



Nativity School PreSchool-Grade 8

Nativity Consultative Board of Education - Meeting Minutes

November 12th, 2018 5:30pm-7:00pm

In attendance: Lorna Harding (Chair), Maryanne Hogan (Secretary), James Lew (Vice-chair) Jeff Cleland, Polly Panos, Peter Ventura, Sharon Winnike. Ex-officio Members: Msgr. Steven Otellini, Jessica Patti, PTG Rep. (Liz Stapleton Zerella).

Absent: Sal Ruiz (Men's Club Rep).

I. Welcome, Attendance and Absence Notifications

Opening prayer led by Polly Panos. Jessica Patti volunteered to lead at the next meeting.

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

Add that Polly volunteered to lead the prayer

Motion to approve minutes: Sharon Winnike, Jeff Cleland seconded – minutes approved.

III. Action Items status from last meeting, September 10, 2018

All complete except Board engagement and self- reflection due January 14 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	January 14th

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

Monsignor Otellini shared his reflection on the abuse crisis and the parish meeting attended by 60 people. Monsignor Otellini, Dr. Ruth Gaines (psychiatrist), Joan Desmond (reporter) formed

a panel for a question and answer session, which was preceded by an hour of prayer and reflection. Discussion focused on the Archdiocesan requirements for priests (background checks and finger prints), proper conduct with minors, understanding the problem and treatment, as well as community questions arising. A discussion followed about how to handle conversations with 8th graders regarding the crisis.

Monsignor Otellini shared his thoughts on constructive resolution of issues that arise in day to day school life. Citing a recent experience, he shared on his satisfaction with constructive resolution and the value of parents, students and faculty working together to explore and resolve issues.

V. Standing item 2- Financial Report and Questions – Jessica Patti.

In order to have an early indication of enrollment and to get registration fees in a timely fashion, Ms Patti proposed revisions to the registration process, where Nativity school would move to offer an Early Bird registration option, as well as a Regular and Late Registration option, each with a different price point:

Option	Date	Price
Early Bird Registration	Jan 7-Feb 19	\$350
Regular	Feb 20-March 20	\$500
Late	March 21*	\$1,000

(*date selected due to budgetary planning)

Pre-school will be folded into same schedule and any associated logistical issues are being dealt with internally.

Budgetary issues were discussed in the context of our decline in enrollment, it is clear this is an overall Diocesan challenge and comparatively speaking the lower level of enrollment at Nativity is not more pronounced. Ms Patti shared some initial thoughts on how tuition may change for 2019/2020 academic year in light of reduced enrollment and the need to provide improvements at Nativity.

Nativity is looking at expanding the preschool to 39 from 24, and the incremental students will be split between 3 and 4 year-old age categories.

**Motion to approve registration fee change: Polly Panos motioned, Second Sharon Winnike
Motion Approved**

Action for Registration and Tuition change	Responsibility	Date due
Ms Patti to communicate change in registration to the parent community	Jessica Patti	Mid-January
Ms Patti to prepare and present rationale for tuition change	Jessica Patti	January 14 th , 2019

VI. Standing Item 3- Principal's report – Ms Jessica Patti

1. Insights 1st 90 days- her goal was to build trust, focusing on admissions program, looking at what other schools do and best practice in other programs
2. Ms Patti indicated she intends to hold a State of the School meeting to give updates, share her vision for Nativity in the future, including building out pre-school, marketing and development and a STEM program.
3. Some of her early thoughts include coding and technology integration, recruiting a specialist in math for Grades 4-8, a science specialist for Grades K-8, focusing on faculty development and brand management (logo control). She hopes to expand library usage with the support of parent volunteers.
4. As regards the website, she expects the Beehively update of the website to be live before Christmas.
5. She provided a short curriculum update in math and Writers Workshop growth
6. Enrollment update: 25 tours so far, 26 applications for preschool so far, 1 new 6th grader last week.

Action for State of the School meeting	Responsibility	Date due
Ms Patti to schedule the State of the School meeting	Jessica Patti	Mid-January

VII. Board Committee Updates

1. Technology Board Committee

Peter Ventura updated the Consultative Board. He noted the committee have held two meetings focusing on the scope of proposal and on collecting information regarding current offerings. The committee have been researching what other schools are offering and reviewing standards. They want to collect parent input and are working on how they can do that and on what to ask in order to identify gaps and understand expectations.

Action for Technology Board Committee	Responsibility	Date due
Schedule meeting in December and progress towards arriving at a set of informed recommendations for technology at Nativity	Peter Ventura	Dec 16 th , 2018

2. Nativity Marketing/ Promotion

Sharon Winnike updated the Consultative Board. This committee have been focused on goals to increase enrollment and retention through creating local and parish awareness of the school and community, identifying target audiences with a particular emphasis on marketing in Redwood City, and by ensuring the students have high visibility in the parish. Other initiatives they discussed include financial and volunteer support, coordinating with the fundraising committee and Brand and School Identity through improving the logo (with Jessica) and school merchandise.

Action for Marketing and Promotion Board Committee	Responsibility	Date due
Schedule meeting in December and progress towards arriving at a set of informed recommendations for Marketing/Promotion at Nativity	Sharon Winnike	Dec 16 th , 2018

3. Finance and Funding

Jeff Cleland introduced the work of the finance and funding committee and Josh McClenahan presented. In summary, the current fundraising needs significant organization because current fundraising efforts are fragmented and lack organization among different events and committees, events run as independent functions competing for donations to the school, the goal of fundraising is not consistently communicated for each event and at times donors do not know where funds are being applied. The goal of the committee is to enhance the growth potential both inside and outside of the school. The Finance and Funding committee would like to harmonize all fundraising events under one organization and establish goals, processes and metrics for fundraising efforts. A proposal to continue work on the fund structure and operation was presented.

Motion to create a charter to operate Nativity School development fund and present to Monsignor for approval- Jeff Cleland motioned, second James Lew.

Approved

Action for Marketing and Promotion Board Committee	Responsibility	Date due
Progress work on the Nativity Fund structure and organization, review within the Board committee and present at January NSCBOE meeting	Jeff Cleland/James Lew	January 14 th , 2019

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

Liz reported on class activities, class auction gifts, online process for preapproval of funds, organizing annual day of giving, preparations for the faculty luncheon/Christmas cards and bonuses. She noted there is need more coordination with the different volunteering arms and associated activity. PTG Update provided.

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

Josh McClenahan reported on the Mens Club activities and associated update. Attention was drawn to the need for synchronizing Calendars with PTG, parish activities and fundraising activities in relation to the use of facilities. Updates were provided on the planning for a joint Nativity Christmas Party with Moms Group. Men’s Club update provided.

X. Standing Item 5 – Mom’s Group Update and any issues arising – Lorna Harding

Lorna reported on the Mom’s Group update provided in advance of the meeting, with attention drawn to their work on creating a corporate giving and matching list, holiday clothing drive, and on managing the concerns raised by some parents regarding the use of their children’s pictures on social media platforms. Discussion followed on the nature of the permissions statement on the Vision portal and an opt out clause. Mom’s Group update provided.

XI. Conclusion

The meeting adjourned at 7.26 pm and the next meeting is scheduled for January 14th, 2019.