

**Saratoga Central Catholic School  
Board of Trustees Meeting  
Wednesday, October 28, 2020**

The Saratoga Central Catholic School Board of Trustees met via ZOOM on Wednesday, October 28. Those attending included:

Chairperson Dawn Martinez, co-chair Mary Fornabia, Rev. Thomas Chevalier, Laurie Tomita, Francine Dingeman, Becky Stauffer, Terrill Brown, Peter Hart, Christian Mathiesen DMD, Michael Kondratowicz, school principal Joseph Kilmade, Enrollment Committee chair Katie Dunne and Diocesan School Board liaison Paul McAvoy.

Board Chairperson Dawn Martinez called the meeting to order at 5:03 PM. Father Chevalier provided the opening prayer. A motion to approve the minutes of the September 30, 2020 meeting was made by Mary Fornabia, seconded by Laurie Tomita and approved by the board. Board members then introduced themselves to Paul McAvoy.

Joseph Kilmade gave the principal's report.

He explained that LCS is now providing cleaning services for the school buildings.

A \$45,000 grant from the Jordan Family Foundation will be used for upgraded computers and laptops for teachers and will include the costs of training and software.

An additional \$6,000 will be needed to cover the costs of snow removal for the coming winter.

Rather than spending an estimated \$40,000 to \$80,000 for classroom air purification devices, windows will be kept open to improve fresh air circulation. Students will be advised to dress for cold weather.

A grant to be used to hire a contractor for repair of the boiler is being processed and will soon be finalized by the Diocese.

A generous donor will be covering the costs associated with renovation of the ground floor of the high school building including conversion of existing space for flexible uses including a study area and a food service area as well as a faculty lounge with a separate bathroom.

The high school building and classroom space in the parish center have been wired for a coordinated phone system.

Enrollment has reached 210 with a small portion of students taking remote classes. Teaching is being conducted both in person and on line.

The girls' golf team was cited in the news. There are questions remaining about the winter sports schedule.

With the lack of sports, Mr. Kilmade is trying to develop other activities for students. He is considering independent study activities to 'add novelty to the day'.

Students attend mass every other week. Themes are being explored for the Peer Ministry Program.

Department heads are meeting regularly before faculty meetings. Mr. Kilmade tries to speak to each teacher daily and he sits in on classes from time to time. Teachers seem to be content despite have a heavier teaching load. More substitute teachers are needed. Mr. Kilmade is exploring ways of making courses more rigorous and encouraging students to participate.

Enrollment Committee chair Katie Dunne gave a report on committee activities.

The Enrollment Committee met via ZOOM on October 22.

Ashley Campbell will oversee the Parent Ambassador Program.

A virtual open house will take place on November 17 at 6:30 PM and there will be a question and answer session with our principal.

There will be a social media campaign to broaden exposure for the school.

The Diocese will help the school develop a video for social media.

The Advancement report was given by Dawn Martinez.

There will not be a Gala this year but previous Gala sponsors have so far pledged more than \$10,000 to support the school.

500, 50/50 raffle tickets are being sold for \$100 or 3 for \$200 with a goal of \$50,000 in ticket sales.

Letters from students to alumni seeking additional contributions have been sent out through email and similar letters will be mailed out soon.

Peter Hart mentioned that the Facilities Committee will be meeting in November.

Finance and Financial Aid chair Michael Kondratowicz gave his report.

The Finance Committee met the previous week and noted that the Corona Virus has had a significant impact. Income from fundraising is less because the Gala can not take place this year. Expenses are greater for cleaning and

for the increased number of teachers required due to higher enrollment.  
Expenses are lower for sports activities.  
The committee is exploring ways of closing budget deficiencies.  
There is some funding still available for financial aid.

#### Nominations

Dawn Martinez has asked Sandy Blanchard to join the Board of Trustees.

Father Chevalier gave the closing prayer and the meeting was adjourned at 6:50 PM.

The board then went into Executive Session in order to discuss one legal matter.

Respectfully submitted,

Christian E Mathiesen DMD