

School Commission Meeting
May 20, 2020
6:30 PM

Present: Karin Hansen, Barbara Spiering, Anna Horton, Beth Martin, Molly Ward, Sara Volta, Elena Gruner, Jennifer Wong, Tara Martin, Fr. Oakland, Michele Zinski, Jason Kadushin, Mary Ann Fessler, Alison Morton, Jennifer Kokkonis, Ben Gauyan

Absent: Martina Phelps, Karl Mowat, Rebecca Lawrence, Dino Annest, and Jackie Bryan

Opening Prayer

Father Oakland led the School Commission in the opening prayer.

Approval of Minutes

The April minutes were deemed approved.

Pastor's Report

Mass is continuing to be held leveraging online platforms and will probably not reopen a public mass until Phase 3. We will need to schedule masses in order to allow no more than 50 people in the church at a time and have people help with seating to ensure proper social distancing. In the meantime, we will continue to live stream at least one mass every day as well.

Yearbooks arrived this week; it is great to look back and see all the wonderful memories.

Principal's Report

The staff is trying to appreciate, enjoy and celebrate all that is continuing to happen this year. We are at the phase where we are living in both this school year and the next. Since we cannot have the public in the school before June 19, times will be assigned by last name for families to pick up kids' items and drop off equipment and library books.

The plan for fall is still unknown and not our decision to make; this will depend on guidance from the state superintendent which may not come until August. In the meantime, a committee has been formed that will start working to help lead a planning effort and discuss options. All recognize that proactive communication is important for the broader community even though there are a lot of unknowns. While we have no answers, we are committed to having a robust program in the fall that provides flexibility (families may be in quarantine, uncomfortable sending children back to school, etc.).

The last few months have been a real hardship for our teacher's as they try to accommodate their families as well as teach and personalize support of our students. This has led to feeling fragmented as a community and as a staff. Zoom is great, but not the same as coming together and people are needing to find a way to unite in the middle of the uncertainty. The School Commission thanks all the staff for going above and beyond for the students, doing the best to ensure they receive a great education and feel a part of the Holy Rosary School family.

Enrollment/Marketing Report

Things are still moving forward with planning for next year. We have 10 families (18 students) that live east of the bridge. Jennifer Kokkonis has put them in contact with each other to discuss transportation options. 1 family has withdrawn because of the added burden created by the bridge being out, with many more families and staff voicing concerns about impacts. At the same time, a few families have reached out from public schools that are looking for a more robust remote learning experience like what HRS offers. We anticipate more impacts to enrollment in May/June as families assess their own personal situations and make decisions. Capitalizing on our remote learning and how that has differentiated us is a good way to garner interest for new families with the goal of maintaining full enrollment. Preschool expansion is on hold until we receive more direction around social distancing requirements.

New parent orientation and Ambassador Families work is in flight. The sign up for Ambassador Families will move to the reenrollment form in order to streamline the process. Jennifer is also working to highlight to families that we are still doing those important events and traditions that we all love.

Development Report

Beth Martin reported that the Auction went well, especially considering the pivot that was made to an online format. The auction pulled in \$256k gross (not including matching) with about \$26.7k in expenses, resulting in a net income of approximately \$240k. We are about \$35k under last years' auction results but still slightly above our budgeted dollar amount. Our fund a need came in at \$45k, with an additional \$35k for Holy Family. Holy Family has since shut down the school to begin their construction project.

The Annual Fund has raised \$137k this year, with not much growth from last month and not much growth expected for the rest of the year.

Financial Report

The Finance Committee met last week to discuss next year's budget. There is a lot of fluidity to the budget until we know what the school year will look like. The draft budget for 20/21 school year was discussed:

Income

While the projected income for the year is forecast to be up, this is due to the PPP loan (Paycheck Protection Program) that the Parish received and of which a portion will go to the school. The PPP loan will be expensed over both this fiscal year and next. We do expect a significant decrease in income from BASE due to social distancing and cleaning requirements. There is an assumption that fundraising activities will also be significantly impacted with a different school format or potential remote learning for part of next year. WestFest income is forecast at \$0; magazine sales income was reduced in consideration of a remote or passive magazine drive. Further expected lower than normal fundraising activities are the pizza lunch, CrabFest, Italian Dinner, and Grandparents lunch. The Endowment Committee is recommending we don't pull funds from there because of the depressed investment market.

Expenses

For this fiscal year, salaries and benefits are coming in low because of unfilled positions but does include “Project Pay” for staff to recognize the tremendous amount of work that went into shifting to remote learning.

For next fiscal year, BASE staff and Teacher Salaries are forecast higher to account for a situation where some staff cannot teach remotely and may use sick time or file unemployment (the school is responsible for paying unemployment for 6mo). We have also increased the budget for Substitute Teachers in case a teacher or their family falls ill during the year. The funding for maintenance and custodial services has been doubled to allow for extra cleaning and sanitizing of the school. Also, instructional technology costs were forecast as higher to support potential continued remote learning and additional device purchases.

With so many unknowns in the budget, conservative middle of the road assumptions were made.

This leaves a Projected Net surplus of \$605K. The original surplus was earmarked for Lanigan Gym roof replacement. A new roof on Lanigan would cost ~\$400k. If we don't do the full roof replacement work on Lanigan, we will still need to do \$15-\$20k of remediation to prevent water intrusion in case there is a heavy snow this winter. The roof is structurally sound though.

That puts our reserve at ~\$1.2MM (after Lanigan) + other restricted funds. Principal Horton would like to still move forward with the Kindergarten doors replacement; there are ongoing problems with the doors being latched and operational issues.

There was agreement to approve and submit the budget to send to the parish finance council. We can, and will, revisit as the situation evolves.

Parents' Club Report

No representation from Parent's Club this week. They are currently in the process of filling new spots and officer roles as well as welcoming 8th grade nominations for service awards. This year's will be awarded at the Baccalaureate dinner to the parent that does the most service to the school.

Open Discussion

We are needing to recruit 3 new members for SC; it is a great way to fulfill fundraising hours. 2 applications have been received and VP Elena Gruner is working on a third. Skillsets needed next year are someone for the Facilities work (Construction fields to help with capital projects) and Catholic Identity work. Ben Gauyan and Mary Ann Fessler are rolling off SC this summer.

Closing Prayer

Karin Hansen led the School Commission in the closing prayer.

The next SC meeting is Wednesday June 10 at 6:30 via Zoom.

The meeting was adjourned at 8:25pm.