

Saratoga Central Catholic School
Minutes of the Meeting of the Board of Trustees held on May 10, 2017
5:00pm

Members in Attendance:

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

Other Attendees:

Mary Guarnieri
Megan Hennessey
Tom Gould (arrived at 6:25pm)

Mr. Naughton called the meeting to order at 5:10pm.

Fr. Chevalier offered an opening prayer.

Dawn Martinez moved to approve the minutes of the April 12, 2017 School Board meeting. Becky Stauffer seconded the motion and it was unanimously approved.

Megan Hennessey was welcomed to the meeting as she is in the application process of becoming part of the Board of Trustees.

State of the School Report:

- Mr. Lombard reported that enrollment was currently at 237 students.
- Tuition in arrears is \$20,2053. Mr. Lombard is confident that this amount will be paid in full.

- Mr. Lombard reported that the High School Musical, “ Once Upon a Mattress” was a well-attended performance and there were many congratulations from the families.
- Mr. Lombard reported that AP/State testing is well underway.
- Mr. Lombard also reported that the last class day is 6/12/17 and the last school day is 6/23/17
- Mr. Lombard reported that the school had a May Crowning and Living Rosary that was organized by Mrs. McHale, Peer Ministry and Father Vivacqua. The Burn, Johnson and Bergan Families were acknowledged for their contribution of the Blessed Mother statue to the school. The statue is located at the North East corner of the property in front of the school.
- Mr. Lombard reported the Jr./Sr. Prom was held the evening of May 6th and was a wonderful evening. The staff at the Gideon Putnam were very complimentary of our students and how well behaved they were.
- Mr. Lombard reported that on May 9th, it was Teacher Appreciation Day at the school. There was food provided by SCC families for the faculty. Additionally, all faculty (as did the Board Members) received a pin, “ Be the Difference”, as a token of appreciation for the work they do. Mr. Lombard also noted that a unique quality at SCC is the connection that faculty and students have. Staff reaches out to students and visa versa to form a positive connection of support.
- Mr. Lombard reported that the BOCES Prom is May 12th, and sponsored by the Jr Class, under the direction of Mrs. McHale at the Parish Center. The prom is for developmentally disabled students who wouldn’t typically be able to go to a prom.
- Mr. Lombard reported that there would be a “New and Prospective Parents Evening” on Monday, May 22nd at the Dunning Street Station, from 6:30-8:00pm. Miss Douglass and Mr. Lombard will be reaching out to parents of graduating 5th graders at our partner schools.

- Mr. Lombard reported that the faculty would be attending the Faith Formation Day on Friday May 19th. There will be no school this day. The Diocese requires that all faculty receive catechetical training, and certification.
- Mr. Lombard reported Giving Day would be held on May 25th. It is also Ascension Thursday and there will be Mass with the Bishop.
- The Fr. Bondi Golf outing will be Friday May 26. There will be no school this day and this is an adult only event.
- Mr. Lombard congratulated Jane Kromm, Principal of St. Clements School who has been chosen as one of Saratoga County's Woman of Influence 2017.
- Mr. Lombard will be visiting our partner schools and welcoming the accepted students who will be coming to our school next year with a t-shirt.
- Mr. Lombard invited all Board of Trustees to the June activities and said that an invitation will be coming in the mail.
- Mr. Lombard reported that the school is competing well in the Wasaren League. It was a positive move for the school. There is less travel and good competition. We are well received by the league.

Committee Reports

Mission Enhancement Committee

- Mr. Naughton reported that the 5-24-17 meeting date will be changed.

- Discussion was had about ads running in the Saratoga Today (testimonials from families)
- Discussed the “New and Prospective Parent” meet and greet at Dunning St. Station on 5-22-17.
- Looking for comments on the “Mindset Matter” webinar.
- Also seeking out families to share their “ SCC Story”

Development/Advancement Committee

- Mary Guarnieri reported that the Annual Appeal to date is just over \$32,000.
- The Newsletter was mailed and emailed to all alumni and friends (that they have in the data base).
- Follow up phone calls are being made to people that are known to ask for an annual appeal donation.
- Mr. Benton is also writing a personal letter to those alumni that he has spoken with that have not yet sent a donation. This letter is signed by Mary Guarnieri, Lew Benton and Maria Izzo.
- Pledge cards were sent to everyone that have not yet send a donation. This includes those who have pledged and those who have not.
- Mr. Benton reported that all alumni that he has called have agreed to pledge. Also, that all alumni enjoyed receiving the newsletter.
- Mr. Benton is determined to meet this year’s goal.
- The Fr. Bondi Golf outing currently has 120 golfers signed up to date, with a possibility of 25 more.
- There is \$19,500 in pledged sponsorships
- There are 60 raffle items and 8 live auction items.
- Mary Guarnieri is following up with parents who have not fulfilled their 25 hours of volunteer time and must pay a fee.
- \$13,000 is the total received to date for those who have not volunteered.

- Powerschool will be locked on Monday 5-15-17 if the fees are not sent in.
- Mr. Naughton thanked Mary and Lew for their personal efforts that they have put in and it is much appreciated.

Finance Committee

- Mr. Weeks reported that they met on 5-4-17. Overall income is up and expenses are down compared to Budget.
- Mr. Weeks reported that on 3-31-2017 there is a forecast for a year-end surplus of \$63,349. On 4-30-17 there was a surplus of \$60,524. This was additional money from the state.
- Mr. Lombard spoke regarding the surplus and, moving forward setting \$10,000 for a blanket marketing approach, (radio, TV, mailings)
- Mr. Lombard also reported that \$20,000 would go towards new carpeting and roof repairs.
- Mr. Lombard reported that to offset a deficit in next years budget \$20,000 would be used for instructional hardware, and new computer equipment. This would make our \$73,000 deficit in next years budget, \$53,000.
- Mrs. Martinez inquired about upgrading technology with the profit made from the Gala.
- Mr. Naughton asked about using the surplus towards salaries.
- Mrs. Guarnieri suggested paying down some bills early in order to reduce monthly payments and interest.

- Mr. Lombard reported the upgrade with First Light has been a positive effect on Internet performance, phone safety, and has doubled our service rate.

Facilities Committee:

- Mr. Shea was not present

Enrollment Committee:

- Mrs. Fornabia reported that a formal Enrollment Committee as not occurred since the last Board Meeting. However, 3 other informal meetings have taken place. .
- Mr. Lombard, Jim Browell, and Mrs. Fornabia met to discuss marketing for the immediate future, requiring members of the Enrollment Committee to assist.
- Mr.Lombard reported that and ad would be placed in the Saratoga Today for a 2/3 week cycle involving St. Clements. St. Mary's, and SCC to "tell our story".
- Reported was the prospective parents evening at Dunning St. Station (parent volunteers are needed)
- The draft training for the Sponsor Families is being finalized. This was put together by Alison Crocker, Mark Welcome and Jim Browell.
- Mrs. Fornabia reported many social media outlets are being pursued as well as per a meeting with Fran Dingman, Jim Browell, Mary Guarnieri, Ellen Bailey, and Steve Lombard.
- Mrs. Martinez asked about our students talking to students in our partner schools. There was conversation about who and how this task should be pursued. Mrs. Fornabia will follow up with Jim Browell.
- Jim Browell was praised for the great job and hard work he has done with Enrollment Committee.

Financial Aid Committee:

- Mr. Benton, Mary Guarnieri, and Tom Gould will be meeting on 5-11-17 at 10:30 am.
- They will be reviewing the “first round” of financial aid.
- Contracts will be mailed in order to create a budget.

Nominating Committee

- Beth Moller and Andrea Mann declined nomination.

School Liaisons

St Mary/St Alphonse School

- Mr. Lombard had a conflict for this month and plans to attend next months meeting.

St. Clements School

- Reported that there was a meeting on 4-30-17.
- At the Open House 6 families attended and there were 2 new registrations.
- There is a fundraiser at Smashburger on 5-10-17
- The profit reported to date on the Spring Gala is \$90,000. The Gala is on June 2, 2017.
- The waterline has been reinstalled.
- The next meeting is on 5-18-17

St. Mary's

- No one was able to attend.

Old Business

- Mr. Weeks stated that we need more members on the Board. We will have 5 openings this year.
- Mr. Benton suggested, Rita Walsh and Dan Cumlander, (for the finance committee)
- Other names mentioned were: Cindy Halowood, Ed Hammond, and Kevin Kortright.
- Mrs. Stauffer asked for a list of our donors to review and to consider for possible members of the Board.

New Business

- St. Mary's Golf Tournament is on June 12, 2017
- Mr. Benton commented on this year needs to be the year of renewed enrollment. He feels the Enrollment report was very encouraging.
- Mr. Benton referred to the study that he emailed to everyone from Georgetown University on Catholic schools and churches.
- Mrs. Stauffer mentioned how most individuals who took a vocation went to Catholic schools.

At 6:55pm, Mr. Naughton adjourned the meeting and Fr. Chevalier closed with a prayer.

The next Board Meeting will be held, Wednesday, June 14th at 5:00pm

