

Saratoga Central Catholic School

Minutes of the Meeting of the Board of Trustees held on September 13, 2017

5:00 pm

Members in Attendance:

**Michael Naughton, Chairman
Dawn Martinez, Vice Chair
Fran Dingeman, Secretary
Lew Benton (left early)
Rev. Tom Chevalier (left at 6:40pm)
Mary Fornabia
Dan Shea
Becky Stauffer
L. Stephen Lombard, Principal**

Other Attendees:

**Megan Hennessey (Prospective Board Member)
Mary Guarnieri (Director of Advancement)
Sr. Susan Wiczynski R.S.M. (Theology teacher)
Mrs. McHale (Religion teacher)**

The meeting was called to order by Chairman Michael Naughton at 5:15pm.

Fr. Chevalier offered an opening prayer.

Dan Shea made a motion to approve the June Board Meeting Minutes and Becky Stauffer seconded the motion. All Board members were in favor.

Mr. Lombard introduced guests, Sr. Sue and Mrs. McHale, to address questions raised at the June meeting about the school's Catholic Identity. Sr. Sue teaches 6th, 7th, and 10th grade Theology. She stated that Catholic Identity was taught as represented in Scripture and Tradition. Sister explained that she starts out teaching the Bible's physical parts in middle school and moves into the Old Testament and people of faith. She completes this in 7th grade and works hard at encouraging a relationship with God by first knowing who He is. Sr. Sue teaches election of Popes and canonization of Saints. She stressed that Pope Francis declared Sept 1-Oct. 4 as the "Season of Creation" during which we need to show mercy. Sister continued that she focuses on Catholic Social Teaching in 10th grade.

Mrs. McHale coordinates the Peer Ministry and teaches religion to the remainder of the grades. Mrs. McHale announced that Mr. Hill will be helping with Community Service this year and she showed the Board a new Community Service Sheet outlining what is lined up for the year. Regarding Peer Ministry, there are 24 Peer Ministers this year. She plans to reduce this number to 12 next year (as in the number of Apostles). The Peer Ministers will go out into the community and represent the school. Juniors and Seniors will go with Fr. Vivacqua. Mrs. McHale went on to tell us that in 8th grade Religion, she teaches Church History, 9th grade she focuses on the Creed line by line. In 11th grade she focuses on Christian Morality within the Bishop's framework. In 12th grade she teaches Christian based short stories. She lets the students each lead the discussion for a week each quarter choosing topics that are relevant to their lives. Mrs. McHale shared the charitable focuses of each grade level and handed out a schedule of retreats and Masses. After their presentations, both guests left the meeting.

State of the School Report

- Mr. Lombard reported that enrollment on Opening Day went down to 227 from 237. He met with the Enrollment Committee and put plans into place to move that number forward in October and November.
- Mr. Lombard reported that by creating Grade Level Parents this year we will make in-roads into 4th and 5th grade parent communities. The May Dunning Street Station event was very successful based on people liking the personal touch and so we will coordinate a similar event earlier in the 2017-2018 school year.
- Becky Stauffer commented that St. Clements is experiencing a similar enrollment situation. They are down to one first grade at St. Clements and they have an average of 13-16 in each class.
- Mr. Lombard was pleased to announce a list of new teachers to include Catherine Sedlak – Living Environment and Earth Science, Daniel Vollweiler – 9th and 10th grade ELA, Benjamin Johnson – Calculus and Physics, Tiffany Farrell – Algebra and Consumer Math, and Jennifer Morrison – 8th grade Math and Geometry. He will invite the new teachers to the October Board Meeting.
- Mr. Lombard announced a budget meeting with JoAnn Gamello on Monday, September 18th to finalize the new school year budget. Next he will meet with the finance committee and then present the proposed budget to the Board for approval. He anticipates a surplus from last year to go into a discretionary fund from which some will be used to cover outstanding debt as well as other school needs.
- Mr. Lombard pointed out the enhancements to the school including new carpeting and furniture as well as new photos and items on the walls. Overhead lights have also been replaced. Mr. Lombard thanked Dawn Martinez, Ann Frankowski and John Pikus for their help in securing these positive changes to the appearance of the school.
- Dan Shea suggested inviting John Pikus to join the Facilities Committee.
- Mr. Lombard discussed the Smart Boards that will be installed as well as the Elmos (new projectors). There will be training provided for the faculty. Monies from the NY Smart Schools Fund and the Gala are responsible for these items.
- Mr. Lombard reported that we are off to a fantastic start to the school year. Students have responded very positively to the building upgrades.
- Mr. Lombard invited the Board to attend upcoming school events which he listed so the Board could save the dates. He reported that funds raised from the Diocesan Walk would be used for the Angel Fund (Tuition Assistance). Meet the Teacher Night will include a presentation by Mr. Lombard after which Mike Naughton will solicit volunteers and Board members. Dawn would follow and present information about the upcoming Gala.

Committee Reports

Mission Enhancement Committee

- The committee did not meet. Mike Naughton will provide a report when they do.

Advancement Committee

- Mary Guarnieri reported that efforts for the Walkathon were in full swing. She went to ELA classes and talked directly to the students. Last year they raised \$14,000. She is offering raffle prizes to incentivize students to raise more money. The 25 families that raise the most money for the Angel Fund will receive 4 dress down tickets (4 for each child in each family) and family passes to home basketball games during our regular season to make it fun and encourage raising more money for the school.
- Mary Guarnieri reported that bleacher and locker replacements were needed. Mr. D'Ambro found a company who will refurbish the bleachers we have. Lockers on the main floor have been purchased as the first set. To help fund both of these improvements, Mary has put together the Brick Program. The Brick Program will consist of two sizes of engraved bricks, 4"

x 8" and 8" x 8". There will be two price points. The brick company will set up a website for us and it will allow donors to pay online through SCC's PayPal account or mail in a check to SCC. Smaller bricks will create a main sidewalk to the statue of Mary and the benches. The larger bricks will be used to build short walls on either side of the present short stone walls. The bricks are guaranteed by the company we're working with for life. There is a maximum number of 21 characters per line to be engraved. There will be up to 4 lines on the small brick and up to 8 lines on the large brick. Our goal is \$80,000 for the refurbishment of the bleachers and the purchase of the lockers at \$128.50 each. Mr. D'Ambro and Dan Pikus will install the lockers. The Brick Program will be announced in the Alumni newsletter as an ongoing capital improvement.

- Mary Guarnieri reported that the bleachers will be up to safety security codes and will be handicap accessible.
- Donors will be able to earmark their donation for either the lockers or bleachers projects. A thank you was given to Pat Douglas for putting us in touch with this project.
- Mary Guarnieri announced that the Gala committee met for the first time to discuss the 2018 event.

Finance Committee

- Michael Naughton reminded the Board that Stan Weeks will no longer chair the committee due to his retirement from the Board.
- Mr. Lombard volunteered to chair the Finance Committee going forward.
- It was announced that Mr. Kumlander is willing to sit on the committee.
- The Board was reminded of our policy that the chair of a committee needs to be a member of the Board but a non- Board member can co-chair with a Board member.
- Megan Hennessey volunteered to co-chair the Finance Committee with Mr. Lombard.

Facilities Committee

- The Facilities Committee did not meet. This meeting was committee chair Dan Shea's last Board Meeting.

Enrollment Committee

- Mrs. Fornabia shared that the Enrollment Committee met last night. Jim Burnell took a job out of State but will continue to chair the committee.
- Open House is scheduled for October 25th. There are 50 yard signs to display and Open House flyers to post within the community.
- The committee is currently researching events that are going to be held at the partner schools to determine which ones SCC should be represented at. Local church events will also be considered.
- It was reported that Mary Guarnieri, Fran Dingeman, and Ellen Bailey met with Mr. Lombard over the summer to discuss marketing efforts. It was announced that SCC will be represented in the Albany Business Journal.
- Mrs. Fornabia reported that the Family Sponsorship Program is up and running. This program includes 12 volunteers (current parents) who were matched with new families. These 12 reached out to the families the 3rd week of August and will reach out again in late October. A survey will be created to obtain the overall results of this program at the end of the school year. So far there has been overall positive feedback on the program.
- Mrs. Fornabia reported that a team has been put together to create a Satisfaction Survey of the school before Thanksgiving. The main focus areas will be Academic, Catholic Identity, and Communication.

- Mrs. Fornabia reported that a grade level parent will be chosen for every grade and coupled with a faculty advisor with the goal and focus of communication. Teachers and committees can also make use of these grade parents.
- Dan Shea asked if we have an active Facebook page and encouraged the use of technology to accompany our efforts.

Financial Aid Committee

- Mr. Lombard reported that we will need someone to chair this committee in the spring. Mary Gavin will continue to offer her time on the committee.

Nominating Committee

- Erin Callahan shared with Mr. Naughton that the 5pm meeting time slot does not work for her schedule so she will need to resign from the School Board.
- Mr. Naughton reported that Megan Hennessey's status as a Board Member rests with the Bishop. Hopefully she will be instated by the time we meet for the October Board Meeting. That will leave us with 4 Board vacancies to fill.
- Becky Stauffer indicated that Ed Hammond is a strong possibility going forward.
- Mr. Naughton reported that we need to find a replacement for Erin Callahan as chair of the Nominating Committee and we need to find new nominees.
- Dan Shea offered to confer with Mr. Lombard and Mr. Naughton even after he is retired from the Board in regard to new nominees.

School Liaisons

St. Mary/St. Alphonse School

- There was no meeting.

St. Clement's School

- There was no meeting.

St. Mary's School

- There was no meeting.

Additional Agenda Items

- Board members commented that the foyer looks great.
- Mr. Lombard reported about an accident that occurred on school property. A car was heading northbound and rear ended a car which hit our school. Two males and two females jumped out unharmed before the vehicle hit the school stairway.
- Mr. Naughton discussed improvements and funds donated by Mrs. Roohan to the school. Mr. Lombard reported that he had met with Tom Roohan and Annie Krasnicki in regard to this. They wanted to steer the funds toward student assistance.
- Mr. Lombard reported that with the increased population of students coming from Broadalbin and Amsterdam, he is considering school transportation to that area. He was looking into renting a van that had wireless capabilities and could be tied into a grant offered to us from a trust.
- Mr. Lombard reported that he was still looking for a bus driver and a cleaning lady.
- Fran Dingeman suggested using discretionary funds to update our school website. Mr. Naughton steered that suggestion to the finance committee.
- Mr. Naughton offered a thank you on behalf of the Board to Dan Shea for his insight and guidance, time and effort as a Board member and chair of the Facilities Committee.

Mr. Naughton offered a prayer on behalf of Fr. Tom Chevalier, who had to leave early.

The next board meeting will be held Wednesday, October 11th at 5:00 PM.