

# Saratoga Central Catholic School

## Minutes of the Board of Trustees

May 27, 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 5:02 pm.

Father Chevalier, offered an opening prayer.

**Approval of Minutes:** Chris Mathiesen made a motion to approve the April 29, 2020, Board Meeting Minutes and Megan Hennessey, seconded the motion. All members present voted in favor unanimously

### **State of the School Report:** (Principal Kondratowicz)

1. **Enrollment** stands at 193 students.
2. **Re-registration:** the majority of our families have filled out the re-registration forms. Our incoming 6<sup>th</sup> grade is currently at 17 students with a continued positive response of many more in the registration process.
3. **Awards:** On June 5<sup>th</sup> there will be a pre-recorded virtual Awards Ceremony on You Tube.
4. **Graduation:** the Diocese asked the high school principals to each give 2 potential dates to hold graduation. SCC chose July 10<sup>th</sup> at 11:00am and July 24<sup>th</sup> at 11:00am. Based on NYS guidelines for the COVID 19, at that time will determine how the graduation will be held. Currently, the school, along with a graduation committee are looking at various venues some of which include, the SCC gymnasium and St. Clément's Church.
5. **Senior Signs:** the yard signs were delivered by staff and teachers to each senior, and placed on their front lawn. There was a very positive response from the students and families on this very special recognition by our school.

6. Returning to school in the fall: The diocese would like our school to set up a committee to plan for the re-opening. Individuals are still being discussed, but at the very least would likely include, faculty, nurse, BOT, and maintenance.

## **Committee Reports**

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

No report. Dawn Martinez did report that she discussed with Fran Dingeman about taking on a new role as the Social Media Manager, which would include promoting our school. Fran is very excited about this position and will work closely with our Enrollment Chairpersons.

### **Advancement/Development** (D. Martinez)

No report.

### **Facilities:** (P.Hart)

No report. Dawn Martinez did share that the boy's locker room bathroom door has been delivered and will be put on very soon.

### **Finance:** (M. Hennessey)

1. Review Comparative Balance Sheet
2. Review Comparative Income Statement
  - Review variances
3. Review Tuition in Arrears Per FACTS
  - Report was not emailed prior to Finance Committee meeting to review. Jo Ann will email report following our meeting
4. Review Financial Aid
  - COVID-19 (19-20) Tuition Relief – will discuss at next Financial Aid meeting and Complete the worksheet and email back to Dan.

### **Financial Aid** (M. Hennessey)

1. Reviewed first round of financial aid applications (56 students)
  - Email all families with submitted applications to let them know they need to finish submitting their documentation on FACTS by May 22, 2020 to be eligible for aid this year.
  - Reach out to families on the financial aid list that have a delinquent balance and let them know that they are not eligible for aid if their tuition is not paid June 1, 2020.
2. Follow up meeting scheduled for Tues, May 26, 2020
  - Applications to be reviewed and scale set for aid determinations end of May

- Applications to be reviewed and tuition determinations sent to families early June

**Nominations:** We have a potential candidate.

**Additional Agenda Items:**

**Old Business:** None

**New Business:** None

**Closing Prayer:** Led by Father Chevalier which closed the meeting at 5:35 pm.

**Executive Session:** Requested.

**Next Meeting June 24<sup>th</sup> at 5:00pm. Last meeting of the school year.**