

Saratoga Central Catholic School

Minutes of the Meeting of the Board of Trustees held on June 14, 2017
5:00 pm

Members in Attendance:

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

Other Attendees:

Tom Gould (arrived at 5:35pm)

The meeting was called to order by Vice Chair Dawn Martinez in Chairman Michael Naughton's absence at 5:10pm.

Fr. Chevalier offered an opening prayer.

Mr. Lombard communicated an email update regarding Mike Naughton. Mike was now home and and doing better. He conveyed that he was thankful and overwhelmed by the support of the community. He affirmed that he would be present at the September Board Meeting.

Mr. Lombard shared that Dan Masi was rehabilitating at Sunnyview Rehabilitation Hospital. He would soon be released for outpatient therapy at the end of this month. His progress has been steady.

Kayla O'Donnell, the sixth grade Math teacher, gave birth to a baby girl yesterday afternoon. The baby was taken to Albany Med on oxygen. Mr. Lombard shared that he was receiving positive reports from the family.

Mary Fornabia applauded Mr. Lombard for his quick response in getting Mr. Masi to the hospital when he took ill. She thanked Mr. Lombard for his quick action which helped make it possible for Mr. Masi to have a healthy recovery.

The May Board Meeting Minutes were approved with one change: The financial aid committee member should be corrected to list Mary Gavin instead of Mary Guarnieri. Mr. Benton motioned to approve the minutes and Mary Fornabia seconded the motion. All Board members were in favor.

No guests were present at the June meeting.

State of the School Report

- Mr. Lombard reported that enrollment was maintained at 237 students.
- Mr. Lombard reported that tuition in arrears was up to almost \$27,000. Mrs. Bailey is focused on reducing this number. Mr. Lombard anticipated that most of the remaining money will be collected by July 15th.
- On Mar 22, there was an event planned for new and prospective parents at Dunning Street Station. There were 16 new families present and 9 prospective families. It went very well. Ms. Barnes, Ms Douglass, Mr. Curry and Ms. Dubois were present at the event to welcome the families. Steve Lombard read a letter from a prospective parent who was present at the

event. Dawn shared that she and Mary Fornabia attended the event and that the response from parents was very positive and warm. Steve explained that 80 invitation letters were sent to accepted student families as well as prospective student families including students at exit grades in St. Clement's, St. Mary/St. Alphonse and St. Mary's Schools.

- Giving Day was a huge success. Dawn shared a letter forwarded to Mike from the Knights of Columbus which was very complimentary of students who helped at that location. A group from Saratoga Bridges came to school Thursday with a photo to thank the kids who helped out at their location. SCC Students went to a total of 35+ locations this year.
- Mr. Lombard reported that our school's DOT Compliance rating was a perfect score. He commented that Paul D'Ambro does a great job keeping our buses up to code.
- Our Diocesan and Loan Trust was used to pay 2015-16 back debt of insurance put to this year. The balance sheet will show money in and money out. We received a block grant for health insurance money this year and last year.
- Mr. Lombard reported on a selection of June Activities including Awards Night, The Baccalaureate Dinner, and Graduation, and how each of these represented the best way to market our school. Mr. Lombard commented that both student speakers beautifully tied in all aspects of the school community in their speeches.
- Mr. Weeks expressed disappointment in that we didn't announce that our principal was named "Principal of the Year" during the graduation ceremony. This was a great opportunity for that awareness.
- Mr. Lombard reported that yesterday evening Mrs. Bailey, a representative of the enrollment committee, and himself, met with 6 parents to grow the mentoring program to help with enrollment. Mary Fornabia was working on securing Grade Level Parents to increase communication within the school.
- Mr. Lombard announced that we would be saying goodbye to Katie Schmidt because of her husband's relocation. We will not be replacing her position.
- Mr. Lombard reported that Mr. Toles and Mrs. Chaplek would not be returning in the fall. They will be replaced by new teachers.
- Mr. Lombard anticipated that enrollment in the fall would be 226 and the 6th grade would include 22 students.
- Steve agreed to put the graduation video on our website so those who couldn't be present at Graduation could be impressed by the quality of our graduation ceremony.
- End of the school year Board Re-elections of Mike Naughton for Chair, Dawn Martinez for Vice-Chair and Fran Dingeman for Secretary were moved by Lew Benton and seconded by Becky Stauffer. All were in favor.

Mission Enhancement Committee

- Fr. Chevalier was at the meeting and shared that they discussed creating three surveys to give to 6th, 9th and graduating seniors who had moved on from Saratoga Central Catholic. Steve commented that Mission Enhancement was taking on an endeavor that was more like a task of the Enrollment Committee. Father mentioned school families who were leaving the school because it is "not Catholic enough". The Superintendent of Schools said we need to keep the Mission Enhancement and Enrollment Committees separate. Mission Enhancement needs to focus strictly on our Catholic Identity. It was suggested that the two committees communicate with each other more.

Development Committee

- Mr. Benton reported that the Development committee did not meet due to the Golf Tournament. Mary supplied information stating that the Annual Appeal was presently at \$41,500. \$45,000 was budgeted with a hopeful net of \$42,000.
- The Golf Tournament brought in \$34,000 with another \$1050 in sponsorships yet to be realized. We budgeted \$35,000. Our net was \$23,000.

- This year's Walkathon and Gala exceeded our expectations.
- Lew reported that the Volunteer Fee revenue was budgeted for \$16,500 and as of June 5 it was \$18,200 with still some outstanding fees to be collected.
- Becky Stauffer asked if we were suffering for volunteers because more and more parents were willing to pay and not work. Dawn indicated it was difficult to get volunteers to help out in the kitchen for the daily lunch program.
- Lew Benton reported that we still have \$10,000 in unrestricted grants/donations revenue through June 5th and \$19,000+ after that. Mr. Lombard shared that extra money comes in from someone who contributes to the school's overall needs on a monthly basis.
- Dawn Martinez maintained the same budget number for Gala revenue and expenditures as last year.
- Mr. Benton indicated the same was true for the Golf Outing.
- \$45,000 would be budgeted for the Annual Appeal for next year.
- Mr. Weeks asked if there would be a newsletter in June and Mr. Benton responded saying that the staff's time schedule did not allow for it.
- Lew shared a concern regarding the Annual Appeal. He wanted to send one final letter to members of the Alumni who usually give to the appeal but hadn't to date.
- Lew reported that he was sent an updated list of donors through May 24th. He needs the names of those we've received since that date.
- Mr. Benton reported that a friend of his commented that he has not yet received a thank you letter. He asked that Mary check to make sure thank you letters have been sent out to donors. Mr. Weeks concurred that sending thank you letters was a must in order to maintain donors year after year.
- It was decided that Mary Guarnieri would need to make it a priority to get thank you letters out. If she needs assistance, we will provide it upon her asking.
- Becky Stauffer offered her thoughts on the Phonathon of earlier days being a concise 4-day alternative to the current drawn out Annual Appeal process.
- Lew Benton said he would sit with Maria and talk about the good and bad aspects of the current Annual Appeal process.

Finance Committee

- Mr. Weeks reported that a summary had been provided to members at the June meeting.
- Mr. LaFlura was reported as a new member of the committee with a strong financial background.
- Mr. Weeks announced that the income statement forecast as of April 30th was \$60,524.
- The budget for 2016-2017 had predicted a deficit of \$112,000.
- Capital improvement projects were planned to include carpeting for first and second floor, a new roof, hardware and marketing efforts not quite equaling \$60 thousand. The Finance Committee and Facilities Committee can readjust numbers and meet in June as numbers come in for May.

Facilities Committee

- It was announced that Dan Shea was a new Grandpa! He was in the process of setting up the next Facilities Committee Meeting.

Enrollment Committee

- Mrs. Fornabia shared that the Enrollment Committee hasn't had a full meeting.
- Mrs. Fornabia reported that she attended the Parent Mentoring program yesterday which was focused on keeping students we currently have continuing in the school.
- The next meeting to discuss focus and efforts would be next year.

- Plans for one parent from each class to act as a “point guard” for that grade level and to attend subcommittee meetings were in the works.

Financial Aid Committee

- Mr. Lombard reported that of the \$80,000 extended from the diocese to use, \$73,773 was allocated. That will leave over \$6,000 to use for additional needs.

Nominating Committee

- Erin Callahan was not present.
- A list of Gala Sponsors who would be interested in joining the Board was given to Becky Stauffer tonight by Dawn Martinez. Eight names were discussed. Dawn Martinez encouraged Board members to continue to give Becky Stauffer names of candidates who we think would be good choices for the Board.

School Liaisons

St. Mary/St. Alphonse School

- There was no Board meeting due to the Golf Event.

St. Clement’s School

- Mike Naughton was unable to attend.

St. Mary’s School

- Dawn reported that she was not in attendance because it was the evening of Mr. Masi’s incident.

Additional Agenda Items

- Mr. Gould opened a discussion of how Catholic schools are challenged by parents stating they are “not Catholic enough”. He suggested that we should respond to it the same way as if someone said we didn’t “provide enough literature” in which case we would show them the literature included in the curriculum. Likewise, he suggested we have our teachers summarize their Catholic curriculum. Fr. Tom said there were conservative groups evaluating institutions saying we should take scripture more literally.
- Dawn Martinez announced that this was Stan Weeks’s last meeting. A gift from the Board was presented to him at the close of the meeting.

At 6:50 PM, Mrs. Martinez adjourned the meeting and Fr. Chevalier closed with a prayer and a request to keep Mr. Naughton and Mr. Masi in our prayers.

The next board meeting will be held Wednesday, September 13th at 5:00 PM.