



## Nativity School PreSchool-Grade 8

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

**September 9, 2019 - 5:30 pm to 7:00 pm**

**In attendance:** Lorna Harding (chair), Kristin Cox (secretary), Andrew Ryan, Peter Ventura, Dan Winnike, Sharon Winnike, Maryanne Hogan. Ex-officio members: Msgr. Steven Otellini, Jessica Patti, PTG Rep (Anna McDonald), Men's Club Rep (Sal Ruiz), Mom's Group Rep (Elaine King). Also present: Nativity School Treasurer (Gina Connell).

**Absent:** James Lew (vice-chair).

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

Opening prayer led by Peter Ventura. Introductions were made around the table for the benefit of those who were not present at 8/29/19 meeting.

#### **II. Approval of minutes from last two meetings (May 2019, August 2019)**

A. Minutes from May 2019: No corrections or comments

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

B. Minutes from August 2019: No corrections or comments

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

#### **III. Action items from last meeting, August 29, 2019**

All action items to be discussed in detail on current agenda

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

Monsignor Otellini stated that the school year is off to a great start. New Family Welcome reception was well attended and enthusiastically received by the new families to our school. He has already started visiting the classrooms, noting especially grades 2 and 8 who are embarking on their preparation for receiving their respective sacraments this year.

**V. Standing item 2 - Budget Review and vote on 2019/2020 Final Budget - Gina Connell/Dan Winnike**

Budget distributed to all members present. Goal of a break-even budget was not accomplished this year, but the school is closer to achieving that goal than it was last year given the tremendous success of the fundraising campaigns in 2018/2019. Self-sustainability is an achievable goal and enrollment is the single greatest driver of the budget. Increased enrollment will allow for the school to come closer to self-sustaining status.

To that end, the budget committee will look at the current tuition agreement with respect to tuition payment commitments and refunds/releases upon transfers out. Further discussion and investigation is warranted before recommendations can be made. Balancing the need of reliable cash flow while being sensitive to families' specific needs must be carefully considered.

It was noted that the Carnival is carried on the Parish Finance Committee's books, given that the fundraiser is shared with the parish. Monsignor Otellini stated that the 2020 carnival proceeds will be directed towards the school.

Finally, the Auction is being held later in the year this year due to Lent. The late date definitely impacts negatively the cash flow of the school given some large bills coming due in March.

On behalf of the board, Lorna thanked Gina, Dan, and Maryanne for all their efforts on this committee and for putting together a comprehensive and clear budget for this year.

**Motion to adopt the proposed budget for 2019/2020: Dan Winnike so moved, Peter Ventura seconded, unanimous approval.**

**VI. Proposal for revision to board statutes - Lorna Harding**

Statutes were revised to ensure compliance with Archdiocesan rules, to more clearly define mandate of the board and the roles of the officers, and to include Moms' group representative as an ex-officio member. It also was redrafted to include provisions for how to amend the statutes going forward should that become necessary.

No comments or questions regarding the statutes were presented at the meeting. Lorna invited all in attendance to review again and email her with suggestions for corrections/clarifications before 9/11/19. If no emails received by that date, Lorna will assume they are approved as drafted and will take the next step to send to the Archdiocese for two-pronged approval from their legal counsel as well as their superintendent of schools.

Monsignor Otellini, as Pastor, gave permission to proceed as requested given that current course is outside scope of existing statutes but will be within the scope of the statutes once the revision is accepted and endorsed by the Archdiocese.

**Motion to accept statutes as revised, pending emailed suggestions: Sharon Winnike so moved, Maryanne Hogan seconded, unanimous approval.**

### **VII. Standing Item 3 - Principal's Report - Jessica Patti**

New Hires: Ms. Patti shared the forward progress and advancements the school had made in the strategic new hires for teaching positions for 2019/2020. All new hires have advanced degrees, moving Nativity closer to the school's historic teacher qualifications. Further most new hires had over 10 years' experience in their fields of expertise. The school also achieved increasing full-time staff over last year.

Enrollment: There is an ongoing focus around enrollment, as discussed previously with respect to the current budget. Specific attention should be paid to increase marketing to middle school families. An increased middle school class size has been shown to improve positive social outcomes. Overall enrollment has grown slightly from 231 students in 2018/2019 to 239 for the 2019/2020 school year. 2020/2021 enrollment goal is 250 students.

Back to school night: Attendance appeared low upon visual inspection. The structure of check in and presentation made it difficult to quantify the number of absent families in comparison to years past. This year's event faced a number of challenges, including competition from high school back to school night and potentially unclear communication regarding the mandatory nature of the event. Alternatives for next year are already being considered.

Facilities: Remodel update: eight spaces were transformed over the summer to create more room for the preschool, a conference room, and new office spaces for staff. Addition of ventilation and climate control for the new conference room and two offices, as well as a few other small additions are still pending.

Clocks/Locks: the networked clocks on campus have experienced multiple failures as have the door locks. New vendors for the locks are being investigated and the school is looking to move to non-networked clocks.

Technology Update: new technology and software have been rolled out pursuant to the technology committee's recommendations. Roll outs are proceeding satisfactorily.

Curriculum Updates: Ms. Patti provided written detail of the new curriculum programs being used at the school. The material mirrored what was presented at Back to School night. No further discussion occurred.

Parish Appeal: Parish appeal for support of the school occurs on the second weekend of October. Ms. Patti promised to get the appeal letter to Monsignor for approval, and committed the school for the responsibility of mailing the letters to those current and alumni families presently on the school's mailing list.

**VIII. Proposal for establishing the Nativity School Finance Committee (NSFC) - Dan Winnike/Lorna Harding**

Dan Winnike outlined the purpose and scope of the committee, in short to digest the annual budget and fiscal performance as well as the financial condition of the school and to make recommendations to the board after thorough review of the same.

No comments or questions followed.

**Motion to establish the NSFC as a standing committee: Kristin Cox so moved, seconded by Andrew Ryan, unanimously approved.**

**IX. Proposal for continuing the Marketing and Promotions Board Committee (NSMPC) - Sharon Winnike**

Given the ongoing goal of increasing enrollment and improving retention, the benefit of continuing this committee as a standing committee of the board was discussed. A request as made to seek clarity on the role of the NSMPC and Sharon Winnike undertook to meet with the principal to ensure there was clarity on the relative roles of the committee in the context of supporting the school's activities and goals.

**Motion to continue the NSMPC as a standing committee: Maryanne Hogan so moved, seconded by Lorna Harding, unanimously approved.**

**X. Proposal for scope and activity of new Catholic Identity Committee (NSCIC) - Kristin Cox**

The Nativity School Catholic Identity Committee was conceived to support the school community living its Catholic identity. Different ideas for how this goal could be implemented were discussed. Monsignor provided a pamphlet printed by the Archdiocese, "Raising Saints", and indicated the Archdiocese would sponsor speakers connected to this program to come and speak to the parent community. Andrew Ryan agreed to be the second board member to sit on the committee.

**Motion to establish NSCIC as a standing committee: made by Dan Winnike, seconded by Sharon Winnike, unanimous approval.**

**XI. Proposal for work for Strategic Planning Committee (NSSPC) - Lorna Harding**

The need for the school to have a five-year plan carefully mapped out was discussed. This had been historically practiced in the school, but with recent turnovers in leadership the practice had fallen short of late. It was agreed that the plan needs to be renewed and made on a rolling basis and therefore this committee should also become a standing committee of the board.

**Motion to establish the Nativity School Strategic Planning Committee (NSSPC) as a standing committee of the board: Lorna Harding so moved, seconded by Maryanne Hogan, unanimously approved.**

## **XII. Closing Remarks**

Monsignor discussed the need for a Plant and Facilities team to oversee the physical grounds and infrastructure of the school. This team is not to be a subcommittee of the board, but rather separate and apart as an office. Sal Ruiz requested to be made part of that team. Lorna Harding was tasked to draft the proposal.

A request was made for the NSCBOE to hold a spiritual retreat, abbreviated in nature given everyone's schedules, for the benefit of the board members. Kristin Cox was tasked to organize.

Men's Club update: Movie Night 9/20 to be combined as Panther Pride Night. Attendees are being asked to wear Nativity gear/colors, support the volleyball teams playing that evening in the gym, then enjoy dinner provided by Men's Club and watch Coco.

## **III. Conclusion**

The meeting was adjourned at 6:53 pm.