

# Saratoga Central Catholic School

Minutes of the Meeting of the Board of Trustees held on April 12, 2017  
5:00 pm

## Members in Attendance:

Michael Naughton, Chair  
Dawn Martinez, Vice Chair  
Fran Dingeman, Secretary  
Lew Benton  
Rev. Tom Chevalier  
Dan Shea  
Becky Stauffer  
Stan Weeks  
L. Stephen Lombard, Principal

## Other Attendees:

Mary Guarnieri  
Tom Gould (arrived at 6:40pm)

The meeting was called to order by Mr. Naughton at 5:10pm after an informal discussion of changing the monthly meeting time going forward to 5pm.

Fr. Chevalier offered an opening prayer.

A discussion of inviting Father George and Father Bob from St. Clement's Parish to our meetings ensued as well as a discussion of the concept of welcoming other school boards to our meetings. Mr. Naughton agreed to reach out to the Board Chairs of three schools as well as the associated Campus Ministers.

Mr. Lombard noted that Lyn Fitzgerald from St. Mary's called to tell us the school board meeting was moved to tomorrow night and then switched back to tonight.

Dan Shea moved to approve the minutes of the March 12th, 2017 School Board meeting. Dawn Martinez seconded the motion and it was unanimously approved.

## State of the School Report

- Mr. Lombard reported that enrollment was currently at 237 students. We have 28 new students enrolled for 2017-2018 compared to 51 new students enrolled at this time last year. Most of the newly enrolled students are from St. Clement's and St. Mary's schools.
- Mr. Lombard reported that he announced at the faculty meeting and sent a letter to administration that, due to declining enrollment, there may be a reduction in staff.
- Mr. Lombard reported that tuition in arrears continues to decrease with April 10<sup>th</sup> numbers less than March.
- Mr. Lombard reported Diocesan investment is down \$8000 due to the Diocesan disbursement being cut \$80,000 across four high schools. This money is solely used for financial aid.
- Mr. Lombard reported that the board in the center hall shows that 27 of 32 graduating seniors have amassed 6.6 million in scholarships to date.
- Mr. Lombard reported that attempts to go online with registration have been extremely successful in cutting down on cost, mailing, paper and time.

- Mr. Lombard reported that after the Mission Enhancement meeting, he reserved the NCEA webinar and posted the video link and asked staff to review it. The Out of break focus would be “What is our story?” with a focus on enrollment.
- The Beacon of Hope Diocesan Office and Catholic Schools Board commented on how well attended the Gala was by our school.
- Mr. Lombard gave a shout out to the Middle School team who competed in the State Odyssey of the Mind Competition in Binghamton and finished in 5<sup>th</sup> place. There was a 17 point spread between first and fourth place.
- The Odyssey of the Mind Program is spearheaded by Jen Dubois with help from Mark Welcome and Mary Guarnieri. Mr. Lombard commented on what a great job they do.
- It was reported that the Mock Trial Team under the guidance of Miss Izzo was a runner up at the County Champion Competition.
- Stations of the Cross was presented by our seniors. Students wrote a reflection of what each station means to them and it was presented to the student body.
- Holy Week Mass took place this afternoon.
- Performances of the high school musical *Once Upon a Mattress* would take place April 27-30.
- On May 5<sup>th</sup> there would be a dedication of the Blessed Mary Statue and Living Rosary.
- Mr. Lombard reported that after break, the school would celebrate “Accepted 6<sup>th</sup> Grader Day” during which he would give each student a t-shirt and bag.
- Steve reported there would be a meet and greet with Miss Douglas and the school staff with parents who were undecided about sending their student to the school.
- A discussion ensued regarding the need for more face to face meetings with parents, hosting an Open House after Sunday Liturgy and asking Father to set up coffee and juice in the parish center and invite parishioners to learn more about the school. Another source of outreach was religious education classes. It was also suggested to host an annual meeting with the Boards of St Mary’s, St. Mary/St. Alphonse and St. Clement’s schools. Attention to retention and outreach by the enrollment committee was suggested with a focus on broadening our outreach to Clifton Park. Money would be available to promote enrollment through local and social media. Efforts to grow an ambassador program and peer-to-peer ministry as in earlier years was suggested. Focus on linking parents with their local parishes was also discussed.

There was a motion to move to the Finance Committee report and that motion was amended to go to the Development Committee report first.

#### Mission Enhancement Committee

- No Report was given.

#### Development Committee

- Mr. Benton reported that the Development committee met Monday and he extended copies of the Advancement Report. It was announced that we were ending the fiscal year with fundraising revenues exceeding what was budgeted.
- Mr. Benton reported that there were class sheets of phone numbers for calling past donors who had not yet responded to the Alumni Appeal letter.
- Mrs. Guarnieri reported that Golf sponsorship numbers were low. Mary distributed forms for the Board to go out to donors with.
- Mrs. Guarnieri will work with Father Pat over school break.

#### Finance Committee

- Mr. Weeks reported that budget numbers through the end of March look positive compared to the forecast at the end of February.
- Mr. Weeks asserted that there would be a focus on enrollment in 2017 and 2018.

- Mr. Weeks reported that the \$80,000 from the Diocese for financial aid in 2017-2018 would be down \$8,000 from this year. The question of whether the amount given is subject to the number of students in the school was brought up.

#### Facilities Committee

- Mr. Shea reported that the Committee did meet and came up with a list of things that could be done to improve the appearance of the entry way to the school to make it more inviting. Two major improvements would be new lobby furniture and new carpeting.
- Mr. Shea reported a donation of paint, painters and furniture.
- Commercial grade carpet for the front hall would cost \$11,000.
- Structurally, Mr. Shea reported a need for a drain on the roof. This would cost \$7-8,000 to have installed with a total investment of \$9000.
- Mr. Shea reported that the seams on the paraffin around the gym would cost \$1000 in materials.
- A motion was made by Mr. Benton to use school funds of \$20,000 for school improvement projects. The motion was seconded by Mr. Naughton. All were in favor.

#### Enrollment Committee

- Mrs. Fornabia was not present.

#### Financial Aid Committee

- Mr. Lombard reported that the committee has not met.
- Mr. Lombard reported that he just gave the diocese the Beacon of Hope applications. Then Mr. Gould, Mr. Benton and Mary Gavin will get together as a committee.

#### Nominating Committee

- Erin Callahan was not present.
- It was reported that when there is a candidate interested in being on the Board, the next steps are that a form is sent to the Catholic Schools Office and then to the Bishop.
- Three candidates were suggested for the Board. Mrs. Stauffer volunteered to reach out to potential candidates and let Mr. Lombard know if they are interested.
- Dan Shea will be terming off the board in September.
- Any new board member appointments will be effective in July and they would begin attending meetings in September.

#### School Liaisons

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

- Mr. Lombard attended and reported that they are dealing with the same issues as we are.
- They are restructuring their Board.
- They had 12 families attend their recent Open House.
- Their major issue is with their buildings: roofing and plaster.
- Enrollment is slipping. Their pre-k numbers are sustaining them.

##### St. Clement's School

- Michael Naughton announced there was no PTO report.
- Enrollment is down.
- Their annual fundraiser is at Saratoga Polo on June 2. They have \$75,000 in sponsorships already.
- They will be hosting an Open House in April.

- The water main will be repaired over Easter break.

**St. Mary's School**

- Dan announced that the scheduled meeting was cancelled.

**Additional Agenda Items**

- Mrs. Martinez suggested changing the monthly board meeting time to 5pm going forward. All Board members approved the change starting in May.
- Mr. Gould asked about the President of the Board meeting with the Superintendent. Mr. Naughton reported that the last one was cancelled.
- Mr. Gould asked if the President of a Board can ask to roll over money to make up for an anticipated deficit for the following year. The response was that the Diocese wants everything accounted for at school year end.
- Mrs. Stauffer suggested getting our message out to more people than just our parishes and how important it is that we believe in what we produce.

At 7:23 PM, Mr. Naughton adjourned the meeting and Fr. Chevalier closed with a prayer.

The next board meeting will be held Wednesday, May10th at 5:00 PM.