

# SJCA Board of Directors

Minutes | 1.18.21 | Recorded by John Hogan

## **Present:**

Kyle Vitkus, Beth Bahr, Christine Genthner, Bruce Varick, Matthew Rizzo, Brock Portilia, John Moyer, John Hogan, Susie Harron, Eric Kenesie, Paul Marik, Paul Krumrie, Jeanne Kessler, Horace Staples, Tom Ambro, Peter Specca, Kerstin Santarelli, Mike Bain

## **Excused:**

Bob Freund and Theresa LaMacchia.

## **Called to Order:**

Kyle Vitkus, 6:02 pm

## **Prayer:**

Brock Portilia (compliments were given)

## **November & December BOD Minutes, January 12th Operation Meeting:**

The November and December Board of Directors Meeting Minutes and Consent Agenda were reviewed, along with the January 12th Operation Meeting Minutes. Note to indicate that from the December 14th Minutes that \$75K was approved from the Endowment Fund (via Brock Portillia), not the Athletic Association. Brock also noted that this is a budgeted number, not an affirmed number.

Motion for Approval: [Eric Kenesie](#)

2nd: Peter Specca

Approval Motion passed unanimously.

## **Items from Consent Agenda (presented by Kyle Vitkus):**

- Initial glance indicates SJCA would qualify for 2nd round of PPP loans. Finance director is checking to see if we qualify. The recommendation is that if we qualify we should apply. If we do not qualify, earmarked funds are available for specific items. The Archdiocese has been notified of our interest in applying for the 2nd round of PPP; they have advised that if we qualify we should apply.
- The 1st PPP was \$952K; likely would qualify for the same amount with 2nd PPP.

Kyle Vitkus asks for a motion of approval to check if qualify for 2nd PPP and if so to approve.

- Jeanne Kessler wanted to know if this was a loan or a grant; Kyle Vitkus stated that if approved, the PPP is a forgivable loan.

Motion to Approve: Peter Specca  
2nd: Mike Bain  
Motion passed unanimously.

- Budget Update:
  - From the December 14th Board of Directors meeting, a discussion with Kids Castle was held on tuition structure. Based on that discussion an increase of \$500 and \$200 for grades 3K and 4K, respectively, was recommended and accepted here for final approval.

Motion to Approve: Tom Ambro  
2nd: John Moyer  
Motion passed unanimously.

- Staff made a recommendation for a legacy student discount of \$100 for every year a student has been enrolled; discount would be applied for their senior year tuition. Tabling for now.

**COVID-19 Update** (presented by Matt Rizzo):

- Upper Campus:
  - On November 16th we reviewed that SJCA would go virtual until January 4th. The first two weeks in the 2nd semester, where SJCA has provided a hybrid of in-person and virtual, are going very well. There has not been any changes to the overall COVID policy (ie. social distancing, lunch separation, hand sanitizers, etc.).
  - Over the last 2 weeks, 4 teachers were out (with 2 of the absences pre-planned), with one testing positive for COVID.
  - Student in-person numbers are consistent with last semester, with approximately 90% of students attending in-person.
  - Paul Marik asked if there had been any student cases to-date this semester. Matt Rizzo said no, not in the upper campus.
- Lower Campus (presented by Kerstin Santarelli):
  - There had been confirmed COVID cases at the lower campus.
  - A quarantine was required for one session as a few adults had tested positive, but are now out of quarantine. Students had to be isolated because of at-home exposure; no one else tested positive.
  - Paul Marik asked if there was any news on providing vaccines at the school.
    - Matt Rizzo responded that he had provided forms for all staff members that would want to receive a vaccination, with the potential for hosting vaccinations at SJCA.
    - Kerstin Santarelli mentioned that more information on scheduling and possible symptoms from vaccination would be required prior to hosting.
    - Kyle Vitkus asked if other schools in the Archdiocese are doing the same?
      - Bruce Varick said high schools in the area are considering vaccinations and the potential scheduling adjustments required (ie. day after vaccination might be an off day, accounting for people with symptoms).

- Brock Portillia asked if we have to be a testing site for teachers? Noting that proper research/planning is required, specifically from a liability standpoint. Kyle Vitkus noted that we should be coordinating with the County Health Department on their recommendations.
- Tom Ambro said we should proceed with caution as it relates to being the administrators of vaccinations, noting possible adverse effects of 2nd dose.
- Matt Rizzo stated that Bob, Kirsten, and he are having conversations about how to move forward with this matter.

**School Safety Grant** (presented by Matt Rizzo):

- A portion of the grant has been used for radion, which have been purchased and delivered to classrooms.
- Communication has been provided on use; two dates in the future have been allocated for training.
- The remaining portion of the grant is to be used for upgrading campus security cameras.
- Quotes have been solicited from Sound Incorporated, McTernan, and BTI Communication. Once the quotes are reviewed, we will select one company. Once that company is selected another survey of the current camera system / building will be scheduled.
- Kyle Vitkus stated that the quotes are being reviewed by Matt, Bob, and Kim.
- Tom Ambro asked if the scope of the project had been defined. Matt said the scope has not been defined; noting that some current cameras do not work or are fake cameras. Tom asked if the vendor companies are providing their own recommendation or are providing quotes based on our request? Matt said a walkthrough with each vendor had been completed and a discussion was had on our needs.
- Mike Bain asked if he could be a part of the next walkthrough, as he has knowledge of the current setup. Matt Rizzo said that would be fine.
- Tom Ambro asked about how the bid process is supposed to proceed. Kyle Vitkus said it first should go to the school admins and then to the Board for approval.
- The Office Safety Grant is awarded and must be used on certain types of projects, such as safety training, per Paul Marik. Paul was brought in for advice and guidance. Paul noted he had walked through with McTernan and discussed what the new equipment could do (eg. remote access, give passwords to dispatch, etc.).
- Tom Ambro noted, from an operations standpoint, that it is important we review quotes properly, ensuring we are comparing apples to apples. Kerstin Santarelli noted that Liz Uihlien had donated new cameras to the lower campus and that all funds can be used for the upper campus.
- Bruce Varick noted that you must apply each year; that the grant is from the State, run through the DOJ.
- Matt Rizzo noted that you do not receive funds until the project is completed.
- Brock Portillia asked how much of the grant is still available for use. Matt Rizzo said we have about \$22K left; the projection is that the camera system will exceed \$22K and that additional funds would be requested from donors.
- Brock Portillia said that, depending on what is stated in the quotes, another RFP may be required.

- Paul Marik said that McTernan would provide a greater benefit because their company is invested in SJCA.
- Mike Bain asked if the current proposal includes new cameras. Matt Rizzo stated it does not; only to update current cameras. Paul Marik noted that it is costly to add new cameras because of wiring.
- Kerstin Santarelli noted that the lower campus now has 35 cameras.

**Concluding Remarks:**

Kyle Vitkus stated an executive session would be held tonight. He asked if everyone had reviewed their packets. Kerstin Santarelli said she does not have a physical report available.

Matt Rizzo wanted to highlight two items from Bob Freund:

- Masses including both All Saints and SJCA were being held.
- The music teacher is no longer with SJCA; a search has begun.
- Susan Gross is replacing Grace Kim.
- Bob Freund is conducting interviews for a new math teacher.

Someone asked why we had lost 2 students for the 2nd semester. Matt Rizzo did not know, but would find out. Matt mentioned that two students (not the same) were leaving because they were moving.