



Nativity School PreSchool-Grade 8

Nativity Consultative Board of Education - Meeting Minutes

August 26th, 2019 - 5:30 pm to 7:00 pm

In attendance: Lorna Harding (chair), James Lew (vice-chair), Kristin Cox (secretary), Andrew Ryan, Peter Ventura. Ex-officio members: Msgr. Steven Otellini, Jessica Patti, PTG Rep (Anna McDonald), Mom's Group Rep (Elaine King).

Absent: Dan Winnike, Sharon Winnike, Maryanne Hogan. Ex-officio member: Men's Club Rep (Sal Ruiz)

I. Welcome, Attendance and Absence Notification

Opening prayer led by Msgr. Otellini. Introductions were made around the table by those in attendance with each person stating his or her strengths/expertise for the benefit of the school.

The role of the board was clearly articulated within five areas:

- Policy to recommend policies to the School Administrator and the Pastor governing the operation of the school;
- Evaluation: to monitor and evaluate programs which were established as a result of the Pastor's policy decisions; to discuss and evaluate reports presented to it by professional staff members;
- Finance/Resource: to analyze the school budget to determine if it realistically reflects the general financial and physical needs of the school; to recommend resources needed for the development of educational program;
- Employee Advisory: to suggest criteria and provide counsel to the Pastor in the hiring, evaluation and dismissal of school administrators; to suggest criteria for the selection of school staff; *this role in process of being restated
- Catholic Community: to create a better understanding of Catholic education in the community by fostering a relationship of the school to the entire community, both civic and cultural groups, and the public schools of the area. * this role in process of being restated

It was outlined that the statutes of the board were in the process of being revised to make accommodation for the addition of the Mom's Club representative and increased membership. In addition, the role and scope of the board should be stated more clearly in the statutes.

Action	Responsibility	Date due
Draft revised statutes for presentation at the September meeting	Lorna Harding	In advance of September 9th

II. Identification of board priorities for 2019-2020

- A. Increase visibility and transparency of board members and their activities, clearly differentiating the board from other parent groups within the school community;

Action	Responsibility	Date due
NSCBOE chairperson to explain the role of the board at the Back to School Night and board members to identify themselves to the school community present	All	August 29th

- B. Increasing enrollment through multi-committee engagement and continuously improving the school;

Ensuring continuing enrollment at school entry points and efforts to encourage enrollment at the upper grade levels, in particular in smaller classes, was identified as a priority for this year. It was noted that appointments such as the new technology teacher and focus on technology in the classroom, in addition to new initiatives such as Advisory for middle school were very positive directions for Nativity. The success of NSCBOE committee activity from 2019 should be built upon this year through increased scope and activity. In particular, there should be specific activity associated with each of the goals of the board.

- C. Supporting existing committees

NSCBOE resources were identified for the existing committees, whose work will be ongoing. In addition, the standing committee dealing with budget and finance should be re-established, ready to start in September. The following resources volunteered (prior to or at the meeting) to lead the work of or act as board representative on these committees:

1. Nativity School Development Fund (James Lew, chairperson)
2. Marketing/Promotions (Sharon Winnike, chairperson)
3. Finance and budget committee (Dan Winnike, chairperson)

Where committee specifications are not currently in place, they will be developed and proposed for the September 9th meeting.

Action	Responsibility	Date due
Develop proposal for revised specification for the Marketing and Promotions committee	Sharon Winnike	In advance of September 9th
Develop proposal for specification of scope and activity for the Finance and Budgeting committee	Dan Winnike	In advance of September 9th

D. Establishing two new committees

After detailed discussion of many options it was decided to focus on further work in the area of Catholic Identity and Strategic Planning. The following resources volunteered to lead the work of these committees, which includes reaching out to the wider school community to invite participation in the work of the committees:

1. Catholic Identity/Faith Development (Kristin Cox, chairperson)
2. Strategic Planning (Lorna Harding, interim chairperson)

Action	Responsibility	Date due
Develop proposal for specification for the Catholic Identity/Faith Development committee	Kristin Cox	In advance of September 9th
Develop proposal for approaching the development of a five-year strategic plan for Nativity	Lorna Harding	In advance of September 9th

III. Conclusion

The meeting was adjourned around 7:05 pm.