



Nativity School PreSchool-Grade 8

Nativity Consultative Board of Education - Meeting Minutes

October 7, 2019 - 5:30 pm to 7:00 pm

In attendance: Lorna Harding (chair), James Lew (vice-chair), Andrew Ryan, Pete Ventura, Kristin Cox (secretary). Ex-officio members: Mom's Group Rep (Elaine King), PTG Rep (Anna McDonald), Men's Club Rep (Sal Ruiz), Monsignor Otellini, Jessica Patti

Absent: Dan Winnike, Sharon Winnike, Maryanne Hogan

I. Welcome, Attendance and Absence Notification

Opening prayer led by Kristin Cox. Next prayer to be led by Andrew Ryan.

II. Approval of minutes from last two meetings (September 2019)

No adjustments or corrections were needed.

Motion to approve: Pete Ventura, seconded Andrew Ryan. Passed unanimously

III. Action items from last meeting, September 2019

Statutes: Have been forwarded for Archdiocese review

Strategic Plan: Framework in place - to be covered during principal's report - must be immersed in the WCEA work.

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

V. Standing item 2 - Nativity School Finance Committee: Activity update - Dan Winnike (read by Chair)

Monsignor was asked to agree that any expenditure over \$5,000, or that contractually obligates us for an extended period of time, should go through NSFC for review of the request and reacted to promptly. This will allow the parish finances and school finances to be better linked together to eliminate issues of cash flow moving forward.

Next meeting 10/21/19 unless rescheduled.

VI. Standing item 3 - Nativity School Catholic Identity:

1. Catholic Identity Committee: Activity Update - Kristin Cox

NSCIC will work closely with the newly formed FANS (Faith at Nativity School) to ensure that Catholic values are shared both within and outside of the school day at Nativity School.

NSCIC is in the process of arranging for a retreat for board members – a date, venue and speaker will be researched and confirmed soon.

2. Catholic Values and the school community: Jessica Patti

FANS was launched in response to a passionate and engaged faculty committed to furthering the school's mission to teach and support Catholic values at Nativity School. Recent events have brought to light the need to more clearly communicate our commitment and alignment with the Archdiocese of San Francisco and those Catholic ideals that unite the Catholic Church.

VII. Standing item 4 - Nativity School Marketing and Promotions Committee Activity Update - Sharon Winnike (read by Chair)

NSMPC met on 9/19/19 to develop a preliminary marketing ideas for the 2019-2020 school year for consideration by the school. The primary focus of the marketing ideas was engage in activities to enhance the marketing efforts of Nativity to support increased middle school and kindergarten enrollment.

NSMPC identified areas of outreach at community events to increase school visibility among the targeted audience.

Areas for growth around our website and community contacts were identified and will be the subject of discussion at future meetings.

VIII. Standing Item 5 - Principal's Report - Jessica Patti

Update on staffing and school progress was provided.

Institutional knowledge has been compromised with faculty turnover in recent years.

Recommitment to induct the faculty with that knowledge.

FANS - is off and running with enthusiastic faculty support.

Enrollment efforts in the larger community is going well in terms of circulation of informational media.

IX. Men's Club Update - Sal Ruiz

Successful first meeting on 9/5/19 - well attended.

Movie night was a huge success. \$1800 profit was raised to benefit the school, to go toward the water bottle refill station. Robust volunteer turnout was much appreciated.
12/14/19 - joint Christmas party with Mom's group.
Need more training on volunteer portal/hours tracking.
Raul Aguilar is the new Men's Club president.
One hour volunteer credit for attending Men's Club and/or Mom's Club was confirmed.

X. Mom's Group Update - Elaine King

Successful first meeting as well.
Kathy Ventura is new president of Mom's club.
Similar concerns regarding volunteer portal management as men's club. Ms. Ames is the point of contact for all concerns regarding this new program going forward.
Seeking clarification regarding whether the crest polo shirt is required. Crest polo will remain optional going forward. The arch version of the sweatshirt and jacket will be retired for next year. The quarter zip sweatshirt is the only required outerwear top.
Childcare for 1 pm dismissal days on Mondays has been identified as a potential hardship for working families, and those with older children.
Confirmed that the current school calendar is final for this year. Going forward, leadership should meet in Spring to set dates for the following school year, given the concerns about early dismissal on Mondays and week off at Thanksgiving.

XI. PTG Update - Anna McDonald

Annual fall meeting was well attended.
Class budgets distributed via pre-approved debit cards. Budgets was equalized across the grades.
Suggestion to raise the PTG fee/sports fee - to be considered by NFC.
A request was made to document a School Policy about classroom parties – this falls to PTG to write and Ms. Patti to agree.

XII. Closing Remarks

The meeting was adjourned at 7:03 pm.