

Saratoga Central Catholic School

Minutes of the Board of Trustees

April 29, 2020 (via ZOOM)

Members in Attendance:

Dawn Martinez, Board Chair

Fran Dingeman, Vice Chair

Mary Fornabia, Secretary

Becky Stauffer

Megan Hennessey

Peter Hart

Father Tom Chevalier

Christian Mathiesen, DMD

Laurie Tomita

Mike Kondratowicz, Interim Principal

Board Chair Dawn Martinez called the virtual meeting to order at 5:05 pm.

Christian Mathiesen, offered an opening prayer.

Approval of Minutes: Becky Stauffer made a motion to approve the February 2020, Board Meeting Minutes and Chris Mathiesen, seconded the motion. All members present voted in favor unanimously. Please note there was no BOT meeting for the month of March 2020 due to COVID-19.

State of the School Report: (Principal Kondratowicz)

1. Enrollment stands at 193 students.
2. COVID-19
 - a. On 3-13-20 SCC was given 1 day notice to prepare how to teach students virtually, due to COVID 19 and the governor's orders of NYS going on a "pause".
 - b. The following week students came into to clean out their lockers
 - c. Schoology was the main virtual learning platform
 - d. There was a faculty meeting before the Easter break in April to discuss ways to better meet the academic needs of the students. All teachers have been advised to reach out to parents of students.
 - e. The virtual platform of "Zoom" was introduced and was embedded into all the student's schedules.

- f. Since then there has been a great deal of positive feedback from the teachers and families.
3. Grading: In class grades are based up until 3-13-20, and no student will be penalized for not immediately being able to get on distance learning. Third quarter grades did go out. The Diocese is currently discussing an order to give guidance on 4th quarter grading.
4. Registration:
 - a. Approximately 30 families have not re-registered as of date
 - b. Administration are reaching out to those families.
 - c. Currently 13 students registered for the 6th grade.
5. End of Year Activities:
 - a. June 9th Junior/Senior Prom (date moved due to COVID 19, and had to give notice to keep the deposit)
 - b. Discussion is being had among the 4 Diocesan high schools about graduation and possible options.
 - c. Academic and Athletic Awards Ceremony: Ms. Izzo is discussing with the faculty how awards will be received this year.

Committee Reports

Enrollment (M. Fornabia, A. Campbell, H. Bott)

1. A Silent Donor donated a beautiful purple and gold SCC sign in front of our building, visible just above the front doors.
2. Updating the SCC sign in front of the school was discussed. The committee would like to create a fundraiser to pay for a more attractive, slightly taller sign that would be more visible to those who pass by. An estimate of \$5000 was a quote from Adirondack Sign Company.
3. Open House: Many of the additions that were added to the last Open House were discussed, i.e. greeters, welcome sign, cafeteria food displayed etc. Also, D'Andrea's Pizza agreeing to place Open House flyers on the pizza delivery boxes. It was agreed that these were all great additions and will be revisited in the fall for the next Open House.
4. Alumni Career Day: for now it is cancelled. It was agreed upon that it was a huge success last year and will definitely be on the calendar for the the next school year.

5. Retentions Assessment Overview: Mark Welcome has been looking at data over the past 10 years and will be compiling this information to share in the future.
6. Mentor Program: Ellen Bailey has been working on this and has created a list of current SCC families to be SCC Mentors. For now this is put on hold.
7. Marketing Proposal: a discussion was had about fundraising to pay for a new website, school sign and marketing in general.
8. Advertising: Fran Dingeman discussed radio advertisements. Social Media (Facebook, Instagram) was discussed and how to use demographic-specific marketing on these sites.
9. SCC Orientation handbook: This is being created by Ashley Campbell and Katie Dunne. The idea is that this will be shared with all new families at SCC. Information will include: school contact information, a “frequently asked questions” page, a page from the nurse, list of clubs, sports, etc.

The BOT had a rich discussion about additional ways we could use social media to educate and promote to families about our school with the NYS “Pause” order.

Some suggestions were:

1. Sharing “curriculum content” for the upcoming year at all class levels. For instance, “6th grade science covers....” “10 grade English covers”
2. Sharing pictures of our teachers.
3. Sharing pictures of the school work/projects that our students doing.
4. Share information about our new principal.
5. Share if there is a new teacher/new staff

Facilities: (P. Hart)

1. Broken door in the bathroom of the boys locker room has been repaired.
2. We now have a “CloroxTotal360” sanitizing machine. We split the cost with St. Peter’s Church. It will be able to clean the classrooms, bleachers, and pews in the church and any other surfaces.

Finance/Financial Aid: (M. Hennessey)

1. Review Comparative Balance Sheet
2. Review Comparative Income Statement
 - Review variances
 - Review why we didn’t budget for accounts we posted revenue

3. Review Tuition in Arrears per FACTS 4/16/20.
4. Review Financial Aid
 - Run FACTS Aid Report - administration contacted families
 - Financial Aid Application mailed to returning families
 - Applications to be reviewed and scale set for aid determinations on or about mid – May
 - Applications to be reviewed and tuition determinations sent to families early June
5. Motion to Approve Finance Committee meeting was made by Mary Fornabia and seconded by Becky Stauffer. All members present voted in favor unanimously.

Additional Agenda Items:

Old Business: none

New Business: KPM Restoration, Jamie Kennedy (owner and new SCC parent), volunteered to professionally disinfect the school building prior to students returning (\$20,000 value).

Closing Prayer: led by Father Chevalier ended our meeting at 5:55pm

Executive Session: Requested

Next Meeting Wednesday May 27th @ 5:00pm