

Saratoga Central Catholic School

Minutes of the Meeting of the Board of Trustees held on September 8, 2016

6:30 pm

Members in Attendance:

**Michael Naughton, President
Dawn Martinez
Stan Weeks
Lew Benton
Erin Callahan
Kathy Carson
Father Tom Chevalier
Fran Dingeman
Mary Fornabia
Dan Shea
Becky Stauffer (arrived at 7:10pm)
L. Stephen Lombard, Principal**

Other Attendees:

**Thomas Gould, Diocesan School Board
Mary Guarnieri, Development Director (left at 8pm)**

The meeting was called to order by Mike Naughton at 6:50 pm.

Father Tom Chevalier offered an opening prayer. Dan Shea moved to approve the minutes of the June 2016 meeting. Becky Stauffer seconded the motion and it was unanimously approved.

Mike Naughton welcomed new member, Mary Fornabia, who was a former member of the enrollment committee and previously worked for Mrs. Bailey. Mary is a school parent with a child currently enrolled in Spa Catholic. Guests Tom Gould and Mary Guarnieri were welcomed as well.

State of the School Report was presented by Mr. Lombard.

- **Mr. Lombard reported that Michael Pizzingrillo's mother passed away. A Mass Card from the School was sent in condolence.**
- **Mr. Lombard reported our enrollment is down 7 students since June. The number of incoming students to sixth grade did not meet the number of 42 graduating seniors. Dan Shea suggested a survey of departing school families to better understand why they're leaving.**
- **An announcement of three new teachers to the school included Corey Toles, 8th grade Math, Geometry and Math Labs; Dan Curry, World History I, World History 10 and AP World History 10; and Susan Barbolt, Spanish 6,7 and 3. Mr. Naughton asked if the new teachers could attend a Board Meeting and Mr. Lombard agreed to invite them to the October meeting.**
- **Tom Gould recommended members of our Board attend the Diocese Board Workshop on Wednesday, November 2 after Mr. Lombard spoke about the Board Handbook for the Diocese of Albany Catholic Schools**
- **Mr. Lombard shared news of an update on the phone/intercom system, through Annese. Now every class has access to the main office and 911. Our bell system is not working. Annese has offered to send an engineer at no cost.**

- The Statue of the Blessed Mother was installed outside the building. The statue was on Mrs. McHales's wish list from the Gala. Allerdice donated a lift for the staining of the statue of Joseph.
- The Edgerly Family donated and installed the railings on the North sidewalk. They completed the continuation of the railings prior to Labor Day.
- Mr. Lombard announced Meet the Teacher Night on Tuesday, September 13. Registration was at 6:15 pm and this year he added Welcoming Remarks scheduled for 6:30pm.
- Middle School Testing would take place the end of September
- There will be an Advanced ED accreditation visit to SCC on Wednesday, October 5th.
- There will be a Governance Symposium and All Schools Board Members Commissioning on Wednesday, November 2, time and date to be determined.
- The front doors would be completed the Monday and Tuesday prior to Columbus Day weekend.
- Dawn Martinez asked the status of the Skidmore furniture and carpet. The carpet is picked out and just needs authorization to spend \$12,000 for it. As far as the furniture, we are looking into slipcovers to match the school colors.
- Dan Shea suggested an effort to let the school parents know that skills are needed for help around the school. It was suggested that we offer the option of an activity fee or a donation of hours spent helping at the school to parents at enrollment.
- Discussion extended to the need for a Facebook page for the school with control over comments. Mr. Lombard would speak to Riley Long in this regard and have her tie in with the Enrollment Committee.
- Mary Guarnieri commented on how important it is to utilize social media in addition to traditional marketing efforts. Discussion followed about expanding the alumni newsletter to be a general newsletter that includes an alumni section. Mary attended the Partners in Mission Conference in Boston and will share bullet points from the conference at the October meeting.
- It was suggested that we solicit parents for committees at the Open House on Tuesday and share the list with Mary Guarnieri.

Committee Reports

Development Committee

- Lew Benton shared a report on where we ended the last fiscal year in our budget. He outlined five major fundraisers with the most substantial as Golf, Gala and the Alumni Appeal and shared the net outcome of each.
- It was recommended by the Development Committee that we realistically adjust budgeted revenue downward for 2017.
- Mary Guarnieri suggested a reworking of the Walkathon and would share further thoughts on making it better.
- Father George approved putting Spa Catholic cards in the back of St. Clements Church and we will be placing some at St. Mary's Church as well.

Finance Committee

- Stan Weeks shared a report of year end results including a deficit of \$18,000.
- The 2016-2017 budget will need approval at the October meeting.
- The new front doors will cost \$15,000.
- Salaries and benefits make up 72% of our budgetary needs.
- A focus on enrollment, retainment and fundraising was suggested as a goal going forward.

Enrollment Committee

- Mike Naughton reported that the enrollment committee had not met.
- The Board discussed a need to evangelize face to face to impress on potential new parents the value of a Saratoga Central Catholic education. Effort would be made to follow the accomplishments of alumni and include that in our outreach and marketing. Mike will survey the Board for ideas.
- Tom Gould suggested selling clothes for weekend wear that include the school logo. Tom also suggested sending our students to Sunday Mass in uniform for school exposure within the faith community.

Mission Enhancement Committee

- The committee did not meet.
- At the meeting of Parish Priests and Life Directors that Mrs. McHale and Mr. Lombard coordinated (to discuss how to get our students more actively involved in their parishes) only Fr. Tom and one or two others showed up. Mr. Lombard and Mrs. McHale will follow up with Pastors.

Facilities Committee

- The committee did not meet.

Financial Aid

- Tom Gould, Lew Benton and Mr. Lombard met and gave out close to \$88,000 in financial aid during their first round.
- Mike Naughton reported that we will need a new chair for the Financial Aid committee. Mary Gavin will no longer be the chair of the committee after October, although she will stay on the committee until her Board term ends at the end of the year.

Strategic Plan Committee

- Mrs. Martinez offered nothing to report.

School Liaisons

St. Mary/St. Alphonse – no meeting report

St. Clement's School – no meeting report

St. Mary's School - no meeting report

Additional Agenda Items

- Mary Gavin, Kathy Carson and Jerry Leone will need replacements for their positions on Board committees. Mike Naughton will send an email asking Board Members if they would like to chair one of the committees and follow up at the next meeting. By-laws say committees need to be chaired by Board members. Board members also need to be members of Parishes.
- New School Liaison positions would also need to be replaced. Mike Naughton suggested having Board members share these meeting responsibilities and attend their assigned school liaison meetings every other month. Dan Shea asked for a list of the meeting dates.
- Mike Naughton will send out a Doodle Poll to arrive at a better meeting night for the Board since Thursday is Father Tom Chevalier's day off.

- The St. Clements Golf event is scheduled for September 24th. There will be two foursomes representing Spa Catholic in attendance.
- Mr. Naughton brought up the discussion of developing a list of steps to consider in regard to the safety of students in a state of emergency. He would provide more information at the next meeting.

At 8:55 p.m., the meeting was adjourned with a prayer by Fr. Tom Chevalier.

The next board meeting will be held in October with a date to be determined.