

**Saratoga Central Catholic School
Minutes of the Meeting of the Board of Trustees held on August 21, 2014**

Members in Attendance:

**Stan Weeks, Chairman
Jerry Leone, Vice Chairman
Mary Gavin, Secretary
Fr. Tom Chevalier
Lew Benton
Francine Dingeman
Michael Naughton**

Other Attendees:

**Thomas Gould, Diocesan Mentor to the School Boards
Michael Pizzingrillo, Superintendent of Schools**

The meeting was called to order by Dr. Weeks.

- **Dr. Weeks offered a prayer.**
- **Ms. Dingeman made a motion to approve the minutes of the June meeting. The motion was seconded by Mr. Leone and unanimously approved.**
- **Dr. Weeks introduced our newest board member, Fr. Tom Chavalier. The board welcomed Fr. Tom.**

State of the School Report was presented by Mr. Lombard

- **Enrollment is 228, with 6 applications pending and 4 students pending payment of fees.**
- **Staffing changes were reported: Ms. Fish (9/10 ELA) moved out of the area and will not be returning. Mr. Lombard has hired Ms. Renee Egan to replace Ms. Fish. She is a graduate of Seton Hall. Ms. Ethier (upper level math) has accepted a job at a public school. Mr. Lombard has interviewed for that position and offered it to a qualified candidate.**
- **Administrative changes were reported. Mr. Ostrowski will be the technology director. Mrs. Barnes will be the director of pupil services. Disciplinary issues will be handled by the newly appointed Deans of Students: Ms. Izzo and Mr. Lambert, with support from Principal Lombard. Their scope of review will include dress code, tardiness, and the like.**
- **Mr. Christopher Signor will be returning to SCC to teach four section of social studies and two sections of physical education, including both middle school and high school instruction.**
- **Mr. Lombard reported that he received some correspondence over the summer regarding summer reading selections for the high school students. The two books were initially planned for only the 11th and 12th graders, but after Ms. Fish's resignation, they were assigned to the 9th and 10th grades as well, since Ms. Fish didn't want to make book selections for her successor's classes. This book was selected by our three ELA teachers from a database recommending Common Core reading, so that they could be used cross-curricular. Mr. Lombard reported that the three teachers had a difficult time finding "classic" novels that work for cross-curricular classwork. The board reviewed the complaint and discussed the issue. Mr. Lombard reported that the National Catholic Educators Association has a list of recommended books for Catholic School reading and that he will utilize that list in the future. In addition, Mr. Lombard is establishing a committee which will meet beginning in January to**

review and evaluate the reading selections. Mr. Lombard agreed to contact the parents who reached out about the book choices and the board's future policy.

- Mr. Lombard reported that SCC received a \$7,500 grant for high tech equipment and \$3,000 from the Saratoga Horse Show (the Capital Fund of Saratoga).

Communications

- Ms. Gavin reported that Beth Mueller from IMC has been working with the administration to improve the quality of communications that come from the school, and to make enhancements which allow streamlining of emails, including: creating templates to standardize both "quick" notes (i.e. afterschool sports are canceled) and the weekly news and notes, segmentation of the contact list so that middle school students do not receive emails for the high school, and vice versa. The board expressed their thanks to Mrs. Mueller for her efforts and believes that it will result in improvements in both the quantity and quality of communications.

Nominating Committee Report

- Mr. Leone reported that a candidate recommended by Mr. Benton has expressed interest in joining the board.

Capital Campaign Committee

- Mr. Gould did not have a report of the capital campaign committee.
- Mr. Benton suggested that the Capital Campaign Committee make a public thank you to those who contributed to the sidewalk projects.

Enrollment Committee

- Mr. Naughton reported that the committee has been working with Mrs. Mueller on improvements to the website, and applauded her efforts in improving SCC's presence on the web.
- At the next meeting, they plan to work on the family surveys.

Advancement/Development Committee Report

- Mr. Benton emailed the report to the board in advance of the meeting.
- He reported that the newsletter and the establishment of alumni year chairs are highest on the agenda of the committee.

Facilities Committee

- Mr. Shea was not present so no report was provided.
- Dr. Weeks reported that roof work would be done through this year's fiscal and maintenance budget.

Finance Committee

- Mr. Leone reported that the Finance Committee's goal is to present a balanced budget to the board for review and approval.
- Mr. Lombard presented a draft budget. The board discussed the budget and asked that additional information from the FACTS program be provided to the Finance Committee with regard to projected tuition revenue.
- Dr. Weeks made commendation to Mrs. Bailey for her tuition collection efforts in the past school year. The board agreed and asked Mr. Lombard to express their thanks to Ms. Bailey.

- Mr. Benton asked that the minutes recognize the efforts of the current and past chairs of the Finance Committee for their efforts in presenting a balanced budget in the last school year and achieved it. The board concurred.
- Mr. Naughton added that Mr. Lombard and his staff should be commended for their work in adhering to budget.

Mission Enhancement Committee

- Dr. Weeks introduced the discussion of the Mission Effectiveness Committee, which will meet within the next month.

Financial Aid Committee

- Mr. Gould reported that the committee will evaluate the financial aid matrix to determine whether the methods we used caused us to lose any enrollment.

School Liaison Reports:

- Mr. Leone did not attend the SMSA meeting.
- Mr. Gould reported that while there was no board meeting, he did speak with Mrs. Kromm, the principal of St. Clement's. He reported that more of St. Clement's students came to SCC than in prior years.
- Dr. Weeks reported that Mr. Shea will continue to be the liaison for St. Mary's. Lynn Fitzgerald is now the principal of St. Mary's.

Dr. Weeks distributed a listing of board members and committee membership. Mr. Gould reported that the Superintendent will be revising the Diocesan policy handbook for administration and board organization in the Diocese.

Dr. Weeks presented a list of board objectives for the 2014 – 2015 school year and asked the board to review.

Dr. Weeks introduced Superintendent Pizzingrillo. The Superintendent presented his insights in terms of how Catholic schools should be grounded in mission. He discussed how the board, its committees and the administration should be focused on a plan at which Jesus is the base, which is supported by equal elements of dignity, excellence and connectedness and encompassed by the mission to promote life, love, learning and leaving of a legacy.

The Superintendent commended the board and administration for the stewardship of the school during the 2013- 2014 school year.

The meeting was adjourned to Executive Session at 8:29 pm

At 8:40, the meeting was adjourned with a prayer offered by Fr. Tom.

Future Meeting dates:

Board meetings will be held on the third Thursday of each month at 6:30 pm in the school.

