

**School Commission (SC) Meeting**  
**April 22, 2020**  
**6:30 PM**

*Present:* Barbara Spiering, Anna Horton, Beth Martin, Molly Ward, Karl Mowat, Sara Volta, Elena Gruner, Jennifer Wong, Tara Martin, Fr. Oakland, Michele Zinski, Rebecca Lawrence, Dino Annest, Jason Kadushin, Mary Ann Fessler, Karin Hansen, Alison Morton, Jackie Bryan, Jennifer Kokkonis

*Absent:* Ben Gauyan Martina Phelps

**Opening Prayer**

Father Oakland led the School Commission in the opening prayer.

**Approval of Minutes**

The February minutes were deemed approved. The March meeting was deferred due to COVID Shelter in Place rules.

May's meeting and to be determined future meetings will be conducted remotely via Zoom.

**Pastor's Report**

Father Oakland has been livestreaming mass twice a week. The church and school receive no advance notification on state mandated requirements and need to wait and hear word from the Governor. We will continue to adjust as new recommendations emerge and manage day by day.

Because there is no physical attendance at mass, contributions are down. 47% of funds come from electronic giving to the church and many are still sending in their envelopes. It does call into question how much the parish can continue subsidize the school. Discussions on this will continue to evolve. Currently 15% of collections go to the school.

**Principal's Report**

½ dozen faculty live on other side of bridge, along with many families. We expect some impact to enrollment from the West Seattle bridge closure.

Families have reached out for Tuition assistance for the current 2019/2020 school year.

Remote Learning update – Physical and emotional well-being of our students, teachers and community comes first; families should just do their best. There is a need to balance expectations on families with the pull of working parents, those with multiple children, teachers with children at home, Wi-Fi bandwidth for families and teachers, etc. Many factors are contributing to the complexity of the situation and having realistic expectations of what can and cannot be achieved is important.

Currently, we are in Phase III – the Post Spring Break phase. There will be ongoing training for the staff. All students have moved on to Google Classroom for more collaboration and to streamline the process. We are committed to celebrating the 8<sup>th</sup> grade students. This is a special time for those students and a challenging time of transition.

Grading plan:

K-6 will not be receiving specialist grades

K-1: Narrative grading 2-4: Narrative +modified mid-Tri

5-6; Essential Standards

7-8: Essential standards +Creative Arts grade

All permanent records (statewide) will have a COVID-19 notation for this grading period.

It is unknown when students will be able to clean out their desks. The intention is to have a date in June to return borrowed technology and pick up children's items. Updates to come in EFC.

The vacant 3<sup>rd</sup> grade teacher position has been filled. The new teacher has been teaching at St. Paul school for 6 years.

Capital projects planned for the summer are still tentative. They include: Kindergarten door replacements (front and back); 3 to 4 classroom floors replaced every summer; Lanigan roof replacement (original to building and at end of useful life).

There are plans in work to pull together a summer work committee with the school commission to ensure we capture all learnings from this period. We also want to ensure we have a group available as new information will come in that may impact how/if we come back to school in the Fall.

### **Enrollment/Marketing Report**

This year we have 504 students, Preschool – Grade 8, and expect 510 for next year. It is unknown how the current economic environment, along with impacts from the bridge closure, will affect enrollment. Jennifer is still talking to new families that are interested in the school since they cannot do an in-person school tours.

Kindergarten new parent orientation will no longer be in person in June. It will instead move online.

### **Development Report**

The School Auction is transitioning to an online auction and bidding for the silent auction goes live tomorrow and will run through Saturday. On Saturday evening there will be a "live" event with two staggered closing times due to the quantity of items. 7-8 pm will be the first wave live auction. The second wave will be class projects. At 9:00pm the live auction will close, meaning 2 hours total to bid on 35 live items. Sunday will still be open for Fund an Item donations. We have \$77k worth of auction items. We are hoping for 60% return on items, with a goal to raise

\$100k between fund an item and auction items. Tickets that were previously purchased will be converted to donations. We did remove auction items like concert tickets and sporting events that were occurring in the summer. Since we cannot sell alcohol online, we will need to determine how to distribute the donated wine.

Part of the Fund an Item is for Holy Family School. They have been on the *Fragile Schools* list for years and are on the verge of coming off. Although times and finances are uncertain, we are committed to all Catholic Schools being successful.

Annual Fund donations are at \$134k and we expect them to come in around \$140-\$150k.

### **Financial Report**

We have re-opened the financial aid process for the current school year and next school year. Many families are finding themselves in times of financial uncertainty and we are just in the beginning of it. This goes to the heart of why the Fund an Item shifted to financial aid. Our goal is to retain families and ensure stability for everyone.

Next year's budget is full of uncertainty as almost \$750k comes from fundraising. Tuition is also an unknown as families consider economic impacts and the impact of the WS Bridge closure. Finance Committee is scheduled to meet before our May SC meeting.

#### Strengths:

- PPP loan (\$719,800 shared with Parish) will cover 8 week of payroll.
- \$45k in funded financial aid rolling over from 19-20 to 20-21 (fund an item)
- Money in reserve

#### Weaknesses

- Unknown structure of school in fall
- Unknown needs for financial aid next year
- Unknown fundraising, BASE revenue, reduced annual fund, reduced subsidy from Parish
- Capital project needs there
- 0% salary increase

### **Parents' Club Report**

There have been no Parent's Club meetings since Shelter in Place. The PC leadership is working on pulling together a remote meeting to uphold some of the end of year traditions and get appropriate updates to families. May is the target timeline.

### **Open Discussion**

Parent Commitment Hours – many families get most of their volunteer hours in with the auction. There was open discussion on how to manage the unmet obligations – during a

pandemic seems like an appropriate time to forgive all hours. A motion was made by Jason Kadushin and seconded by Alison Morton to waive commitment hour obligations. Movement passed and the recommendation was made to Principal Horton and Father Oakland.

Targeting May 20 for next School Commission meeting via Zoom.

SC Members – please contact Karin Hansen or Anna Horton if your term is expiring. We will announce in EFC next week that we are looking for X new members. Interviewing and recommendations of new SC members will be led by SC VP Elena Gruner.

**Closing Prayer**

Alison Morton led the School Commission in the closing prayer.  
The meeting was adjourned at 8:25 pm pst.