



# *Parish of Saint Leo the Great*

## *Finance Department*

*Joseph Manzi, Director of Finance, Operations and Development*

*Maureen O'Connor Leach, Human Resources Director*

*Colleen Esposito, Bursar*

*Sharon Kreft, Bookkeeper*

### **Executive Summary of the 2021 COVID-19 Emergency Response Fundraising Campaign**

In March of 2020, Saint Leo the Great was faced with the challenges of COVID-19 and its impact on teaching and learning. The Administrative Team for the Parish and School mobilized and immediately began to develop a strategic plan that would encompass the completion of the 2019-2020 school year and prepare and plan for the safe opening of the 2020-2021 school year. There was never a doubt that offering in-person education would be the cornerstone of the operational plan and model for reopening in September 2020. It was also clear that significant improvements in the virtual learning option would need to be made as well as improvements in the building.

The Administrative Team immediately evaluated the existing facilities and educational delivery systems and what improvements needed to be made in an effort to continue the quality education that has always been provided at Saint Leo the Great School. This evaluative process demonstrated the need for significant improvements in the building, cleaning and maintenance process and educational technology and teaching platforms. Regulatory guidelines provided by various organizations were followed. Following the evaluation and solution identification of operational need, involvement was sought from community stakeholders who developed a financial strategy to assist in paying the high costs of the improvements.

Below is a list of the physical upgrades and technology improvements made at Saint Leo the Great School to ensure a quality education and healthy and safe environment.

- All student and employee bathrooms have been updated with touchless/hands free equipment to limit contact and contamination.
- Additional hand sanitizing stations have been installed in hallways and every classroom and common meeting areas.
- Individual plexiglass desk barriers were installed on each individual student and teacher desk.
- Hi-grade plexiglass shields were installed on cafeteria tables to enable students to take lunch in the cafeteria when possible.
- Daily cleaning and disinfecting of bathrooms, classrooms (desks, shields & chairs) and cafeteria tables, shields and seats.
- Monthly school-wide sanitization fogging for deep cleaning of classrooms and offices.
- Bi-Polar Ionization system installed in the school and AAC HVAC equipment that provides air-born disinfection of viruses in the air and on surfaces.
- Air duct cleaning and sanitization.
- Mat entry system to remove debris, and dirt carrying potential bacteria and viruses from shoes.
- To meet Social Distancing requirements additional desks, and chairs had to be ordered to transition away from a variety of group learning environments and provide individual shielded desk environments in all grades.
- New technology including learning platforms, classroom cameras and communication platforms were purchased to meet the demands of a comprehensive virtual learning option. It would also



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serve as a flexible and immediate response should it be necessary to convert the entire school to virtual learning in response to any COVID-19 infection circumstances.

At the time, it was estimated that the total costs would be approximately \$425,000. Below is the financial overview of our efforts to date through the generosity of our school families.

We were able to secure donations of \$277,213 from 128 school families (out of 405 current school families). We thank the school families and the PTA for all their work in securing funds to help offset the impact of this financial burden. We have spent \$ 442,541, a short fall of over \$165K from donations. We will continue deep cleaning activities of the school building daily and monthly which increase our normal monthly school cleaning costs by approximately \$ 6,000 per month. Clearly the financial needs will continue.

Covid-19 Financial Overview		
Donations	Number of Families	Amount
Greater Than 10,000	9	135,000
5,000 to 9,999	8	40,200
1,000 to 4,999	52	71,700
All Others	59	30,313
<b>Total Donations</b>	<b>128</b>	<b>277,213</b>
<b>Total School Families</b>	<b>405</b>	



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Expenses		
HVAC upgrade		42,970
Duct Cleaning		23,770
Plexi Glass shields		43,897
Desks		20,393
Bathroom conversion		62,921
Masks/Gloves/Sanitizer		109,640
Technology upgrades		92,480
Cleaning Deep Clean		41,750
Signs		4,720
Total Covid-19 Expenses		442,541
Net Impact		(165,328)