

Saratoga Central Catholic School
Minutes of the Meeting of the Board of Trustees held on October 8, 2015
6:30 pm

Members in Attendance:

Stan Weeks, Chairman
Michael Naughton, Vice Chairman
Mary Gavin, Secretary (arrived at 7:00 pm)
Lew Benton
Fran Dingeman
Jerry Leone
Dawn Martinez
Becky Stauffer
Dan Shea
L. Stephen Lombard, Principal

Other Attendees: **Sandra Tarkleson, Director of Development**
 New SCC Faculty Members:

Katherine Schmidt	9th and 10th Grade ELA and Writers Workshop
Allen Hills Jr.	Advanced Placement History & Economics, American History 7, U. S. History, Government
Lauren Barnes	6th graders in ELA, Writers Workshop 6, World History 6
Kimberly Waters	Covers Mrs. Holmes' classes while she is on leave (World History 6, Writing Workshop 6, ELA 6)
Stephen Karandy	Global History 9 & 10
Brett Simpson	Middle School Physical Education and Health and High School Health. Assistant Coach on the Varsity Soccer team as well as Coach for Modified Basketball and Baseball.

The meeting was called to order by Dr. Weeks.

Dr. Weeks offered an opening prayer.

Mr. Shea moved to approve the minutes of the August 13' 2015 meeting. Mr. Leone seconded the motion and it was unanimously approved.

The board welcomed the new faculty members. Each of the new faculty members was introduced to the board and provided a description of their experience thus far at SCC.

State of the School Report was presented by Mr. Lombard

- Mr. Lombard thanked the board for attending the Diocesan Board Commissioning
- Mr. Lombard reported that current enrollment is 255
- Mr. Lombard commented on the strength of the Peer Ministry program, and the peer leaders who participated in the 6th grade retreat
- Mr. Lombard reported that the Varsity Golf Team is on a 59 match win streak, won the WAC Cup, and sectionals. The board offered their congratulations to the Golf Team.

- Mr. Lombard distributed a list of dates for school activities including weekly rosary, college fair, drama club fundraiser, and NHS/NJHS induction ceremony.

Dr. Weeks made note of the recent correspondence regarding the change the Diocese is making away from some elements of Common Core. Mr. Lombard explained that while SCC and other Diocesan schools will follow the Common Core standards, the testing will be adjusted. Mr. Lombard reported that this change is, in part, to provide teachers with more timely feedback of test results. Previously, the Common Core ELA and Mathematics results were not provided in time to be useful for planning purposes.

Advancement Committee

- Mr. Benton reported on the Development Committee's recent meeting.
- Ms. Tarkelson reported that funds raised to date for the Diocesan Walk total \$7,700. Additional receipts are expected.
- Ms. Tarkleson reported that grant applications have been submitted to the Saratoga Casino & Raceway Foundation and to another entity for AEDs.
- Mrs. Martinez provided a report on the progress of the gala committee. The gala has more than 20 volunteers this year, which is a significant increase over last year.
- Mr. Benton advised that he has drafted a Foundation/Donation Guide, which Mr. Lombard will circulate to the board by email for review and discussion at a later meeting. The purpose of the guide is to have a resource which identifies potential sources of grants and donations.

Finance Committee

- Ms. Gavin reported that the Finance Committee met on Tuesday, October 6 to review the draft budget which was presented by Mr. Lombard.
- The Committee did a line-by-line review of the budget, made adjustments as needed, and noted that: tuition and fees are sufficient to cover salaries and benefits, the funds raised from the Winter Gala will be used for science and technology programs, and the bottom line is "breakeven". These were identified as important goals of the Committee.
- Dr. Weeks reported that the Finance Committee recommended the budget to the full board for approval. Ms. Gavin made a motion to accept the budget, which was seconded by Mrs. Stauffer. After some discussion of the breakdown of planned fundraising revenues, the budget was unanimously approved.

Facilities Committee

- Mr. Shea expressed appreciation to the Knights of Columbus for their work on the foundation enhancements that were done to the school building
- Mr. Shea reported that several of the improvement projects planned will be self-performed by Mr. D'Ambro.
- Mr. Shea reported that flooring and carpet upgrades are among the highest priorities, as is the sealing of concrete.
- Mrs. Tarkleson will look for grant opportunities for new lockers.

Financial Aid Committee

- Ms. Gavin reported that the committee has not met since our last board meeting, but that now that aid has been fully-awarded, she will meet with Mr. Lombard to review the actual allocation versus the planned allocation of aid and will report variances, if any, back to the board.

Strategic Plan Committee

- Mrs. Martinez reported that an updated draft was reviewed by the Committee, modified and will be submitted to the full board prior to the next meeting.
- Mrs. Martinez reported that Mr. Lombard has asked that some faculty and staff members be invited to join the committee.

Mission Enhancement Committee

- Dr. Weeks reported that draft mission statements will be circulated to the board shortly for review.
- Dr. Weeks reported that the committee proposed a “Catholic” summer reading list, which was shared with Ms. Crowther.
- Dr. Weeks reported that the committee is focusing on student involvement in parish activities, possibly establishing a “prayer book” that could be used for intentions for the school’s Friday masses, and potentially including a “thought for the week” from a student to be included in the weekly notes home.

Enrollment Committee

- Mr. Naughton reported that the next Open House will be held on November 18th. The committee will participate in that Open House.
- Mr. Naughton distributed (by email) a draft of the new lawn signs advertising the open house. The board agreed that the new sign is much improved.
- Dr. Weeks stressed that having met their goal of 250 students, the committee is investigating further goals, with the balance of growing in size while maintaining and enhancing quality.

Nominating Committee

- Mr. Leone advised that the committee had not met as there are currently no nominees under consideration.
- Dr. Weeks reminded the board that three members (Carson, Gavin and Leone) will cycle off of the board at the conclusion of this school year.

School Liaisons

- Mr. Leone reported that he attended both the September and October meetings at SMSA. He has met the new principal, who appears to have a number of upgrades underway. The SMSA pre-school currently has 90 enrollees, and a plan to retain those students through kindergarten and elementary school is being actively developed.
- Ms. Gavin did not attend the St. Clement’s meeting.
- Dr. Weeks did not attend the St. Mary’s meeting.
- Dr. Weeks reported that Steve Towne will no longer be our Diocesan School Board liaison, with our new liaison being Greg Vandenburgh. The board looks forward to meeting Mr. Vandenburgh.

At 8:00 p.m., the meeting was adjourned to Executive Session.

At 8:55 p.m., the meeting was adjourned with a prayer offered by Dr. Weeks.

The next board meeting is scheduled for Thursday, November 12th at 7:00 p.m.