



## Nativity School PreSchool-Grade 8

### ***Nativity Consultative Board of Education - Meeting Minutes***

January 14<sup>th</sup>, 2019 - 5:30pm-7:00pm

**In attendance:** Lorna Harding (Chair), James Lew (Vice-chair) Jeff Cleland, Polly Panos, Peter Ventura. Ex-officio Members: Msgr. Steven Otellini, Jessica Patti, PTG Rep. (Liz Stapleton Zerella). **Invited presenter:** Josh McClenahan (Finance and funding committee)

**Absent:** Sharon Winnike, Maryanne Hogan (Secretary), Sal Ruiz (Men’s Club Rep).

#### **I. Welcome, Attendance and Absence Notifications**

Opening prayer led by Liz Zerella. Jeff Cleland volunteered to lead at the next meeting.

#### **II. Approval of minutes from last meeting, September 10, 2018**

- a. Spelling error to be corrected - Mems club in IX

Action for Board Secretary	Responsibility	Date due
Correct spelling error and publish minutes	Maryanne Hogan	March meeting

**Motion to approve minutes after the correction (Jeff Cleland) – minutes approved.**

#### **III. Action Items status from last meeting, November 12, 2018**

All complete except Board engagement and self- reflection – moved to March meeting. Sal Ruiz and Lorna Harding are responsible for this.

Action for Board engagement and self-reflection proposal	Responsibility	Date due
Prepare an interim assessment question set	Sal Ruiz/Lorna Harding	March meeting

#### **IV. Standing item 1- Insight and Observation - Monsignor Otellini**

Monsignor Otellini expressed his appreciation for the effort associated with the school Mass on Christmas Eve, he felt it was one of the best organized. He focused on the current state of Nativity School and reflected on where we are now. He expressed his appreciation to Ms. Patti for the work she has done, her highly professional approach, the extent to which she was doing a lot to get to know community and responding to the concerns of parents. He believes that the school has reached a good level of stability, which should be communicated to the school population. Monsignor Otellini presented research that pointed to an increased presence of elementary and middle school age demographics, which are higher than national average – it is hopeful for prospective student population in our area.

#### **V. Standing item 2- Financial Report and Questions – Gina Connell.**

Ms. Gina Connell presented the financials as of 12/31. The Lapathon was recorded as successful, with an above expected income. Tuition collection is on target. From the perspective of enrollment, the loss of one student post-Christmas has been offset by the arrival of another. The revised registration process is being implemented and is predicted to be ready to facilitate online registration. The timing will allow Nativity to accrue starting for the proper year's books. Some overages were noted, particularly in relation to salaries. The overage is driven by an unexpected increase in the long-term substitute teacher cost and the teacher's aide category, where the original budget was understated, given the requirements for extended care. Clarification was sought as to whether the extended care service self-funded, given the increased staff: student ratios and it was confirmed that it did.

#### **VI. Standing Item 3- Principal's report – Focus on State of the School Presentation - Jessica Patti**

Ms. Patti presented her report which focused on the upcoming State of the School (SOTS) address. The SOTS is expected to occur every second year and its purpose is to provide insight to what is happening at Nativity. She presented her proposed deck, which referenced our mission and strategic direction, based on the conversation with school leadership initiative led by Ms. Huntington and the WASC self-study. The outcome of this conversation, which focused on math, arts and technology and emphasized the importance of increased differentiated instruction and subject-specific teaching resources, has informed the basis of the current strategic direction. The SOTS format includes teachers presenting the curriculum highlights and a number of the faculty presenting at the meeting. The SOTS presentation also provided updates on the launch of the Nativity school Facebook and Instagram offering, the new website (due at the end of January), the proposed online school spirit store, and the new logos. In terms of enrollment numbers Ms. Patti reported that she received 67 new student inquiries and it was hoped the Open House (Jan 27) would offer an opportunity for more. Members requested an update on these numbers as the registration period draws to a close. The feedback from the NSCBOE was positive, and a request was made to include more information on the financial stability of the school, in addition to updating parents on income from

fundraising and providing transparency specifically focusing on a clear understanding of the gap between tuition income and operating cost.

Action for school principal	Responsibility	Date due
Provide update on registration numbers arising from enquiries recorded	Jessica Patti	March meeting

**VII. Proposal for increase in tuition — Jessica Patti**

Ms. Patti presented a proposal for an increase in tuition and shared her thoughts on the different factors that would impact the budget for 2019/2020. The tuition increase needed to consider the that revised salary scale from the Archdiocese would include an increase of 5.3%. In addition, she noted that discussion on the tuition increase should consider the needs of the school, specifically the enhancements to the curriculum and associated infrastructure that need to be provided for. Such enhancements include considering changing computer lab and library into an innovation’s lab, staff training to support the changing science standards and professional development for staff to include the Napa CUE conference and the project-based learning professional development program in the Buck Institute for Education. Through discussion it was agreed that the increase should provide scope for development. The increase to \$8,500 was agreed, and this was confirmed to be acceptable to Monsignor Otellini.

**Motion to approve Tuition Increase, proposed by Jeff Cleland: seconded Peter Ventura: – Increase approved.**

**VIII. Board Committee Updates**

**1. Technology Board Committee**

Peter Ventura updated the NSCBOE. The technology group held their December meeting and have prepared a survey of parents, to be reviewed by Ms. Patti. Once the survey is complete, the technology committee will prepare a document outlining the expectations of the parent community and will provide recommendations for priorities in technology to be considered by the committee and the school principal. This will be ready for the next NSCBOE meeting.

Action for Technology Board Committee	Responsibility	Date due
Present technology report and recommendations	Peter Ventura	March meeting

**2. Nativity Marketing/ Promotion**

Sharon Winnike updated the NSCBOE via written document. The marketing/ promotions committee have met on three occasions and identified areas of action to include encouraging the launch of a Nativity social media presence, leveraging the expertise of members of the

school parent community in logo design and branding, developing trend analysis in the area of enrollment patterns and offering to help in the area of content creation for the website, as it had been identified by the group as the highest priority area from a marketing perspective. The group proposed to schedule a meeting with Ms. Patti to get more clarity on the areas where they can be of help to her. An update will be presented at the March NSCBOE meeting.

<b>Action for Marketing and Promotion Board Committee</b>	<b>Responsibility</b>	<b>Date due</b>
Present marketing/promotions report and recommendations	Sharon Winnike	March meeting

### **3. Finance and Funding**

Josh McClenahan introduced the work of the finance and funding committee. There has been significant work completed by the Finance and Funding committee in terms of developing the framework for the harmonization, management and development of the fundraising channels for Nativity school. The structure for the co-ordination of fundraising effort has been established, in addition to the criteria for the composition of the board. Work is continuing on the integration of effort and an optimal process is being developed with the current chairs of the funding events. Meetings are planned with the event chairs and it is anticipated that this structure will be up and running in time for the funding activity after summer 2019. An update will be presented at the March NSCBOE meeting.

<b>Action for Marketing and Promotion Board Committee</b>	<b>Responsibility</b>	<b>Date due</b>
Present funding update	Jeff Cleland/James Lew	March meeting

### **IX. Standing Item 4 – PTG Update and any issues arising – Liz Stapleton Zerella**

Liz Zerella reported on the PTG activities including class activities – Senior luncheons, family Masses, Christmas parties and preparations for the Nativity Open House. Attention was brought to the success of the Annual Day of Giving, which raised \$775 overall to be directed towards gift cards for children staying at Lucile Packard Children’s Hospital over the Christmas holiday. PTG prepared faculty/staff Christmas bonuses and cards prior to the holidays and coordinated the class auction gifts effort, vis the room parents. She sought clarification on the timeline for the O’Hare center, which was not immediately available. In terms of issues, attention was drawn to the school dismissal policy, which Ms. Patti had clarified prior to the Christmas holiday.

### **X. Standing Item 5 – Men’s Club Update and any issues arising – Josh McClenahan**

Men's Club update was provided by Josh McClenahan. The joint Men's Club/Moms Group Christmas party was a success, with strong attendance from all grade levels more than 100 people in attendance. Confirmation that the March 30 Cioppino dinner planning is underway. There is likely to be increased formalization of a Men's Club leadership team including event committees and a proposed return of the Men's Club dinner at the Carnival and possible partnership with Mom's Group. The Men's Club are looking at a late Spring movie night if the calendar has an opening. The movie night is a great community building event that is very well received from all lower grade families with typically 400+ meals served each movie night. In terms of any issues or concerns, the Men's Club challenges include school facility scheduling, (having had several Winter date conflicts). It is proposed that starting a draft the calendar for the next academic year in Spring would be beneficial, thus enabling athletic, school, parish, and outside activities to properly plan. The Men's Club requested NSCBOE support in promoting the Cioppino dinner and encouraging support among School and Parish families. Support was also requested from the administration in promoting activities in future school bulletins/newsletters.

#### **XI. Standing Item 5 – Mom's Group Update and any issues arising**

Mom's Group written update was provided. The Mom's Group charter is at the final review stage. The corporate giving document prepared by the Mom's group was shared in December to encourage corporate matching of donations and reimbursement for service hours. The Holiday clothing drive was a success with families from most grades participating and 6 large bags of clothing was delivered to the Haven House family shelter. Reference was made to the Holiday party success, specifically with regard to its effectiveness at integrating families from the lower grades. Some issues which the Mom's group would like to highlight include the need for publication of the updated website, clarification on the school dismissal issue (since provided), a request for focus on the math program at Nativity and on the availability of the Chrome books. The group feel they are making good progress in relation to community building and integrating new and younger families.

#### **XII. Conclusion**

The meeting adjourned at 7.20 pm and the next meeting is scheduled for March 2019, with a final date to be agreed and communicated by Lorna Harding.