



March 19, 2020

Dear Trinity Parents:

I write on behalf of the Board of Trustees to commend the Trinity School leadership, faculty, and staff on their preparation for and implementation of distance learning; to thank our Trinity families for your resilience and support in that endeavor; and to update you on the Board's response to the Covid-19 pandemic. We made the decision to suspend in-school learning only a week ago, yet so much has transpired in and around our community since that decision was made, including the closure of public schools and universities, work from home directives from many of our employers, the shelter at home order from San Mateo County, and, of course, the mad rush by many in the broader community to hoard toilet paper.

As a Board, we realize that these events have a substantial impact on every family in our community without regard to a family's resources, number of children, or number of parents (usually) working outside the home. As a result, we have done everything possible consistent with our obligation to respond to the Covid-19 threat responsibly to avoid closing the school and, once closed, to minimize the impact on students and parents while preserving learning opportunities to the maximum extent possible.

Our administration, faculty, and staff have accomplished much in the short time since the possibility of a brief school closure became a real possibility about a month ago and we all owe them our gratitude. It was no small feat for our classroom teachers to create and implement an age-appropriate distance learning model while pursuing their usual learning plans through this past Thursday. Guided by Matt Allio, Colette McWilliams, and Sue Krishna, and aided by Katy Roybal and Pal Thinnappan, each teacher retooled his or her lesson plans to focus initially on material that can be implemented asynchronously (without live instruction). As events unfold, our faculty will learn and adapt, including by adopting creative and age-appropriate synchronous lessons in addition to the asynchronous lessons rolled out this week. That is our plan and our mission.

In addition to the classroom impact of Covid-19, the Board is keenly aware of the financial impact current events are having on the school. We are blessed to be in a strong financial position—the result of a focused effort over two decades to build a reserve for the purpose of sustaining the school in a situation like the one we now face. We are, nonetheless, closely monitoring Trinity's investments, budget, and cash flow to ensure that we mitigate the financial impact of Covid-19 to the extent reasonably possible. In this regard, we hope that the annual benefit, which has been postponed to May 16, will occur without further delay, though we will of course put the health and safety of our community first. And, aside from Covid-19-related issues, the Board is continuing its usual work, including drafting Trinity's next multi-year strategic plan. We will report more on that in the spring. For now, like our students, we are conducting business (including next week's scheduled Board meeting) by videoconference.

As a Board, we want to thank you all for your part in implementing the distance learning programs in your homes, support of our teachers and administrators who are working long hours to make the best of our current circumstances for the benefit of our children, and continued support of Trinity School. I know from personal experience that this is not easy, but I cannot tell you how proud I am to be part of this community. The dedication and resilience of each and every constituency in our community has never been more apparent than now.

Regards,

Paul Collins

Chair of the Trinity School Board of Trustees