

# Saratoga Central Catholic School

Minutes of the Meeting of the Board of Trustees held on February 8, 2017  
6:00 pm

## Members in Attendance:

Michael Naughton, Chair  
Dawn Martinez, Vice Chair  
Lew Benton  
Rev. Tom Chevalier  
Mary Fornabia  
Becky Stauffer  
Stan Weeks  
L. Stephen Lombard, Principal

## Other Attendees:

Jim Browell  
Mary Guarnieri  
Tom Gould (Arrived at 6:30)

The meeting was called to order by Mr. Naughton.

Principal Lombard offered an opening prayer.

Becky Stauffer moved to approve the minutes of the January 11, 2017 meeting. Dawn Martinez seconded the motion and it was unanimously approved.

## Advancement/Development Committee

- Mr. Benton reported that the committee met on February 6<sup>th</sup>. Minutes were distributed.
- Mrs. Martinez reported that the Gala was a smashing success, with revenue of \$132,030 and net proceeds of \$104,632. Kuddos were given Dawn for her leadership.
- Alumni donations stand at \$11,268 to date.
- Mrs. Guarnieri reported that a draft Newsletter has been completed---final copy will be mailed in February. The second Newsletter of the year is scheduled to go out in June. In future years Newsletters will be scheduled for November 15 and March 15.
- Golf tournament committee held their first meeting.
- Total fundraising results for the year are expected to significantly exceed budget.
- Mrs. Guarnieri left at 6:15 after the Committee report.

## Enrollment Committee

- Enrollment Committee met February 8.
- Mr. Browell distributed and discussed a two page 2017 Marketing Plan
- Marketing Plan elements are Advertising, Outreach and Retention.
- Volunteers are being assigned as leaders for 11 specific marketing topics
- Principal Lombard will review/approve plans and follow-up details.
- Mr. Browell left at 6:30 after the Committee report.

## State of the School Report

- Mr. Lombard reported that there are 239 students currently enrolled.
- Mr. Lombard reported on tuition in arrears. Amount is less than a year ago.

- Mr. Lombard reported that the Girls soccer program will likely be JV only in 2017-2018 due to lack of players. At this time only 11 girls have shown interest, while 15-17 are needed for a varsity team. Girls participation in volleyball and cross-country remains strong
- Mr. Lombard noted that the Middle School Musical-Shrek Jr.-is being performed on February 10, 11, and 12 at the Parish Center.
- Mr. Lombard will present a State of the School Address on Tuesday, March 7.
- Mr. Lombard reported that 3W International representatives will visit February 9.
- Mr. Lombard reported that the Beacon of Hope Ball will be held Friday, March 25 at the Albany Capital Center. Mrs. Martinez and Mrs. Fornabia volunteered to provide a gift basket.
- Mr. Naughton noted that Principal Lombard (Principal of the Year) and Mrs. DuBois (Secondary School Teacher of the Year) were honored by the Diocese of Albany at the Catholic Schools Liturgy on January 29 at the Cathedral.

#### Facilities Committee

- Committee did not meet.

#### Finance Committee

- Mr. Weeks reported that the Committee did not meet due to inclement weather.
- Committee is scheduled to meet February 15. Main agenda item will be to discuss/agree upon tuition for 2017-2018. It is expected that suggested tuition amount will be presented to the Board for an E-mail vote.
- The Comparative Income Statement through December 31 indicates that the net deficit is below budget to date.
- The State Education Department has approved our Mandated Services Claim for 2004 and will issue a check for \$42,308.

#### Financial Aid Committee

- Committee did not meet. Committee Chair is needed.

#### Mission Enhancement Committee

- Mrs. Rebecca Cronin has agreed to Chair the Committee.
- Committee met on January 26, meeting notes were distributed.
- Committee reviewed outcome of past efforts and began to re-define new endeavors for the Mission.
- Committee will view webinar: Mindset Matters: How Improved Self-Talk Can Propel Your School to the Next Level.

#### Nominating Committee

- Erin Callahan was not in attendance. No report.
- Mrs. Stauffer will join the Committee.
- Additional Board members are needed-some names were suggested.

#### School Liaisons

##### St. Mary/St. Alphonse School

- No report---meeting next Monday.

##### St. Clement's School

- Cancelled this month.

**St. Mary's School**

- **Mr. Naughton attended and provided a written summary.**
- **Enrollment for K-5 is 134.**
- **PTO is active, and Committees are making progress.**
- **Mad Science Program has been a success.**
- **School is supporting 10 Haitian girls in Haiti**

**Additional Agenda Items**

- **None**

**At 7:05 p.m., the meeting was adjourned and the Board entered Executive Session.**

**At 7:22 PM, Mr. Naughton concluded the meeting with a prayer said by Fr. Tom Chevalier.**

**The next board meeting---Wednesday, March 8 at 6:30 PM**