

**Saratoga Central Catholic School**  
**Board of Trustees**

*Meeting Minutes*  
*Tuesday October 18, 2022*

**Opening**

The regular meeting of the Saratoga Central Catholic School Board was called to order at 5:30pm.

Principal Signor led the opening prayer.

**Present**

Sandy Blanchard - Chair, Michael Kondratowicz - Vice Chair, Bill Darcy - Secretary, Chris Signor - School Principal, Terill Brown, Nikki Hartmann

**Present via Zoom** - Lisa Moser.

**Absent** - Fr. James Ebert, Jeff Pompa, Dan Kumlender

**Approval of Minutes**

A motion was made to approve the September 20, 2022 meeting minutes by Nikki Hartmann and seconded by Michael Kondratowicz..

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

- Enrollment currently stands at 182 students - down from 186 one month prior. Two of the departures were discipline related. Efforts are being made to better document student files relative to loss, retention, discipline, commendation etc. Teachers seem to be willing to assist in this process which is proving helpful.
- Tours continue - there have been 3 tours of the school in the past 2 weeks.
- The School will not be buying another bus or van in the near future. A plan to rent from the local public school district is being considered. The possibility of renting vehicles from the public school district and using the current SCC drivers for these vehicles is also under consideration. This issue will hopefully be resolved in time for all of the winter sports season, and possibly for fall sports sectionals.
- November is Random Acts of Kindness Month. This will be celebrated in several ways including gifts being presented to students by their teachers, inspirational quotes and wall art displays, a themed dress down day, a food drive and service projects. And of course, watch for Principal Signors "DUCK DAY"!
- Pink Day was Very Successful much in part to the efforts of Ms. Izzo!
- School Spirit seems exceptionally vibrant with a high level of student attendance at sports events among other noticable student efforts.
- Principal Signor will be submitting a 2022-2023 Policy 1900 letter to Dr. Virgiglio outlining short term improvement goals for the School. Staff to Student Ratios, Advancement and

Fundraising, and Student Retention and Enrollment will be detailed as our improvement goals for the current academic year.

- Both the boiler installation and kitchen upgrades are progressing and should be completed very soon.

## **Committee Reports**

### Advancement and Development - (Lisa Moser)

- Lisa Moser and Heather Bott will be meeting to begin plans for the winter Gala. The Gala is scheduled for Saturday January 28, 2023 and will take place at the Holiday Inn.
- An invitation and sponsorship drive for the Gala is also beginning now.

### Enrollment and Retention - (Nikki Hartmann)

- Nikki Hartmann will chair this committee. More members may be added in the future with a goal of around 5 people - this make up might include teachers, SCC parents, SCC admin, SCC BOT members or outside community members.
- Open House is scheduled for Nov.2 - BOT Members are all invited. Student Ambassadors are being selected for this event. These Student Ambassadors will be paired with potential students with similar interests in hopes of encouraging a high quality of questions and conversation.
- The committee's social media presence is greatly expanding to include an Open House RSVP and Invite on the schools website, boosts to our Facebook, Instagram and Tik Tok visibility as well as advertising in some of the local and regional tabloids.
- Future plans for this committee include identifying enrollment and retention goals, exit interviews, upgrading handout materials at open house and school tours, community building and connecting current SCC families to new and potential new families.

### Facilities - (Bill Darcy)

- Fire Inspection was recently completed - there are some electrical modifications and storage issues that were cited and will be rectified in time for an early November reinspection.
- Local Police inspection and lockdown training continues as an ongoing safety effort.
- Recent fire detection and alarm inspection has been completed by Stanley Security - 2 fire detection devices and 3 cameras have been tagged for immediate replacement.
- Boiler work should be completed and heat should be on within one week.
- Kitchen repairs are ongoing and should be completed very soon..

### Mission Enhancement - (Terill Brown)

- A monthly, grade by grade report of progress throughout the school will be presented.
- Catholic Identity efforts ongoing.

## Finance and Financial Aid (Mike Kondratowicz)

- Adjustments to the 2022 - 2023 School Year Budget were made by Principal Signor and Joanne Gamello. Changes were primarily related to healthcare costs, NERIC Expenses, tuition revenue, and fundraising revenue for the Gala. Further adjustments for utilities costs may be pending.
- A review of the September Financial Statements notes a small enrollment / tuition drop, ERC Fee needing further clarification, as well as a year over year increase in administrative costs. Mr. Kumlander has made an inquiry regarding government funding and this will be reviewed.
- Heating system repairs and upgrades are still fluid and the schools cost of repairs may be substantially higher than originally anticipated. Joann Gamello is assisting in possibly securing grant money toward this cost.
- Transportation for Athletic - New Vehicle purchase has been shelved for now. Vehicle rental options as discussed in the State of the School report (see above) are now under consideration for the winter sports season if not sooner.
- Tuition in arrears updates as follows - Letters to all families behind in tuition are going out currently. Accounts of families behind in tuition who do not have a child currently enrolled at SCC will be turned over to collection agencies. Currently enrolled families will see progressively increased penalties as conditions warrant.
- The next finance committee meeting will take place on Wednesday November 16, 2022 at 5pm - via Zoom.

## Nominations

- There were no BOT nominations this month.
- Members are encouraged to nominate members for future BOT positions.

## New Business

- The Code Blue Shelter that sits next to the school athletic field (across Hamilton St.) has recently become a year round homeless shelter. Principal Signor will address safety concerns including proximity between the school property and this property with the local police department (SSPD) and internally with appropriate staff. Our immediate goal is a comprehensive security plan for AM drop off, PM egress as well as for the athletic field usage schedule. Updates are expected very shortly.

**Old Business:** N/A - No Old Business.

## Adjournment

- Meeting was adjourned at 7:15pm.
- Principal Signor led the closing prayer.