

Saratoga Central Catholic School

Minutes of the Board of Trustees

February 27, 2019

Members in Attendance:

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

Board Chair Dawn Martinez called the meeting to order at 5:05pm.
Fr. Tom Chevalier offered an opening prayer.

Approval of Minutes: Megan Hennessey made a motion to approve the January 2019, Board Meeting Minutes and Peter Hart seconded the motion. All members present voted in favor. The Board voted in favor unanimously.

State of the School Report: Principal Lombard

- Enrollment: 203 students.
As of this meeting we have had 35 “Saints For a Day”, where potential students shadow current students for a day.
Additionally, 18 applications have been received for the 2019 school year.
- Tuition in Arrears: as of 2/25 \$19,475
- Personnel: Riley Long, Assistant for the Principal, and Guidance Counselor Intern will be taking a full time position at Catholic Central as the Guidance Counselor. There will be a restructuring within 3 current staff and their job responsibilities to adjust to this change.

- Tri-annual Principal Review – Surveys, School visit Thursday, March 14 with a focus group.
- Phase 2 of the CASDA Study – School visit Thursday, March 21 with focus groups.

Save the date/Upcoming Events

- Grease the Musical – February 28th @ 7pm, March 1-2, @ 7pm, March 3rd @ 3pm.
- Spirit Day – Friday, March 1, 12-2pm, St. Mary's and St Clements 5th grade students will attend and each are given a Spirit Day t-shirt.
- Beacon of Hope Ball 0 Saturday March 2, 6-11 pm @ Glen Sanders Mansion. Paul D'Ambro will receive the Community Spirit Award.
- Open House - Tuesday, March 5, 6-8pm
- Ash Wednesday Mass – March 6th, 9:15am @ St. Peter's Church
- Secondary School Event: February 28th @ St. Ambrose School

Committee Reports

- Finance: M/Hennessey
 - 1- Review Placement Test Scholarships
 - 2- Financial Aide Committee- this meeting will take place either in late April or early May.
 - 3- Facts Delinquency Report: This will be included with the Monthly Financial information. Plans that are worked out with families will also be included within the report. Joann Gamello, from the Diocese will collect all tuition in arrears.
 - 4- Tuition for 2019-20 will be increased by 4%.
 - 5- Reduction of current Diocesan discounts.
 - 6- Fran Dingeman made a motion to approve the 4% tuition increase the reduction of the Diocesan discounts, as well as the financial committee report. Becky Stauffer seconded the motion. The Board voted in favor unanimously.

Report on Fund Raising Efforts:

- 1- Pending Events: Golf Tournament and Annual Appeal.
- 2- Completed Events: Annual Winter Gala: discussion on ideas for next year. There were lost opportunities on the biggest fundraiser. M. Hennessey will secure the venue for the 2019-2020 year.
- 3- Walk-a-Thon - \$5,700. versus budget of \$12K (6,300) A \$5K pledge check was expected the beginning of January. Mr. Lombard mentioned he has a meeting the first week of March to receive this check.

Enrollment: S. Murphy/M.Fornabia

1-Open House: An update was given on what the committee had done to prepare for the Open House (yard signs/ flyers posted in the community etc).

2-Leadership Saratoga: Update was given on response to the inquiry about Leadership Saratoga and SCC being a potential project. In May letters are sent out to non-profits so as to submit a proposal for a project.

3- Career Day: F. Dingemen, S. Lombard, M. Izzo
Meeting was held on 2/6. A final date has not been set, but it will be sometime in April. A list of alumni is being created to present to students about their current careers and the steps they took to reach there. Presentations will be 30 minutes in length. Letters will go out in March to alumni.

4- Digital Marketing: F.Dingeman, M.Guarnieri, S. Lombard E. Dingeman

Meeting was held 2/27 and the topic of a social media club that will be overseen by teachers was discussed. Future meeting dates on this topic were set up.

5- FAQ—1000 have been printed and are available for us to share.

6- Advertising/Marketing/Website: S. Murphy sent an email to Superintendent Virgiglio asking for his input on resources with in the Diocese to assist us on these topics.

Old Business: None

New Business:

- 1- WNYT News Channel 13, 4-second TV ad for the Open House will run from 3/1- 3/5.
- 2-Strategic Plan: Dawn Martinez revised our Strategic Plan to conform to the Catholic School Office guidelines outlined at the Governance Symposium in November 2018. Shelia Murphy made a motion to adopt the updated Strategic Plan and Chris Mathiesen seconded the motion. The Board adopted the new plan unanimously.
- 2- Annual Giving Appeal: a discussion was had regarding obtaining an updated recipient list as well as sending out a letter or a pamphlet.

Closing Prayer: led by Fr. Chevalier, which concluded the meeting at 6:46pm.

Executive Session – Requested.

NEXT MEETING: WEDNESDAY, MARCH 27, 2019, 5:00PM