

Saratoga Central Catholic School
Minutes of the Meeting of the Board of Trustees held on November 20, 2014

Members in Attendance:

Stan Weeks, Chairman
Jerry Leone, Vice Chair
Mary Gavin, Secretary
Lew Benton
Fr. Tom Chevalier
Jenn Claeson
Kathy Carson
Fran Dingeman
Michael Naughton
Becky Stauffer (appointment pending approval from Bishop)
L. Stephen Lombard, Principal

Other Attendees:

Thomas Gould

The meeting was called to order by Dr. Weeks.

- Dr. Weeks offered a prayer.
- Ms. Carson made a motion to approve the minutes of the October meeting. The motion was seconded by Mr. Leone and unanimously approved.

State of the School Report was presented by Mr. Lombard

- Enrollment is 240 (an increase of 3 over last month).
- Mr. Lombard reported on tuition arrearages.
- Mr. Lombard provided the board with a summary of attendees at the recent Open House. Mr. Lombard expressed his appreciation to Mr. Naughton and the Enrollment Committee for their assistance in making the Open House a success.
- Mr. Lombard reported that he has done further research regarding uniform decisions and costs and is continuing to investigate options that are appropriate and affordable.
- The 6th grade classroom is now complete, and they are occupying it. It has been a very successful arrangement.
- Mr. Lombard reported that his annual review will be upcoming and that board members will be surveyed in connection therewith.
- Mr. Lombard reported that a potential new board member is being recruited and he will advise the Nominating Committee when that application is received so that they can meet to evaluate it.

A discussion was initiated regarding the school's policy regarding tuition assistance to children of staff and Diocesan employees. Mr. Lombard reported the number of students currently in the school to whom the discounts apply. Jennifer Claeson provided the results of a survey of the tuition relief policies for employees of other private and Catholic schools in the area. That survey indicated that many of the schools surveyed have recently make changes to this policy. This survey also indicated

that the discount policies offered by other schools are not as generous as the current SCC policy. Mr. Leone presented a recommendation from the Finance Committee regarding this issue. The board expressed strongly that those students already in the school not be impacted by any change in policy.

Mr. Leone made a motion to accept the recommendation of the Finance Committee to revise our tuition policy handbook for the 2014- 2015 academic year to reflect that children of employees will be discounted by 75%, with a lock on tuition from the time the student enters SCC. The tuition for children of employees will not change even if tuition increases during the time the student is enrolled at SCC. The tuition for children of Diocesan employees will receive a 50% discount. All students currently enrolled at SCC will be grandfathered under the current policy. The motion was seconded by Ms. Gavin and unanimously approved.

Mr. Lombard presented a new policy of the New York State Public High School Athletic Administration regarding the eligibility of transfer students to participate in sports. Previously, our course offerings made it possible for student athletes to transfer to SCC without having to defer a year of participation in sports, but the change in NYSPHSAA policy will preclude us from that protection in the future. The board expressed a desire that Mr. Lombard advise our families about the risks of loss of athletic participation.

Mr. Lombard extended an invitation to the board to participate in the BOCES Thanksgiving luncheon which is being held tomorrow at the Parish Center at 11:30 a.m.

Nominating Committee

- Mr. Leone reported that we are waiting the Bishop's approval of Mrs. Stauffer as a board member.

Capital Campaign Committee

- Mr. Gould reported that thank you notes have been sent to donors.
- Mr. Gould reported that a public recognition of donors (signage) is being coordinated.

Enrollment Committee

- Mr. Naughton reported on the success of the Open House and expressed his thanks for the members of the committee that participated, guided tours, assisted in community work (flyers, lawn signs). He also commended Mrs. Bailey for her coordination efforts.
- Mr. Naughton reported that the next Open House will be held in February and will work to improve the evening for the next round of visitors.
- Mr. Lombard reported that follow-up notes have been sent to the participating families, and that 8 "spend-a-days" were scheduled as a result of the Open House. Two students have enrolled in the school.
- Mr. Benton asked whether we can place brochures in the vestibule of St. Peter's Church. Fr. Tom indicated that he thought some was there but would confirm and advise the Enrollment Committee.

Development

- Mr. Benton reported that he had asked that Raiser's Edge work is underway. Mr. Lombard believes that contact data for approximately 3,000 persons have been entered into the program.
- Mr. Benton reported that the first edition of the newsletter will likely be issued shortly before Thanksgiving. It will be shared with the board electronically prior to general distribution.
- The gala is scheduled for January 30th at Saratoga National Golf Club. The board supported some revisions the Development Committee recommended for the event.

Facilities Committee

- Mr. Shea was not present and no report was provided.

Finance Committee

- Mr. Leone reported that the Finance Committee reviewed the results of operations to-date and were satisfied with the financial performance thus far this year.

Mission Enhancement Committee

- Ms. Claeson reported that the committee will work with teachers to identify a bible verse/Christian reading to be placed in each classroom
- a school scripture
- Ms. Claeson reported that the committee will work on the school's accreditation with regard to Catholic identity, character education, etc.

Financial Aid Committee

- Ms. Gavin reported that the committee did not meet this month.

School Liaison Reports:

- Mr. Leone reported on the SMSA meeting of November 11. He said that their board reported on the new Diocesan board president. Their fundraiser is on December 7th. They, too are looking at capital improvements to their building.
- Dr. Weeks reported on the St. Clement's board meeting, which included a discussion of the mission statement. They reported that enrollment is 300. They have decided to move their Spring Ball back to the Casino at a rate of \$100 per ticket. They are currently selling raffle tickets at \$50 each for cash prizes. Dr. Weeks reported that the board had some questions on the Fr. Ingemie scholarship. Ms. Claeson has drafted information on the Fr. Ingemie Scholarship for distribution to the feeder schools.
- Mr. Shea was not present to report on the St. Mary's board meeting.

Dr. Weeks invited Mr. Benton to further discuss the funding of the Fr. Ingemie scholarship fund or some other fund to provide tuition assistance to needy children. Mr. Benton agreed to prepare a more comprehensive plan for the effort to share with the Development Committee and/or the board.

Dr. Weeks asked whether the board would consider a change in the meeting date from the third Thursday of the month to the second Thursday of the month, so that our meetings do not conflict with the Chamber of Commerce meetings beginning after the first of the year. The board agreed that this change was acceptable.

At 8:24 p.m., the meeting was adjourned with a prayer offered by Fr. Tom.

Future Meeting dates:

The December board meeting will be held on December 18th at 6:30 p.m. Beginning with the January meeting, board meetings will be held on the second Thursday of each month at 6:30 pm in the school. This is a change from the previously published schedule.