



## Nativity School PreSchool-Grade 8

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

May 13, 2019 (5:30 pm – 7:00 pm)

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

**Absent:** James Lew (Vice Chair)

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

Opening prayer led by Peter Ventura

Meeting commenced with welcome and thanks to all for their substantial work over the year, both at meetings, in preparation for meetings and with the broader school community to ensure relevant topics are highlighted on behalf of the school community.

#### **II. Approval of minutes from last meeting, August 27, 2018**

One correction to last meeting minutes: On the last page, the next meeting was reflected as March 13, and it should have been May 13.

**Approval of minutes: Maryanne Hogan motioned, Sharon Winnike seconded, minutes approved.**

#### **III. Action Items from last meeting, March 18, 2019 - status update**

All actions have been completed

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

Monsignor Otellini indicated he just returned from Lourdes and shared some of the experiences he had, together with reminding us of the importance of sharing in broader experiences of prayer and reflection. He updated the NSCBOE on progress at the O'Hare Center, noting the commencement of work the following week. Finally, in relation to the past year at Nativity, he thanked Jessica for her leadership and guidance and Lorna for her work on behalf of the board and school.

#### **V. Standing Item 4 – PTG Update and any issues arising – Liz Zerella (5 minutes)**

Liz updated the board referencing the hosted luncheon for grandparents and special friends day. Teacher appreciation week was planned culminating with luncheon on Friday. Year-end bonus cards from PTG are ready for distribution. She outlined that she would be finishing her term for PTG this year and there would be a leadership transition with Anna McDonald and Johana Trevino selected as the next president and VP. In response to a query, it was highlighted that the appointments did not follow a voting process as the bylaws for PTG need updating. This year's goal is to update the bylaws, including the nomination and election process of officers on PTG, which will be followed for future appointments.

On behalf of the board and the school, Lorna thanked Liz for her four years of service as head of PTG.

#### **VI. Standing Item 5 – Men's Club Update and any issues arising – Sal Ruiz (5 minutes)**

Sal updated the board on details of the activity schedule of Men's Club. The Cioppino dinner was a great success, with 245 dinners served. One key area for improvement is to increase the number of volunteers available for cleanup. The event netted \$3800 profit, and of this \$1971 was donated to 8<sup>th</sup> grade for Yosemite. There is a planned afternoon activity around the A's game, with proceeds directed towards the provision of a new freezer, required by Carnival time.

Attention was drawn to many housekeeping issues, related to storage, access, security, and the accumulation of materials from event to event. In addition, attention was drawn to the importance of managing the annual calendar of events, to avoid clashes with functions and availability of facilities. The management of the calendar by the school administration was requested. Finally, Sal highlighted the need more and younger/newer Dad's to step into leadership roles in Men's Club. A new President for the coming year had not yet been selected and Josh McClenaghan will continue in the role, while a new leadership team is recruited.

#### **VII. Standing Item 6 – Mom's Group update and any issues arising – 5 minutes**

Update from Mom's group was read for the NSCBOE members. The Father & Daughter dance was hugely successful with 54 families, 65 girls and 119 attendees. Goal is to continue to recruit more Dads to attend and more volunteers to support this event. The Spring Community event - Diaper and Wipe Drive to support Help a Mom Out, was managed by Moms group with

outreach through Nativity School, Facebook and Instagram. Excellent outcomes (4246 diapers, 7212 wipes, 1 pack of cloth diapers and \$590 collected direct to Help a Mom out) which exceeded the goal of 3000 diapers and \$200. Other community events organized included April 11th Moms Night out off campus event to encourage more moms to join the group and get to know each other, and the Teacher Brunch, where Moms group provided faculty breakfast/brunch on first day back to school after Easter break.

Moving forward, Moms group have requested calendar dates for their 2019/2020 school year meetings. Plans are in place to change leadership, which is likely to happen in November '19. The Mom's group charter has been finalized and is awaiting sign-off. The group is enthusiastic about its work for the coming year.

The proposal for Moms Group attendance at NSCBOE was revisited, following a proposal initially presented in September, but which was delayed pending the availability of the charter. The draft Charter was read in part at the meeting and Maryanne Hogan proposed that Mom's Group should be invited to send a representative to future board meetings in an ex-officio capacity, similar to Men's Club and PTG.

**Motion proposed: Maryanne Hogan, Polly Panos seconded, unanimous approval.**

#### **VIII. Board Self-Reflection – Survey report – Sal Ruiz/Lorna Harding (30 minutes)**

A detailed presentation was made on the Board Self Reflection process, where each member provided insight and assessment of their performance on the board and highlighted areas where clarity should be given, or action taken to improve understanding and performance. The research and feedback were greeted positively and areas of improvement for the board include:

1. Increased clarity on the role and scope of NSCBOE;
2. Increased clarity on the process and timelines for bringing relevant decisions for comment to the board;
3. Promote increased consultation and engagement in decisions related to budget, policy and direction;
4. Improve preparedness for and timely provision of key decision information.

Lorna Harding will work towards providing clarity on the mission and responsibility of NSCBOE members. This will ensure greater clarity in the process for decision-making and ensuring feedback and guidance is given in key areas of policy, strategy and budget spend as part of the decision-making process, within the constraints of the mission and responsibility of the advisory board.

#### **IX. Standing Item 3 – Principal's Report – Jessica Patti (15 minutes)**

Ms Patti presented her Principals report, which included updates on funding, budget, enrollment, faculty changes, and plans for the 2019/2020 year, including a revised calendar. Budget plans and spend were discussed in detail. Attention was drawn to areas where the school offering may be enhanced, with potential associated upside for school enrollment.

#### **IX. Proposal for changes to the Student-Teacher Handbook – Jessica Patti (15 minutes)**

Proposals were put forward for changes to the Parent-Student handbook. These included:

- Academic performance – restatement of academic and performance expectations and treatment of academic progress and conduct variations;
- Academic promotion – moving from quarter to trimester reports;
- Annual online registration and fee – inclusion of three-tiered registration fee structure;
- Other fees – inclusion of parent responsibility to replace lost /damaged chrome books/i-pads;
- Calendar(s) – removal of monthly calendar reference and expectation;
- Deficiency notices – called Progress Reports and issued at the mid-point of the fall trimester;
- Students may be suspended or expelled – clarification that tests given to the class during an out-of-school suspension will not be allowed to be made up;
- Graduation – minimum of 70% in each of the seven core subjects to graduate;
- Library program – use by K to Gr 8;
- Parent-teacher conferences – now scheduled at the mid-point of the first trimester;
- Kindergarten rules – removal of section with very specific kindergarten rules;
- Non-uniform dress policy – removal of very specific examples previously listed and inclusion of requirement for students to clarify in advance if choices are compliant with policy;
- New additions: Academic integrity – clarification of expectation;
- New additions: Smoking – banned across campus for all school hours

In general, the proposals for changes were accepted as important updates to the Student-Teacher handbook and there is an understanding that the process of updating the handbook will be on-going. The Non-Uniform policy proposed revision was discussed. The importance of moving from the very specific list of clothing deemed to be unsuitable was accepted, there was a concern that the revision did not provide adequate clarity on expectations for non-uniform dress. The expectation that a student should ask first rather than risk being instructed to change attire was not considered practical. A request was made for further consideration of this revision.

#### **X. Board Committee update: Finance and Funding committee – Jeff Cleland (10 minutes)**

Jeff Cleland made a presentation on progress on behalf of the Finance and Funding committee (NDSF). He highlighted the importance of the NSDF in addressing the key areas of communication to provide clarity on how the various fund-raising events fund the school and to improve the community's understanding of the gap between tuition payments and actual costs of operations within the school. The NDSF will comprise fundraising event chairs, a maximum of two Nativity School Board members, the Nativity School Principal, a member from the Parish

Finance committee, and additional members as nominated by the NSDF Chair and approved by the Nativity Church Pastor. Its role will be to ensure alignment of fundraising activities across all events, support the fundraising needs of Nativity School, and enable efficient coordination and communication across fundraising events and with the leadership of Nativity School. Drafts of Event Plans for Auction, Tree Lot, Lap-A-Thon, and Carnival will be available by June 1<sup>st</sup>2019. Various criteria for success are being worked on including the expectation that fundraising events sponsored by NSDF must net at least (50%) of gross income. In addition to event planning and oversight role, NDSF will have responsibility for Sponsorship Planning and Donor Solicitation.

One of the first actions of the NDSF is to develop a single page flyer with funding need messages.

#### **XI. NSCBOE –Planning for 2019/2020 (5 minutes)**

Lorna Harding noted that there would be some planning work for NSCBOE in advance of the first meeting in August 2019, specifically in regard to committees and focus for the coming academic year.

#### **XII. Closing Remarks and Meeting Adjournment**

Members were thanked for their service throughout the year. Particular thanks were offered to Jeff Cleland and Liz Zerella for their years of service. Ms Patti was congratulated on the end of her first year and thanked for her work towards ensuring a very successful year for Nativity. The meeting adjourned at 8:45pm.