

**Saratoga Central Catholic School**  
**Minutes of the Meeting of the Board of Trustees held on September 26, 2013**

**Attendees:** Stan Weeks, Chairman  
Kathy Carson  
Mary Gavin (arrived at 6:40)  
Tom Gould  
Fr. Dominic Ingemie  
Stephen Keeney  
Michael Naughton  
Stephen Lombard, Principal  
Sandy Tarkelson, Director of Development

**Guests:** Jaimie Delaney, 12<sup>th</sup> grade student

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 August 29, 2013 meeting. The motion was seconded by Mike Naughton. The minutes of the August 29 meeting were unanimously accepted and will be posted on the School Web Site.

Ms. Delaney made an informational presentation about the school's Peer Ministry program. She described some of the program's current work and their members' desire to pursue additional service opportunities, including a Spirit Week. The board enthusiastically supported the idea and urged the Peer Ministry group to work with the church outreach programs to further their goals. Mr. Lombard agreed that a Spirit Week could be held in early November or late February.

**Principal's Reports:**

- Mr. Lombard presented an enrollment report.
- Mr. Lombard presented a detailed report of tuition revenue
- Mr. Lombard presented a summary of ELA and Math Assessment results for the middle school. Mr. Keeney suggested we generate a report that tracks prior year to current year results on a student-by-student basis. Mr. Lombard agreed to generate that report to share with the board.
- Mr. Lombard reported SCC has been invited to attend the Rotary Club luncheon on October 20<sup>th</sup>. Tickets are \$40.
- Dr. Weeks asked whether SCC is accredited by the Middle States Commission on Secondary Schools. Mr. Lombard reported that we are accredited and that the Diocese has elected to move forward with accreditation on a coordinated basis for all Diocesan High Schools. More information will be provided as it is available.

The Advancement and Development Committee Report was offered by Mrs. Tarkelson.

- 104 golfers played in the Fr. Bondi golf outing. Appreciation was offered to Mike Naughton, Mark Welcome and other member of the Golf Committee for a successful event.

- Mrs. Tarkelson reported that her goals for the year included the formation of relationships with potential donors.
- Mrs. Tarkelson reported that the Hoopla event will be held in February (date to be announced)
- Mr. Keeney reported that Global Foundries has announced that its grant period is open until the end of October. Mrs. Tarkelson will follow-up so that SCC can submit a grant application.

The Capital Campaign report was given by Tom Gould.

- Fund balance was reported.
- Next work to be completed will be the concrete repairs and blacktop
- Mrs. Tarkelson will begin to make plans for a social event to thank our donors
- Next meeting of the committee will be 10/8 at 7:30 am at the Triangle Diner

The Enrollment Committee had no report.

The Facilities Committee report was offered by Dr. Weeks.

- The board was updated regarding progress on the sidewalk repairs and sign upgrade projects. Targeted completion date is this fall, subject to receipt of necessary approvals from the city.

The Finance Committee Report was presented by Mr. Gould

- Tuition and development revenues were discussed.
- Budgeted expenses were reviewed with a focus on the cost of the additional faculty person
- Final budget is due to the Diocese in October.
- Next meeting of the committee will be on Thursday, October 10 at 4 pm in the Rectory.

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

The Nomination Committee work was reported by Dr. Weeks.

- He reported that there are two potential new board members (resumes for these board members were circulated to the board by email). The board will review the resumes and vote on their acceptance to the board at our next meeting.
- We are seeking new board members, particularly parents of recently graduated students.

School Liaison Reports were not provided.

**New Business:**

Following up on his request from the August 29<sup>th</sup> meeting that board members review the school's By-Laws and Constitution, Dr. Weeks presented language from section 4.1 of the school's By-Laws which pertains to board membership. After discussion by the board, Mr. Gould moved that Section 4.1 be revised to provide for a board of no fewer than nine (9) and no more than thirteen (13) members, of which parents, grandparents and legal guardians of current students shall not comprise more than one-third. The

**motion was seconded by Fr. Ingemie and unanimously approved. The change must be approved by the Superintendent and will be forwarded to him by Mr. Lombard.**

**Mr. Gould presented a list of Roles and Objectives of the School Board.**

- **After review and discussion, it was determined that the board should develop a list of evaluative data we would like provided (student performance, test scores, etc.). Ms. Gavin agreed to obtain/draft a sample report.**
- **The board discussed our desire to maintain strong relationships with our parish schools, and to maintain an academically-talented student body. After discussion of these objectives, Ms. Gavin moved to grant a \$1,000 scholarship to the two top-ranked fifth grade students at St. Clement's Regional Catholic School and to the two top-ranked fifth grade students at St. Mary's School (Ballston Spa) for each year of middle school (6<sup>th</sup> grade, 7<sup>th</sup> grade and 8<sup>th</sup> grade) should those students choose to attend SCC; and to grant a \$1,000 per year scholarship to the two top-ranked eighth grade students at Saratoga Central Catholic and the two top-ranked eighth grade students at St. Mary's / St. Alphonsus for each year of high school (9<sup>th</sup> grade, 10<sup>th</sup> grade, 11<sup>th</sup> grade and 12<sup>th</sup> grade) should those students choose to attend SCC. The scholarships would be called the Fr. Dominic Ingemie Scholarship. Mr. Gould seconded the motion and it was unanimously approved.**
- **Committee names were discussed. The By-Laws currently provide for seven committees:**
  1. **Executive Committee**
  2. **Mission Enhancement Committee**
  3. **Policy and Planning Committee**
  4. **Building and Grounds Committee**
  5. **Finance Committee**
  6. **Nominating Committee**
  7. **Development Committee**

**After discussion the board recommended that the Mission Enhancement Committee be renamed the "Enrollment Management Committee", that the Building and Grounds Committee be renamed the "Facilities Committee" and the Policy and Planning Committee be eliminated. This change will be ratified in November after notice is given to the Superintendent.**

**The board adjourned for a brief executive session.**

**There being no further business, the meeting was adjourned at 9:05 pm.**

**Future Meeting dates:**

**November 21, 2013**

**December 19, 2013**

**January 16, 2014**

**February 27, 2014**

**March 20, 2014**

**April 23, 2014**

**May 15, 2014**

**June 19, 2014**

