

Saratoga Central Catholic School

Minutes of the Meeting of the Board of Trustees held on May 12, 2016
6:30 pm

Members in Attendance:

Stan Weeks, Chairman
Michael Naughton, Vice Chair
Lew Benton
Erin Callahan
Fr. Tom Chevalier
Fran Dingeman
Jerry Leone
Dawn Martinez
Dan Shea
Becky Stauffer
L. Stephen Lombard, Principal

Other Attendees:

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

The meeting was called to order by Dr. Weeks.

Fr. Tom offered an opening prayer.

Mr. Shea moved to approve the minutes of the April 14th meeting. Mrs. Stauffer seconded the motion and it was unanimously approved.

Dr. Weeks welcomed guests, Mary Guarnieri and Tom Gould.

A presentation and group discussion of the fourth draft of the Strategic Plan was presented by Dawn Martinez. The Board went over the draft section by section and made edit suggestions in every section. Dawn invited the Board to send additional thoughts to her by email. A fifth draft would be prepared and sent to everyone so the Board can vote on the fifth draft as a final draft at the June meeting.

State of the School Report was presented by Mr. Lombard

- Mr. Lombard reported that current enrollment is 249.
- Mr. Lombard reported that tuition in arrears is considerably more than we budgeted for the current school year. The budget was based on 250 students. Mr. Lombard added that he was paying close attention to that issue. Mrs. Stauffer suggested an early discussion of a payment plan with the family if a student's tuition is not up to date. A discussion ensued as Dr. Weeks posed the question of whether we were budgeting too optimistically. The discussion closed with assurance that our Finance committee is giving this full attention.

Committee Reports

Development Committee

- Mr. Benton reported that the committee met on May 9th and then asked Mary Guarnieri to give the meeting report to the Board.

- Mary Guarnieri reported that 85 Tuition Raffle tickets had been sold to date. Information was included in the bulletins of 11 local churches. The drawing will be held May 26th.
- The Alumni Appeal is up to \$28,414 to date. Phone calls will be made by the end of June from home by Mrs. Guarnieri, Ms. Izzo, Mr. Benton and Becky Stauffer to reach back to regular donors who hadn't responded to the initial appeal.
- Efforts will be taken to start anew with the collection of information for the Alumni Data Base and Razor's Edge.
- The Golf Tournament is scheduled for Friday, May 27. A total of \$20,600 has come in for golf. \$12,875 in pledge sponsors have not yet come in. We have 22 new sponsors this year. Expenses are expected to be \$12,450. We will end up over our budgeted net of \$15,000.

Finance Committee

- Jerry Leone reported that there was no official meeting.

Facilities Committee

- Dan Shea reported that there was no meeting
- Dan reported that Skidmore donated furniture for the lobby of the school. There were plans to have it recovered in school colors.

Financial Aid Committee

- The Financial Aid Committee did not meet.
- Ellen Bailey and Steve Lombard have downloaded applicants for a financial aid eligibility spreadsheet that ranks students on community service, etc.

Strategic Plan Committee

- Mrs. Martinez discussed the fourth draft at the beginning of our meeting.

Mission Enhancement Committee

- Mr. Lombard and Mrs. McHale are working on scheduling a meeting with Parish Priests and Life Directors and were waiting back for their input and responses

Enrollment Committee

- The Committee met informally to discuss issues raised regarding enrollment efforts.

Nominating Committee

- Mr. Leone reported that two people considered for the Board have expressed interest and are filling out applications.
- It was acknowledged by the Board that we need parents on the Board.
- Stan Weeks reported that he called Board Member Kathy Carson. Kathy has been going through 5 chemo treatments. She is officially on the Board through September and would like to continue on the Board.
- Jerry Leone is on the Board through October but asked to step aside in June because of increased job responsibilities.
- Mary Gavin is on the Board through October.
- Board officers need to be elected at the June meeting.
- There will be 2 openings at the end of June, one in September and one in October. In total, there is a potential opening for 4 with one Board Member being a parent.

School Liaisons

St. Mary/St. Alphonse

- Jerry Leone attended a meeting at St. Mary/St. Alphonse and reported that they need additional Board Members.
- Seven teachers and two staff members will be retiring.
- They are getting a new Vicar
- They are undergoing a Capital Campaign for a new roof.
- They raised teachers' salaries through preschool.
- They raised \$28,000 through the Race for Education, a substantial increase from last year.

St. Clement's School

- Mary Gavin was not present to report on St. Clement's School
- Mrs. Stauffer reported that St. Clement's Gala is May 13.

St. Mary's School

- Dr. Weeks reported on St. Mary's. Grades 3 and 5 were tested on the Common Core. Less students opted out this year than last year.
- Stewarts gave a grant for stone for the playground.
- They have a golf outing on June 6.
- St. Mary's is looking for 80+ golfers.
- Brian Lee's daughter is going to the National Robot Institute.
- A parent asked why they don't publish results of their fundraising efforts. Our Board had a brief discussion on the same topic and decided to discuss it more at the next meeting.

Additional Agenda Items

- Coach Lambert just achieved his 500th win. The Board decided to give him a gift certificate and a Proclamation at the Awards Ceremony. Board members each gave a donation. Coach Lambert has been coaching 28 years.

At 8:40 p.m., the meeting was adjourned with a prayer offered by Fr. Tom.

The next board meeting is scheduled for Thursday, June 9th at 6:30 p.m.