

**Saratoga Central Catholic School**  
**Minutes of the Meeting of the Board of Trustees held on April 14, 2016**  
**6:30 pm**

**Members in Attendance:**

**Stan Weeks, Chairman**  
**Michael Naughton, Vice Chair**  
**Lew Benton**  
**Erin Callahan**  
**Fr. Tom Chevalier**  
**Fran Dingeman**  
**Dawn Martinez**  
**Becky Stauffer**  
**L. Stephen Lombard, Princ**

**Other Attendees:**

**Thomas Gould (arrived at 6:40 pm)**  
**Mary Guarnieri, Development Director**

The meeting was called to order by Dr. Weeks.

Fr. Tom offered an opening prayer. Mr. Lombard introduced Mary Guarnieri, Director of Advancement, who he announced would be attending meetings regularly going forward. Mr. Benton moved to approve the minutes of the March 10 meeting. Becky Stauffer seconded the motion and it was unanimously approved.

Mr. Lombard introduced Bridget Holmes, Steve Karandy and Brad Walajtys who offered a presentation on "Flipping the Classroom." This teaching technique frees the teacher to provide one on one time with students rather than lecture and have students take notes, in this way promoting a higher level of thinking skills. Currently the technique is used in Writer's Workshop and ELA as well as History and Science classes in the high school. The list of school purchases that made this possible included 13" Mac Book Pro, LCD Projector, Apple TV, I Pad 2, Microphones, copy of Screen Flow, copy of Docini (a desk top application for computers), Final Cut Pro (editing software system), and a Green Screen kit including camera and lights. This list of equipment was acquired with the grant money we received from Maria College and Gala proceeds.

State of the School Report was presented by Mr. Lombard

- Mr. Lombard reported that current enrollment is 249.
- Becky Stauffer commented on how we have not seen an influx of students from Global Foundries families and Mr. Lombard agreed that Global Foundries contributed to about two school families a year.
- Mr. Lombard reported on tuition in arrears as improving. We are in the same place as we were last year.
- Mr. Lombard reported that 32 of our 42 seniors have received college acceptance letters, and the senior class has received more than \$9.6 million in merit scholarships.
- Enrollment applications for next year are slightly behind what we had last year at this time. The number of 6<sup>th</sup> grade applicants seems to be down for March and April but Mr. Lombard feels confident that we will replace the 42 graduating seniors and approximate 249-250 in enrollment for next year again.

- In response to Lew Benton's inquiry about a count of International students, Mr. Lombard reported that International students are not recruited until April/May and so we do not have any confirmed at this time.
- At present we have 207 possible returning students, 9 students who are not returning and we are awaiting re-registration from 11 students.
- Mr. Lombard reported that we were denied a grant application by Stewarts. We should hear from the Saratoga Springs Rotary around the beginning of June.
- Mr. Pizzigrillo made an annual review of our school during which he visited most classrooms and was full of praise as he left.
- Mr. Lombard shared a proposal from Annese Integrated Communications Systems for upgraded service with our phone/intercom, fiber optics, internet and wireless infrastructure. This will save us \$700/month in costs. There could be an additional savings because the Safe Schools Act will compensate for the upgrade to the phone system.
- Mr. Lombard reported that CBA will add a 5<sup>th</sup> grade for the 2016-17 school year but he didn't think it will negatively impact our school.
- Mr. Lombard reported that the Odyssey of the Mind Regional Competition took place on March 19<sup>th</sup> at Glens Falls High School and resulted in 1 MS Team and 1 HS team advancing to State Competition. The MS team finished in 13<sup>th</sup> place and the HS team finished in 7<sup>th</sup> place.
- Mr. Lombard reported that AdvancED accreditation is progressing well.
- Tom Bisnett's son-in-law, Chuck Osuchowski, has a recurrence of brain cancer. There is a benefit dinner tomorrow night to help defray his medical costs. Chuck is an alum of our school. Mary Guarnieri added that she and Maria Izzo put the announcement of this event out to alumni and a SCC alum responded by coming to the school to contribute money toward this cause.
- On Saturday, April 16 at 8am, 30 individuals were coming to clean the yard of the school under Paul D'Ambro's direction.
- Mary Guarnieri commented that 25 alum responded (within a day) to the inquiry "Where are you now" that she and Ms. Izzo included in the recent school newsletter.

#### Development Committee

- Mr. Benton reported that the committee met on April 11 and then asked Mary Guarnieri to give the meeting report to the Board.
- Mary Guarnieri reported that 71 Tuition Raffle tickets had been sold to date. Requests were made to 11 churches asking them to include a short blurb in their bulletin.
- It was decided that individuals outside of the school families can purchase tickets and donate the equivalent of a middle school tuition for a student or donate \$6,000 toward a student's high school tuition.
- The Alumni Appeal is close to \$24,000. Phone calls would be made from home by Mrs. Guarnieri, Ms. Izzo, Mr. Benton and a few others to reach back to regular donors who hadn't responded to the initial appeal. \$46,000 was budgeted for the Alumni Appeal and we are halfway there. The mail campaign is going strong.
- The Golf Tournament is scheduled for Friday, May 27. A total of \$14,150 has come in for golf. We are budgeted for \$20,000 net. We have 130 players signed up but will keep building the number because there is usually a 20 person drop before the end.
- Mr. Benton reported that we are anticipating net fundraising revenue to exceed budget by approximately \$32,000. This includes the Walk-a-thon, the Gala, the Golf Tournament and the Alumni Appeal.
- Mr. Naughton asked how many families attend the school. Mr. Lombard reported 198-200 families. Mike brought up the number of tickets sold compared to the number of families and suggested finding a way to motivate sales.

- Mr. Naughton reported that the committee is working hard on the golf outing and expects strong attendance.
- Beacon of Hope Ball is to be held April 22<sup>nd</sup> at Albany Country Club. Mr. Lombard announced that Mrs. Martinez will be honored with an award at the event.

#### Finance Committee

- Mr. Weeks gave the report in Mr. Leone's absence. He indicated optimism about where we will be at year's end.
- \$135,631 has gone to reduce principle and pay interest on our Diocesan loans. The interest level is 4.75%. Repayment goes to Diocesan Investment & Trust. We pay interest on the loans out of our operating budget.

#### Facilities Committee

- Dan Shea was absent but sent in his report. The committee looked at carpet samples from Ballston Carpet and Tile. The purchased carpet would be in squares which would allow for replacement of stains with a limited cost for individual squares of carpet.
- Becky Stauffer suggested getting an additional quote from another supplier. Dawn Martinez said she used the carpet grade being considered and that it stood up well.
- Stan Weeks said that at this time the committee had budgeted enough for the first floor.
- Mr. Lombard agreed to mention in "News and Notes" a search for a family member of someone in school who might own a carpet and flooring company.
- It was reported that new railings along the sidewalk have been replaced by the Edgerly Family.
- It was reported that we think we have someone to take care of the school sprinklers.
- A thank you was extended to Mary Gavin for her thoughtfully constructed Grant application to the Rotary.

#### Financial Aid Committee

- The Financial Aid Committee meets in May. All financial aid applications are due Monday. The committee gets applications from Fax Management.

#### Strategic Plan Committee

- Mrs. Martinez reported that the next Strategic Plan committee meeting will be in May.

#### Mission Enhancement Committee

- Mr. Weeks shared Mission Enhancement notes from Mrs. McHale. There was focused discussion on how we can get students more involved with parish activities.
- Mr. Lombard reported that he would gather Pastors or Parish Life Directors for an introductory meeting. He would put together an invitation letter and pass it before Fr. Tom before sending.
- Mike Naughton suggested asking students to wear their school uniform to Mass on Sundays as a reminder of our school within the parish community.
- There was a short discussion of a Fall School Family Picnic which would include a Mass and picnic and would take place at the Spa State Park. A recommendation was made for Orenda Springs as a good location to avoid entrance fees

#### Enrollment Committee

- The Committee did not meet except for at the Fr. Bondi Golf meeting and so there was no formal report.

### Nominating Committee

- Mr. Leone was not present but would proceed with focus on the 4 nominee names discussed at the prior Board meeting.
- Mike Naughton asked what names were on the list. A list of candidates from the prior Board meeting was shared with him.
- Mike Naughton wanted to offer additional names to those that had already been submitted.
- School parent open seats are limited because of the number of school parents already on the Board,.

### School Liaisons

- There were no school liaison reports.

### Additional Agenda items

- A thank you card was sent from Board member Cathy Carson for all our well wishes and prayers for her recovery.
- A table of 10 would be attending the Beacon of Hope Gala on April 22 at which Dawn Martinez will be acknowledged with an award for her outstanding work on this year's Gala.

At 8:30 p.m., the meeting was adjourned with a prayer offered by Fr. Tom.

The next board meeting is scheduled for Thursday, May 12th at 6:30 p.m.