

Saratoga Central Catholic School

Minutes of the Board of Trustees

December 19, 2018

Member in Attendance:

Dawn Martinez, Board Chair
Fran Dingeman, Vice Chair
Mary Fornabia, Secretary
Father Tom Chevalier
Megan Hennessey
Becky Stauffer
Peter Hart
Sheila Murphy
Christian Mathiesen, DMD
L. Stephen Lombard
Mary Guarnieri

Board Chair Dawn Martinez called the meeting to order at 5:07 pm.

Fr. Tom Chevalier offered an opening prayer.

Approval of Minutes: Megan Hennessey made a motion to approve the November Board Meeting Minutes and Becky Stauffer seconded the motion. All members present voted in favor. The Board voted in favor unanimously.

State of the School Report, by Principal Lombard

- Enrollment – 203
- Tuition in Arrears – as of 12/19, \$16,336.
11/28, \$14,962.
10/31, \$11,781.

Updates

- Thursday, November 29 @5:45 pm, Summit on Catholic Education at, Siena College, Sarazen Student Union, Rm. 204.
- Wednesday, December 5th at 6:00pm the NHS/NJHS Induction Ceremony at the Church of St. Peter's.

- Stations of the Crib. Performed by the 6th grade class. Organized by Sister Sue and Kim Waters. This was a wonderful performance and Mr. Lombard shared some photos of the performance with the BOT.
- Admissions Report was shared that showed since September 2018, students that were new admitted or left the school, giving us a current total of 203 students.

Save the Date / Upcoming Events

- Monday, January 7th – State of the School Address, 6:30pm at the SCC Gym

Committee Reports

Advancement/Development: D. Martinez/M. Guarnieri:

- **Winter Gala:** To date raised \$45,000. At this time last year \$65,000 was raised.
- 50/50 Raffle. \$60. Per ticket. Only 300 tickets will be sold.
- Roohan Realty will have raffles available to sell in their office
- Faculty will be asked to sell 2 tickets each
- BOT will be asked to sell 5 tickets each
- The TV sign at the entrance will advertise the raffles.
- Raffles will be announced at Varsity Basketball games.
- 9 Live Auction Items to date

Meet and Greet: at St. Mary's School in Ballston Spa for the parents of 4th and 5th graders. SCC parents and the BOT will be there to speak with these parents about our school.

There is a plan to have a “ Meet and Greet” with all partner schools.

Mission Enhancement: B. Stauffer/R. Cronin:

No Meeting

Finance: M Hennessey

- Meeting held 12/14 at 11:30 am.
- Review of financial statements, balance sheet and income statements
- Report on Tuition – FACTS Delinquency Report
- Review FACTS download for the 2018-19 school year.
- Report on Fund Raising Efforts
- Report on Development Efforts
- Seasonal and/or Acute Agenda Items
- Staffing Levels
- Facilities
- Equipment

- Tuition Levels
- Salary Scale
- Shelia Murphy made a motion to accept the financial committee minutes and Peter Hart seconded the motion. All BOT members voted in favor.

Enrollment: S. Murphy/MFornabia

-S. Murphy reported on the “information gathering meetings” held with Ellen Bailey and Mary Guarnieri on 12/6 and 12/7. Topics covered:

- Advertising
- Current Systems that are in place (website, Open Houses, Saint for a Day, Partner School contacts, Exit Surveys, Parent Mentoring Program)
- Potential New Markets were identified.
- Student Testimonials,
- FAQ sheet
- How the Enrollment Committee can support all of the above listed topics.

Financial Aid: S. Lombard no meeting

Nominations: None

Additional Agenda Items:

Old Business: none

New Business: BOT visit to classes on 12/14.

: The visit was well received by the students and staff. The teachers were pleased to see the BOT take an interest in visiting the school. F. Dingeman said, “this was an excellent opportunity and the drive of the students and attention to the teachers was very positive”

Introduction of Guest: S. Lombard

Superintendent Giovanni Virgiglio

- Superintendent Virgiglio spoke with the BOT about his recent promotion to the Diocesan Chancellor. Prior to his promotion he has worked as a teacher, and a principal. He grew up in the Capital Region and is committed to supporting the BOT and our school.
- He shared with us the background of CASDA.
CASDA is an independent assessment. The purpose is to use it as a roadmap to plan for the future of catholic schools. We will get out of it what we put into it. The Diocese funds the CASDA report. Additionally, it can make recommendations for enrollment
- CASDA will be looking at 3 Phases
 - 1- Data Collection
 - 2- Discussion with stakeholders
 - 3- Recommendations (June 2019)
- Superintendent Virgiglio advised us to use the Diocese as a resource. He mentioned the personnel and financial assistance departments as well as a collections service.

Closing Prayer led by Fr. Chevalier, which concluded the meeting at 6:55pm

NEXT MEETING IS JANUARY 30, 2019 AT 5:00PM