

# Saratoga Central Catholic School

Minutes of the Board of Trustees

May 29, 2019

## **Members in Attendance:**

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

Board Chair Dawn Martinez called the meeting to order at 5:10pm.  
Fr. Chevalier offered an opening prayer.

**Approval of Minutes:** Megan Hennessey made a motion to approve the April 2019, Board Meeting Minutes and Chris Mathiesen seconded the motion. All members present voted in favor unanimously.

**Guests:** Ellen Bailey, Admissions, Tuition, HR, and Finance Coordinator

Mrs. Bailey shared the process of when there is tuition in arrears. The BOT requested this. Following are the steps that take place.

- SCC utilizes FACTS (an online tuition management system)
- When a payment is not made on time Mrs. Bailey generates an email to parent/guardian through FACTS of a payment notice.
- A letter and email is sent from SCC to the parent/guardian, notifying them of the arrears which includes our tuition policy, and consequences for default of the agreement.

- Access to Schoology and PowerSchool is suspended and parent/guardian must come in and set up and sign agreement for a payment plan. 50% of parents/guardians follow through.
- A letter from the Diocesan Catholic Schools Office is sent.
- Dan Jaromin (from the Diocesan Catholic Schools Office), and Ellen Bailey generate a letter as a second notice in regard to tuition in arrears and the effect for late tuition payment.
- Overall, SCC works very hard to help families come to an agreement for payment.
- Mr. Lombard stated that overall a more conservative effort has been made to obtain the tuition in arrears.

A discussion was had about this process and additional steps that can be taken to reduce the tuition in arrears.

### **State of the School Report: Principal Lombard**

- **Enrollment-** 203
- **Tuition in Arrears:** as of 4/29 \$29,876, for 2018-19
- **CASDA Study:** no update as of date.
- **AdvancEd** -- there is continuous improvement.
- **Yearbook:** each BOT received at 2019 school year book.

### **Upcoming Events:**

- 5/30 Ascension Thursday Mass 1:15pm
- 5/31 Senior Letters/May Crowning Prayer Service (10:00am)/Awards Assembly (12:30)
- 6/6 Baccalaureate Mass
- 6/7 Graduation
- 6/17 Last day of classes/8<sup>th</sup> grade Moving Up Ceremony (6pm)
- 6/18 Regents Testing begins
- 6/25 Regents Testing Completed

### **Committee Reports:**

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

- **Golf Tournament:** Netted \$21,000 with 130 golfers. It was a fun day with great participation.
- **PJ's Bar-B-Que fundraiser:** \$250.
- **Annual Appeal:** \$34,380.

**Mission Enhancement: B. Stauffer/R.Cronin**

- There was a discussion about a recent presenter at the school, Kate Maloney from Students For Life. SCC will be starting a chapter in the Fall 2019.

**Facilities: P. Hart/S. Lombard:** no meeting

**Finance: M. Hennessey:**

- Reviewed the financial statement and finalizing the 2019-20-budget process.
- Joanne Gamello is working on each school having their own Federal ID number.
- FACTS Delinquency Report: moving forward this report will be discussed at all BOT meetings.
- A discussion of adding prior tuition in arrears into FACTS
- Discussed moving tuition to start in July
- A discussion was had about the “work out plans” with families for tuition in arrears. Committee should bring to next meeting a copy of that plan. These plans are suggested to be shared with the finance committee.
- Tuition delinquency as of 4/30/19 is \$44,489.68

**Enrollment: S. Murphy/M.Fornabia:** no meeting.

- It was reported that there was a school concert/ice cream social at St. Mary's Ballston Spa and SCC had an information table. There were several families that took information and 3 parents of 4<sup>th</sup> grade students stated they planned on sending their children to our school.

**Financial Aid: S.Lombard/M.Hennessey:**

- Review proposed letter for financial aid received by Ellen Bailey to be submitted with tuition contracts. Emailed Jo Ann Gamello inquiring about a Diocesan Financial Aid letter that may be in place as it is important for all the schools to be consistent.

**Additional Agenda Items:**

**Old Business:** none

**New Business:** M. Fornabia will not be present at the June meeting so F. Dingeman will take the minutes.

**Closing Prayer:** Lead by Becky Stauffer, which concluded the meeting at 6:35pm.

**Next Meeting: Wednesday June 26, 2019**