



Nativity School PreSchool-Grade 8

Nativity Consultative Board of Education - Meeting Minutes

November 4, 2019 - 5:30 pm to 7:00 pm

In attendance: Lorna Harding (chair), Dan Winnike, Sharon Winnike, Maryanne Hogan Andrew Ryan, Pete Ventura, Kristin Cox (secretary). Ex-officio members: Mom's Group Rep (Elaine King), Men's Club Rep (Sal Ruiz), PTG Rep (Anna McDonald), Msgr. Otellini, Jessica Patti

Absent: James Lew (vice-chair)

I. Welcome, Attendance and Absence Notification

Opening prayer led by Andrew Ryan.

II. Approval of minutes from last meeting (October 2019)

Minutes to be edited to reflect Kathleen Ventura had not yet assumed the role of president of mom's group as of the date of the NSCBOE meeting. Her role was intended but not final. She has since been voted in and has now officially assumed the role.

Motion to approve: Maryanne Hogan, Andrew Ryan seconded. Passed unanimously

III. Action items from last meeting, October 2019

Addressed throughout the meeting

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

Monsignor is now back regularly at the school, speaking specifically with the sacramental classes. Third grade did a great job at school mass for All Saints' Day. Congratulations to all for a successful Mass.

V. Standing item 2 - Nativity School Finance Committee: Activity update - Dan Winnike

Budget was approved in September and nothing drastic has occurred in the past 30 days that would impact the budget as approved, as has been made available to the Finance Committee. A few items exceeded what was budgeted, but were beyond anyone's control, and steps were taken to mitigate the impact on the budget.

Starting in February, someone from NSFC will attend NSDF to allow for greater alignment between the financial committees.

VI. NSDF Update - Jessica Patti

October collection - as of this morning just a little over \$36,000 on annual appeal. Tree lot is currently on track for a successful event. Tree lot training 11/17 in two slots (9 am and 11 am). First tree delivery 11/26 and lot opens that Friday. Volunteer slots launch on x2vol today. This year we have secured 1400 trees, most of them nobles and of more desirable sizes, which will bring in better return for the school.

VII. Standing item 3 - Nativity School Catholic Identity: Activity Update - Kristin Cox

Discussions amongst stakeholders are ongoing. Coordination with FANS remains an early priority. Advent prayer service for board members in lieu of retreat, after December 2nd NSCBOE meeting was announced.

VIII. Standing item 4 - Nativity School Marketing and Promotions Committee Activity Update

- Sharon Winnike

- Redwood City hometown holiday parade upcoming and useful vehicle to promote tree lot and open house via postcards and other promotional materials.
- Google Calendar will be helpful in planning future promotional opportunities and to ensure that they do not conflict with or impede current volunteerism for existing needs of the school.
- Real Estate Agent handouts would be a good action item to add to the committee's workload.
- Increasing social media engagement via tagging Nativity School in posts and parents writing reviews will be a helpful driver forward in increasing enrollment.
- Word of mouth, via parent and family ambassadors, has been and will continue to be important.
- Consistency in branding is a priority. Once consistency is achieved, a media kit will be created to allow everyone to access the approved graphic.
- Ability to utilize the parish bulletin for marketing was confirmed. Plan was discussed to utilize the back page as "Nativity School Corner".

The committee was thanked for their work and focus on this key area for success for Nativity.

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

- Discussion of recent faculty changes and their impact on the budget was had. Fiscal responsibility for staffing choices going forward remains a priority.
- Board discussed enrollment decline over the past five years. We are tracking upwards from last year due to the increase in places available in pre-school, but not enough to offset the rapid decline. 20/21 school year target enrollment is 53 new students. We must actively recruit new students into all grades, not just kindergarten.
- On-going concern about the key under enrolled classes.
- Middle School information night was poorly attended. Kindergarten information night was better attended.
- Enrollment has been identified as a key area of focus for Nativity school.

X. WCEA Report Board Inputs - Mission (Jessica Patti) and Resource Management and Development to Support High Achievement of All Students (Lorna Harding)

Board was asked to fill out surveys in furtherance of meeting WCEA requirements.

XI. Men's Club Update - Sal Ruiz

Christmas tree lot set up and hockey game were the main topics at last meeting. Water filling station should be installed in November. Father Davenport golf tournament has been scheduled 5/17 in conjunction with inaugural chili cookoff.

XII. Mom's Group Update - Elaine King

New leadership was voted in at last meeting for a two-year term. Historically, Mom's group has done a separate charity drive around the holidays. Currently, they would like to take a more active role in the parish Adopt-A-Family drive. International Day is making a return sponsored by Mom's group. Date TBD.

XIII. PTG Update - Anna McDonald

Room parents continue to coordinate with classroom teachers on parties and family masses. Teacher birthday gifts are occurring on a rolling basis. PTG is working on the collection for Lucile Packard Day of Giving.

XIV. Closing Remarks

The meeting was adjourned at 7:00 pm.