would look into all his vendors for the incidentals that we need.
- Dumpster expenses unknown, but will be a factor in the budget.
- Mr. Lombard thought we might want to remove the two large trees. Mr. D'Ambro concerned about root damage as they age. Dr. Weeks pointed out we did have an estimate of \$2,500 for removing, grinding, and replacement previously. Mr. Gould also had a possible source of funding for it and will reach out again to his contact.
- Walkway to St. Peters sidewalk is "uneven". What should we do? Dr. Weeks proposed let the facility team make the decision and all agreed.

- Boyce and Drake are reluctant to add a zone value to improve the gym heating system. Father Ingemie suggested contacting Bob Abromaitis, who is the consultant for the diocese. Mr. Abromaitis may also have an opinion on running the fans at variable speeds.

Finance Committee

- Mr. Gould reported next meeting will address the Personnel Budget and the rest of the revenue type items. (Imperative revenue for tuition is calculated properly).
- Two actions necessary to get us to a balanced budget. Only give Financial Aid to amount received as Diocesan Aid and execute a policy that if the principal should need to exceed over 20% of the targeted budget line for a planned or unexpected expense the school board Finance Committee is notified.
- Mr. Lombard confirmed \$100,000 from Diocese would continue next year.
- Tuition collection going very well, below 4% in arrears.
- The Budget is due to the Diocese by the end of May.
- April 22nd @ 7 PM^{is} the next Finance Meeting.

The Financial Aid Committee per Mr. Gould will have an In-Service Meeting with Mr. Lombard either the 28th or 30th of April and then a meeting on the 5th or 7th to go over actual names and some financial aid from FACTS. Mr. Gould will e-mail Mary Gavin and Lew Benton regarding the meetings.

School Liaison Reports

St. Mary's-St. Alphonsus

- Mr. Leone reported that St. Mary's-St. Alphonsus meeting is March 30th. He also was aware that on the table for discussion Monday was the board's concern about active recruiting down to our school, taking away students from their 6, 7, and 8 grades.
- Mr. Leone will pick up two Phonathon letters from Sally on Monday.

St. Clement's

- Next meeting the last week in April.
- Mr. Gould spoke with Laura Darcy, who is the President of the Board. She is very interested in calendar coordination, having our High-School students available for service to their students or parish, and in favor of an annual gathering.

St. Mary's

- Mr. Shea unable to attend meeting.

Principals Report

- Mr. Lombard reported total enrollment, new applications received for next year is 36 and 6th grade has 27.
- All but two students have applied for college acceptance and we are over the four million dollar mark for scholarships.
- This month standardized testing being administered in grades 6.7, and 8.

Review/Reconsideration of Tuition Credit Guarantee Program

- Enrollment Committee has not met yet to give a report, therefore Dr. Weeks suggested we hold off until that group looks at it and gives their opinion. The Board agreed.

Current Tuition Policy and Scholarships

- Each of our feeder schools will receive two scholarships to be awarded at graduation. It will be based on grade point average (GPA) to their number 1 and number 2 students, who will make application and attend Saratoga Central Catholic. In the event only 1 student or none attend SCC, the scholarship does not descend and if the student chooses not to come to SCC the scholarship is forfeited.
- The Entrance Exam includes our 8th graders. Scholarships are awarded to the highest two students in the 5th and 8th grades, who are taking the test. The scholarships are for their entire Middle School or High School career.
- The policy for more than one student in a family attending SCC is 10% off the second student's tuition, and another 10% off tuition of the third child.
- St. Clement's asking if the discount could be shared if one child in SCC and the other child in a feeder school. Dr. Weeks suggested the Finance Committee and Enrollment Committee look into this, and come back to it our next meeting.
- Diocesan employees outside of our school receive half tuition and employees of Saratoga Central's children go free. Talks will continue.

Board Constitution and By-Laws

- Dr. Weeks handed out a list of the Standing Committees. These committees will go on the proposed constitution that is on the web and at the next meeting we will officially be able to vote on it.

Discussion/Review of Joint School Board Meeting (3-4-2014)

- The meeting went well and will be done annually with us hosting the event.

Additional /Agenda Items

- In the Alumni letter the figure of total cost per student of \$9,800 is incorrect and will no longer be used.
- Mr. Lombard to check with Mr. Naughton on the Tuition contract
- Mr. Benton made some suggestions regarding Alumni Fundraising, the database of the Alumni and reiterated the importance of sending out a Thank You letter immediately.

Mr. Benton offered a closing prayer.

There being no further business, the meeting was adjourned at 9:05PM

Future Meeting Dates:

April 24, 2014

May 15, 2014

June 19, 2014