

**Saratoga Central Catholic School**  
**Minutes of the Meeting of the Board of Trustees held on October 24, 2013**

**Attendees:** Stan Weeks, Chairman  
Kathy Carson  
Mary Gavin  
Fr. Dominic Ingemie  
Stephen Keeney  
Michael Naughton  
Dan Shea  
Stephen Lombard, Principal  
Sandy Tarkelson, Director of Development

**Guests:** Margot Barnes, SCC Guidance Department  
Lewis Benton, potential board member

The meeting was called to order by Dr. Weeks.

Dr. Weeks offered a prayer.

Fr. Ingemie made a motion to approve the minutes of the September 26 meeting.

The motion was seconded by Mr. Shea and unanimously approved.

**Principal's Reports:**

- Mr. Lombard presented an enrollment report. Mr. Naughton recommended that we provide students who leave the school with an exit interview/questionnaire. Mr. Lombard said there was no formal tool in place, so Mr. Naughton agreed that the enrollment committee would develop such a tool.
- Mr. Lombard reported that he has not yet received a written response from the Diocese regarding the proposed Constitution and By-laws.
- Mr. Lombard reported that at the Diocesan Principal's Conference the K-8 principals were presented with a Family Life curriculum. The Family Life curriculum will be provided to 6<sup>th</sup> graders in their general classwork, to 7<sup>th</sup> graders in Health and to 8<sup>th</sup> graders in Theology. An introduction to the plan will be made to parents of middle school students in a meeting to-be-scheduled.
- Mr. Lombard advised the board of proposed testing changes as a result of Common Core Standards. Ms. Barnes advised that our teachers have been to 7 trainings regarding the Common Core (4 last year and 3 this year).
- Mr. Lombard reported that the Diocese is close to implementing the Raiser's Edge software program for fundraising. The Diocese will provide some funding for this software for each of the Diocesan high schools.
- Mr. Lombard reported that Coach Lambert will be inducted into the New York State Baseball Hall of Fame at an induction ceremony on November 10<sup>th</sup>. The Board approved and signed a resolution that recognized Coach Lambert's contribution to our school community.
- Mr. Lombard reported that Tuesday, November 5<sup>th</sup> there will be an open house at the school from 6:30 – 8:30. Tours will be offered by the National Honor Society members. Teachers will be available to discuss curriculum. Board members are encouraged to attend.

**Guidance Department Update**

- Mrs. Barnes distributed the new National Honor Society selection guidelines. The induction ceremony is Wednesday, October 30<sup>th</sup> at 6:30.
- Mrs. Barnes reported that nationwide there have been difficulties with Naviance and Common App submissions. Mrs. Barnes has worked around this problem by sending hard copies of materials to students' colleges in those cases where Common App and Naviance have not worked together.
- Mrs. Barnes reported that beginning with next year's senior class, class rank will be weighted. Mr. Naughton and Mr. Shea both requested that the current senior class be given their weighted rank in order that students who take challenging courses can see the fruits of their labor.

The Advancement and Development Committee report was offered by Mrs. Tarkelson.

- A donation was made to the school in form of stock, and the Diocese is working on the paperwork to complete that donation.
- The Smiles for Life campaign will be presented to the school community once information is received from the donor. 100% of the proceeds of the tooth whitening procedure will be donated to the school
- The Winter Gala (formerly Hoopla) will be on Friday, January 31 at Saratoga National Golf Course
- Walk-a-Thon raised \$9,675. Thank you letters will go out to families next week. A sixth grade student won the I-Pad.
- Druthers has agreed to sponsor a night for SCC on Thursday, November 21. 25% of all receipts will be donated to SCC.
- Mrs. Tarkelson reported that a grant application will be submitted to Global Foundries on Monday, 10/28.

The Capital Campaign report was given by Dr. Weeks

- A thank you event will be held on November 19<sup>th</sup>. Letters inviting donors will be sent shortly and will include a pass to basketball games and a theater production at the school.
- Total amount raised was reported.
- Fund balance after payment of sign and parking lot work was reported.

The Enrollment Committee report was given by Mr. Naughton

- Mr. Naughton is organizing a committee. He is looking for enthusiastic participants and has received good response.
- The committee will draft a survey to be prepared by parents in our partner schools.

The Facilities Committee report was offered by Dr. Weeks.

- The board was updated regarding progress on the sidewalk repairs and sign upgrade projects. Concrete work will likely be delayed until spring. Parking lot is done.
- The City will remove sidewalks in the spring.
- There may be a potential for donation of trees.
- There are needed chimney repairs. Capital Campaign Committee will need to determine whether this can be paid from capital campaign proceeds.

The Finance Committee report was presented by Ms. Gavin

- Tuition and development revenues were discussed.

- Budgeted expenses were reviewed with a focus on the cost of the additional faculty person
- Final budget is due to the Diocese later this year, but no final date has been set.

The Financial Aid Committee did not meet and does not anticipate meeting until winter.

**School Liaison Reports:**

- Dr. Weeks reported that he has emailed the board chair at SMSA to let them know he would sit in on meetings to fill-in for Jerry Leone as his schedule permits.
- Tom Gould advised Dr. Weeks that he would attend St. Clement's next meeting.

**Proposed Changes to By-Laws**

- Dr. Weeks will reach out to the superintendent to determine how the review of our request is processing.

**New Business:**

- Dr. Weeks reported that Superintendent Pizzingrillo has scheduled a joint board meeting with the other Diocesan High Schools on December 11<sup>th</sup>. Location and time to be announced.
- Mr. Lombard reported that Mrs. Jody DeVivo's mother passed away. Service will be tomorrow evening at Tunison Funeral Home.

The board adjourned for a brief executive session.

**Nominating Committee Report.**

- Mr. Keeney moved that Lewis Benton be invited to join the board. The motion was seconded by Mr. Lombard and passed with a unanimous vote.

There being no further business, the meeting was adjourned at 8:15 pm.

**Future Meeting dates:**

November 21, 2013  
December 19, 2013  
January 16, 2014  
February 27, 2014  
March 20, 2014  
April 23, 2014  
May 15, 2014  
June 19, 2014



