



Nativity School PreSchool-Grade 8

Nativity Consultative Board of Education - Meeting Minutes

March 18th, 2019 - 5:30pm-7:00pm

In attendance: Lorna Harding (Chair), Maryanne Hogan (Secretary), Sharon Winnike, Jeff Cleland, Polly Panos, Peter Ventura. Ex-officio Members: Msgr. Steven Otellini, Jessica Patti, PTG Rep (Liz Stapleton Zerella), Men's Club Rep (Sal Ruiz).

Absent: James Lew (Vice-chair)

Invited guest: Jessica Schaukowitch (new VP for Nativity)

I. Welcome, Attendance and Absence Notifications

Opening prayer led by Jeff Cleland. Peter Ventura volunteered to lead at the next meeting.

Ms. Patti introduced Jessica Schaukowitch who will serve as Vice Principal at Nativity. Ms. Schaukowitch outlined her background, experience, interests and her excitement about her new role. The board welcomes Ms. Schaukowitch and wished her well in her role. Ms. Patti will provide more details on Ms. Schaukowitch's role once she has her plans in place for next academic year.

II. Approval of minutes from last meeting, January 14th, 2019

Motion to approve minutes (Sharon Winnike) seconded (Polly Panos) – minutes approved unanimously.

III. Action Items status from last meeting, March 18th, 2019

No action items outstanding.

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

Monsignor Otellini commended the auction chairs and the school community for the tremendous success of Auction 2019! The amount generated was \$212,000 (with a very significant level of donation to the identified Fund-a-need – this will be designated as per the Archdiocesan guidelines). He expressed his appreciation for the effort of all involved.

Monsignor Otellini commented on the successful preparation of the 8th grade students for Confirmation and was pleased to note the significant progress this group of young people had made over the past two years. He was also pleased that the 8th graders would get to experience a visit from The Culture Project, a group of college students who evangelize in schools, where some of the issues they discuss include social media impact. There was positive feedback from the board members who heard the speakers from The Culture Project at the parish.

V. Standing item 2- Financial Update and Budget – Gina Connell.

Ms. Patti and Ms. Connell presented a preliminary budget for the 2019-2020 school year. A detailed discussion followed, and clarification was given on staffing and enrollment assumptions, as well as plans for the 19/20 academic year. The outcome of the discussion was that a revised budget would be prepared considering the points raised and this revised preliminary budget would be voted on by email.

Action Financial Update and Budget	Responsibility	Date due
Develop a revised preliminary budget based on discussion	Gina Connell	March 20 th
Circulate and vote on the revised preliminary budget	Lorna Harding and NSCBOE	March 21 st

[Post NSCBOE March 18th meeting update]

A revised preliminary budget was circulated. Board discussion by email ensued, additional information and clarifications were provided, and the revised preliminary budget was voted on.

Motion to approve Preliminary Budget based on information/clarifications provided by Ms. Connell and Ms. Patti (NSCBOE emails March 21st), proposed by Lorna Harding: seconded Peter Ventura: six in favor, one abstained - Preliminary Budget approved.

VI. Standing Item 3- Principal’s Report and Questions - Jessica Patti

Ms. Patti presented her update based on the areas identified by NSCBOE members (website status, enrollment, staffing, curriculum, Fund-a-Need proposals). On the matter of the website, Ms. Patti noted that progress was slower than originally planned due to new content and the desire to make it a strong site. No new due date is available at this time. Re-registration went relatively smoothly, and the current likely enrollment is 230, with possible additional upside as

the term progresses as there are a number of families with decisions pending. Staff contracts have been sent out and Ms. Patti is awaiting responses. Faculty changes are expected and there is a recruitment plan in place to address gaps arising from faculty members moving on from Nativity. Curriculum developments include Nativity faculty participation in the Archdiocesan process for selecting science programs for inclusion in the curriculum either next academic year or the following. This work will continue, and updates will be provided. Finally, on the Fund-a-Need plan, Ms. Patti indicated she is in communication with the faculty and will be submitting proposals on spend, according to identified needs from the faculty, as well as addressing areas where she has identified as a priority in enhancing the school offering to students. Such areas include best practice in teaching and technology integration in the curriculum.

VII. Board Committee Updates

1. Technology Board Committee

Peter Ventura updated the NSCBOE. On behalf of the technology group he presented the output of the technology survey of parents. The survey highlighted that Nativity School had an adequate amount of hardware, but some significant infrastructure issues was very limiting for the school in terms of its ability to use the hardware. Specifically, the wi-fi speed was identified as a significant barrier and a request was made to have this addressed. Other key takeaways include:

- Nativity should have a vision and strategy to support teaching key technical skills
- Need strategic/coordinated integration into existing curriculum
- Consider a Technology Program Coordinator to facilitate the development of a strong technical program
- Parent interest in additional technical programs based on survey
- Parent interest in responsibility and safety programs - both for students and parents
- Need to communicate program details to parents, and market our technical offering externally, as a means of increasing enrollment. However, the website should be updated in advance of external marketing, as this is the first channel of inquiry for prospective parents.

Based on the survey, the technology committee added proposals related to having a resource with responsibility for technology, integrating technology to support the curriculum and low-cost ideas as follows -

- Require one field trip to be technology focused, preferably related to curriculum
- Consider Science/Tech Week, with science fairs, perhaps guest speakers (parents?)
- Allow open Lab time in Computer Room
- Tap into parents at local technology companies for tech outreach programs or volunteer presenters either in class or as part of a field trip

- Take advantage of free STEM websites e.g. Code.org, Desmos.com
- Nativity school should have a vision and strategy to teach key technical skills.

2. Nativity Marketing/ Promotion

Sharon Winnike updated the NSCBOE via presentation. The goals of the committee were to consider the enrollment changes within the school with a view to improving retention, as well as to build local and parish awareness of Nativity's school's high-quality education and welcoming community. Previous interim reports of the committee made recommendations related to launching a Nativity social media presence, leveraging the expertise of the parent community in logo design and branding, developing an online store and understanding trends in enrollment patterns. Committee members offered to help in content creation for the website. The Marketing and Promotions committee final report noted that progress had been made in many of these areas (social media presence launched, branding revised, logo revised, online store planning is in progress). It continued to highlight the importance of updating the website as it is central to the critical first impression of the school.

Additional recommendations included increased consideration of enrollment trends, exit interviews of parents and developing a survey to solicit parent feedback on their experience of the school. Finally, the committee recommended identifying and staffing high impact family recruitment opportunities, specifically mentioning that the school could have a stand at events such as the Carnival and other Menlo Park and RWC annual events. Finally, the committee concluded that there is much work to be done in the area of marketing the school and other outreach, but if the committee is to continue, there is a requirement for a refined scope of work, clear expectations and improved communication between administration and the committee.

3. Finance and Funding

Jeff Cleland provided a brief update on the progress of the Finance and Funding committee, and advised meetings were progressing, the committee has been formed, and will be chaired by Josh McClenahan and their work is underway.

VIII. Board Self-evaluation – Sal Ruiz/Lorna Harding

Sal Ruiz presented the proposal for board self-evaluation and the associated rationale. Board members were given the draft questionnaire to review. Comments and revisions were requested, and the survey will be distributed in time to provide results at the next board meeting.

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

The PTG update was submitted in advance and read into the meeting, due to time constraints.

X. Standing Item 5 – Men’s Club Update and any issues arising – Sal Ruiz

The Men’s Club update was submitted in advance and read into the meeting, due to time constraints.

XI. Standing Item 5 – Mom’s Group Update and any issues arising

The Mom’s Group update was submitted in advance and read into the meeting.

XII. Conclusion

The meeting adjourned at 7.10 pm and the next meeting is scheduled for May 13th 2019.