

**Saratoga Central Catholic School**  
**Minutes of the Meeting of the Board of Trustees held on November 21, 2013**

**Attendees:** Stan Weeks, Chairman  
Jerry Leone, Vice Chairman  
Kathy Carson  
Tom Gould  
Fr. Dominic Ingemie  
Stephen Keeney  
Michael Naughton  
Dan Shea  
Stephen Lombard, Principal  
Sandy Tarkelson, Director of Development

**Guests:** None

The meeting was called to order by Dr. Weeks.

Dr. Weeks offered a prayer.

Tom Gould made a motion to approve the minutes of the October 24 meeting. The motion was seconded by Mr. Leone and unanimously approved.

**Advancement/Development Committee Report**

- Mrs. Tarkleson reported on plans for the Winter Gala event to be held on January 31 at the Saratoga National Golf Club.
- Mrs. Tarkleson reported that contributions have been made to the Beson Memorial Fund.
- Mrs. Tarkleson that the Raisers Edge program has been purchased and that she will attend training programs for this software.
- Mrs. Tarkleson suggested additional fundraising activities for consideration.
- Mrs. Tarkleson reported that the Smiles for Life fundraising literature has been released.
- Dr. Weeks will chair the Advancement/Development Committee, with Lewis Benton, Mary Gavin, Kathy Carson and Sandy Tarkleson as members.

**Principal's Reports:**

- Mr. Lombard presented an enrollment report. Current enrollment is 220 students.
- Mr. Lombard reported that 36 families attended the November 5 Open House. There were an additional 4 phone contacts.
- Mr. Lombard reported that there will be 2 Open House dates during Catholic Schools Week---Tuesday and Thursday, January 28<sup>th</sup> and 30<sup>th</sup>, 9am-noon.
- Mr. Lombard reported that 21 fifth graders and 36 eighth graders took the Entrance/Scholarship Exam on November 16<sup>th</sup>. Significant scholarship dollars are given to the two highest scoring students on these exams.
- Mr. Lombard reported that Mrs. Barnes held a College Preparation Night that was well received.

**The Capital Campaign report was given by Mr. Gould**

- **A thank you event was held on November 19<sup>th</sup>.**
- **Total amount raised thus far was reported @ \$145,000.**
- **Fund balance after payment of sign and parking lot work was reported.**
- **Final projects to be completed next spring.**

**The Enrollment Committee report was given by Mr. Naughton**

- **Mr. Naughton has a committee and they met this week**
- **The committee will draft a survey to be prepared by parents in our partner schools.**
- **The committee will lead in obtaining student speakers at Mass for Catholic Schools Week (Mrs. McHale has expressed interest in helping in this effort). It was suggested that both elementary and high school students be considered to speak jointly.**

**The Facilities Committee report was offered by Mr. Shea**

- **The board was updated regarding progress on the sidewalk repairs and sign upgrade projects. Concrete work will be delayed until spring.**
- **The City will remove sidewalks in the spring.**
- **There may be a potential for donation of trees.**
- **There are needed chimney repairs.**

**The Finance Committee report was presented by Mr. Gould**

- **Tuition and development revenues were discussed. Committee will develop policy recommendation regarding collection of tuition.**
- **Budgeted expenses were reviewed.**
- **Final budget is due to the Diocese later this year, but no final date has been set. Budget process needs to be accelerated for next year.**
- **Finance Committee will consider several suggestions regarding tuition as related to early decisions and payments.**

**The Financial Aid Committee did not meet and does not anticipate meeting until winter.**

**School Liaison Reports:**

- **Mr. Leone will attend St. Mary's/ St. Alfonse Board meetings.**
- **Tom Gould attended a St. Clement's Board meeting and summarized that meeting.**
- **Mr. Shea will attend St. Mary's Board meetings.**

**Proposed Changes to By-Laws**

- **Mr. Lombard shared a letter from Superintendent Pizzingrillo regarding proposed by-law changes. The Diocesan School Board is concerned that a Mission Enhancement Committee is not included as a Standing Committee of the Board. Our Board then agreed unanimously to change the name and focus of the Enrollment Enhancement Committee to the Mission Enhancement Committee. That change will be made to the proposed by-laws on the web site and ratified in 30 days via E-mail vote.**

**New Business:**

- **Dr. Weeks reported that Superintendent Pizzingrillo has scheduled a joint board meeting with the other Diocesan High Schools Boards on December 11<sup>th</sup>. Please RSVP to the diocesan school office, and copy Dr. Weeks for his information.**

**There being no further business, the meeting was adjourned at 8:15 pm.**

**Future Meeting dates:**

**December 19, 2013**

**January 16, 2014**

**February 27, 2014**

**March 20, 2014**

**April 24, 2014**

**May 15, 2014**

**June 19, 2014**

