

**Saratoga Central Catholic School**  
**Minutes of the Meeting of the Board of Trustees held on September 18, 2014**

**Members in Attendance:**

**Stan Weeks, Chairman**  
**Jerry Leone, Vice Chairman**  
**Mary Gavin, Secretary**  
**Lew Benton**  
**Jenn Claeson**  
**Kathy Carson**  
**Fr. Tom Chevalier**  
**Francine Dingeman**  
**Michael Naughton**  
**Dan Shea**  
**L. Stephen Lombard, Principal**

**Other Attendees:**

**Beth Moeller**  
**Thomas Gould**

The meeting was called to order by Dr. Weeks.

- Dr. Weeks offered a prayer.
- Dr. Weeks introduced our newest board member, Mrs. Jenn Claeson. The board welcomed Mrs. Claeson.
- Mr. Shea made a motion to approve the minutes of the June meeting. The motion was seconded by Ms. Dingeman and unanimously approved.
- Dr. Weeks introduced Beth Moeller, who presented information on her work on the school's website and communication efforts. Mrs. Moeller is the owner of Interactive Media Consulting, which is headquartered here in Saratoga Springs. She is helping SCC improve the communication that the school sends to our constituency. Mrs. Moeller has assisted in the development of a standard form of communication for weekly notes and for periodic "need to know now" information (such as "Afterschool activities are canceled due to weather"), and has implemented a proof-reading function so that we can mitigate errors in our communications. In addition, Mrs. Moeller is working with staff to segregate our mailing lists so that communications go to the group impacted (i.e. emails regarding graduation practice will be sent only to seniors). In addition, Mrs. Moeller is working with our staff on updates to the website. To move forward with that, we will need some photos of current students and a written history of the school. Ms. Gavin recommended that Ms. Tarkelson reach out to Elizabeth Macy at Image to see whether she would be willing to donate some time to take candid photos of existing students to be used for the website. Mr. Lombard said that he has the school's written history and will provide it to Mrs. Moeller.

State of the School Report was presented by Mr. Lombard

- Enrollment is 235.
- Mr. Lombard reported on Meet the Teacher Night and the 6<sup>th</sup> Grade Parent Meeting. 115 families were represented at Meet the Teacher Night. Nearly 2/3 of the sixth grade families attended the 6<sup>th</sup> Grade Parent Meeting.

- Mr. Lombard reported on the “Ready to Learn. Ready to Lead.” Program. Several SCC students will be volunteering at the event, which will be held at Skidmore College on October 10<sup>th</sup>.
- Mr. Lombard reported on the planned trip to Costa Rica over February break. Presently 22 students have signed up for the trip, which is being sponsored by our Spanish and Science programs.
- Mr. Lombard reported that Maria College has invited us to apply for a Learning Enhancement Grant. The grant application will be prepared by Mr. Ostrowski and Mr. Lombard.
- Mr. Lombard reported on the success of the boys’ soccer program. He also reported that 17 girls are on the roster for the girls’ soccer program. He reported that all volleyball teams are playing well. Mr. Lombard reported that 7 SCC students participate on the Holy Trinity team, and 6 girls on the cheer squad. Mr. Lombard reported that both the boys and the girls’ cross country teams placed second (of 7) in their meets last weekend.

Mr. Naughton commented on the success of the 6<sup>th</sup> Grade Parent Night, and commented that parents at that meeting were referred to the website for responses, which highlights our need for someone to be responsible for frequent updates to the website. Ms. Gavin suggested that we ask Mrs. Moeller to draft a “job description” for the communications person position. After reviewing that description, the board may consider seeking a volunteer from among our community.

#### Nominating

- Mr. Leone reported that a qualified candidate has submitted the requisite paperwork to become a board member.

#### Development

- Mr. Gould deferred a discussion of the sidewalk cost issue to the Facilities Committee

#### Enrollment

- Mr. Naughton reported that the enrollment committee has grown to twelve.
- He also reported on the committee’s discussion about the use of social media as we move forward. The board discussed the possibility of establishing a facebook page.

#### Development

- Mr. Benton reported that the committee has not met, but that he has worked on a draft of a strategic plan for development.
- Mr. Benton indicated that the Development Committee should be integrally involved in the development of the proposed Alumni Newsletter.

#### Facilities Committee

- Mr. Shea reported on the status and costs of the sidewalk project. The project is over-budget, and was referred to the Finance Committee for potential solutions.
- Mr. Lombard reported that the Diocese is being asked to cover the cost of the tree removal, as that was a safety issue.
- Mr. Shea reported on future planned projects:
  - Cleaning and minor repair of foundation, staining of concrete
  - Handrails on north side of the building may be replaced by a donor, though we would be responsible for the installation

- Roof work is underway to eliminate the sloping issue that was causing water to accumulate.
- Heat for the gym remains a priority item. Alternatives to adding a zone to the existing boiler will be investigated.
- Painting of cafeteria
- Replacement of carpet in the foyer

Mr. Naughton recommended a call for volunteers to paint the cafeteria. Mr. Shea agreed that was a useful suggestion.

#### Finance Committee

- Mr. Leone presented the 2014/15 budget. The board discussed the amount of financial aid awarded and the potential to change the policy regarding student discounts. Mr. Leone made a motion to approve the budget as submitted. The motion was seconded by Ms. Gavin and unanimously approved.

#### Mission Enhancement Committee

- Dr. Weeks reported that Ms. Carson, Mrs. Claeson and Mrs. Deb McHale have all agreed to participate in the ME Committee. Their goal is to enhance the Catholic presence of the school. They are working on a review of the mission statement.

#### Financial Aid Committee

- Ms. Gavin referred the board to a summary of financial aid that was distributed by Mr. Leone.

#### School Liaison Reports:

- Mr. Leone attended the SMSA meeting and reported on enrollment. He mentioned that SMSA put a letter out to parents introducing the board members and inviting parents to attend the meeting. Mr. Leone suggested we consider such a letter.
- Mr. Gould did not attend a board meeting at St. Clement's, and Dr. Weeks asked the board for volunteers to be the liaison to St. Clement's. Mr. Naughton made a recommendation which the board will consider next month.
- Mr. Shea was unable to attend St. Mary's meeting.

Dr. Weeks had previously distributed a list of board goals for the year. No further discussion was deemed needed.

Dr. Weeks reported that the Saratoga Knights of Columbus has agreed to host a fundraising dinner to benefit SCC's capital campaign. The dinner will be held on October 16<sup>th</sup> at the Knights of Columbus. Mr. Shea recommended that the board attend. Dr. Weeks suggested we meet at the K of C for dinner and follow dinner at 7:00 pm with our board meeting, which can be held at the K of C. Dr. Weeks recommended that the school enthusiastically market the dinner.

Dr. Weeks commended Mr. Lombard on the communication to board members which was sent out last week. We will expect those communications each week, except for weeks during which there is a board meeting.

Ms. Dingeman introduced the Saratoga International Flavorfest which is being held on Saturday October 11<sup>th</sup>.

**Dr. Weeks advised that the board member commissioning will be scheduled soon.**

**At 8:36, the meeting was adjourned with a prayer offered by Fr. Tom.**

**At the conclusion of the meeting, Mr. Lombard led the board members on a tour of the building.**

**Future Meeting dates:**

**Board meetings will be held on the third Thursday of each month at 6:30 pm in the school, except for the October 16<sup>th</sup> meeting, which will be held at 7:00 pm at the K of C.**