

**Saratoga Central Catholic School
Board of Trustees**

***Meeting Minutes
Tuesday, March 26, 2024***

Opening

The regular meeting of the Saratoga Central Catholic School Board was called to order at 5:15 pm. Principal Chris Signor led the opening prayer.

Present

Dan Kumlander- Chair, Trish Dugan - Secretary, Chris Signor - School Principal, Jeff Pompa and Rose Place

Approval of Minutes

There was not a quorum for the previous minutes to be approved.

State of the School Report: (Chris Signor, Principal)

- There will be a school vitality program for all 19 schools within the diocese. This report card will include and not be limited to finance, enrollment, building and grounds, etc. We will compare last year to this year in August 2024. This will identify areas such as the true cost to educate a student. What percentage covers salary and benefits and each part will be completed by the respective committees. This will be used as a tool to compare learning and standards within the diocese.
- The Cognia accreditation will take place for the next three years. All schools are system accredited.
- The Staff survey just went out. Template surveys will be used and the staff just completed theirs. Each school has a folder for all of the data received from the surveys and all results will be shared with the other schools within the diocese.
- Safety training has been completed. Curriculum training will be implemented. Four days have been set aside as Professional Development days for Assessment Training. April 8th, June 4th, June 17th, and September 4th. This training will offer insight into the grading process as opposed to just testing as the assessment. Procedures will be put into place to help the students learn and for staff to identify, observe and evaluate student progress.
- Principal Signor received a bid on the roof from an outside source as we are still waiting for other bids through the retained architect. Estimation looks like the capital improvement will be right around \$142k in material, \$380k total. Jeff Pompa will reach out to Steve from Rowland Architects to inquire about process and other bids.
- The phone system is currently being analyzed to see what upgrades are needed.

Committee Reports:

a. Advancement and Development (Lisa Moser)

- Lisa Moser was not in attendance but reported that the gala fundraising efforts were successful and was increased \$20k from last year.

b. Enrollment and Retention (Nikki Hartmann)

- Nikki Hartmann was not in attendance but submitted the following reports.
- Current enrollment is 204 students.
- The ERC explored the COGNIA Survey Database and decided to make minor changes to the June 2024 Parent survey as well as to import the survey to the Diocesan software database for future use. The committee revised the survey. The board will be given a draft copy. It was decided to send it out to families after the April break due at the end of May.
- New Students for 2023-24 - there will be a new 7th grade student starting after Easter break.
- As of 3/25/24 we have 18 applications submitted + 4 starting, 22 total. Interviews are ongoing. 11 offers were sent of the 18 applications completed. Ten are 6th graders and one 7th grader.
- We asked families to complete re-enrollment by 1/31. As of 3/25/24 there were 157 out of 178 students who had been re-enrolled. 89% of total eligible and 2 withdrawals. One which moved out of state and one that is going back to public school.

c. Mission Enhancement (Trish Dugan)

- This is a very busy time for the Campus Minister therefore no meeting was had. The Holocaust survivors did meet with various grade levels via zoom and it was very impactful during this time of prayer and fasting. There were also retreats and reconciliation scheduled during lent.

d. Finance (Dan Kumlander)

- Tuition (net of aid) ytd increase of 16.6% from same period last year.
- Salaries and benefits ytd decrease of 7.6% from same period last year. The gap is getting narrower in this category due to the Safety Officer addition. If we consider the designated contribution to cover a portion of the safety officers salary the percentage changes to 11.5% decrease.
- Deficit through 7 months at \$134,928 compared to deficit of \$92,405 for same eight month period last year.
- Deficit due to timing – still on pace to meet or exceed updated annual budget surplus of \$49,600. Spoke to the diocese, budgeted items such as Mandated Services of \$48,000 and CAP (\$46,000) have not been received yet (but will) and the Golf Tournament and Gala also will make a difference to the deficit / surplus.
- The 22/23 eight month deficit would have been much larger than \$92,405 had it not been for the non-recurring ERC receipt of over \$250,000 that was included as revenue in last year's profit/loss calculation and the Gala was in February last year so that had a positive influence on last year reported value that has not hit yet.
- It has been reported that the health insurance increase for next year will be 10.1%. This will return the cost to the levels of the 22/23 operating year. This will have minimal effect on 24/25 diocese approved budget as not all staff participate in the program and we submitted an increase to health insurance for 24/25.

- We are looking to re-address the bus portion of our budget. It is necessary to have the busses as there are no reliable services for transportation due to labor shortages. When combining bus upkeep, insurance, athletic transportation, and bus driver payroll the expense year to date is \$68,106 compared to \$42,646 last year to date. Most of the increased cost is in bus upkeep due to the doubling of the fleet. We will adjust the future budget for this category accordingly. Buses are inspected every six months at the Saratoga Springs Bus Garage to be DOT compliant. We are taking one bus off the road and it will be going to auction. We are adding one more driver and are looking at purchasing two mini vans.
- The diocese will no longer be covering legal fees, the school will be responsible to pay all legal fees beginning next fiscal year. We are looking closely at Insurance rates and options as well.

e. Nominations (Lisa Moser, Jeff Pompa, Rose Place)

- There was discussion on next fiscal year executive board. Members in attendance felt there would be no change from this year.
- Terms need to be updated and sent out to the board members.

f. Facilities (Jeff Pompa)

- The roof repair was discussed and Jeff will reach out to Steve from Rowland Architects to find out where they are at in the bid process.

Additional Agenda Items

1. Old Business

- No old business

2. New Business

- Update terms for BOT
- Resubmit all BOT Meeting Minutes as of July 1st 2023 forward to Aiden Lambert and Principal Chris Signor.

Closing Prayer – (Chris Signor)

- The meeting was adjourned at 6:29pm. Principal Signor led the closing prayer.