



Nativity School PreSchool-Grade 8

Nativity Consultative Board of Education - Meeting Minutes

December 2, 2019 - 5:30 pm to 7:00 pm

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

Absent: Men's Club Rep (Sal Ruiz), Pete Ventura

I. Welcome, Attendance and Absence Notification

Opening prayer led by Monsignor Otellini, blessing of the advent wreath.

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

No comments or concerns.

Motion to approve: Sharon Winnike moved, Maryanne Hogan seconded. Unanimously passed

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

Special Visitor Day was very nice and robustly attended. Accolades received from a variety of grades and attendees.

Enrollment for next year is a concern, particularly due to 32 graduating 8th graders. An ad hoc committee specifically for this purpose would seem to be needed at this point in time. This week will yield a better idea as to who can participate on the committee and in what capacity.

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

The finance committee with Gina Connell today to go over her preliminary numbers through November. Income is tracking the anticipated numbers. Excellent communication between all stakeholder financial committees will be key to success. A couple expense categories are running ahead of what was budgeted. Mitigation steps being investigated but some of it

will just require better future projections. Front office is running high in overtime expenses. A plan is in place to mitigate that as much as possible. Preschool staffing and extended care staffing are over budget due to staff movement from part time to full time by some and overtime by part time staff covering for missing staff. Materials/Curriculum were also over budget but that is expected to be a one-off deviation from the budget.

Unexpected unanticipated expenditures include extended staff absence requiring coverage at higher pay rate, and facility repairs.

V. Standing item 3 - Nativity School Marketing and Promotions Committee Activity Update - Sharon Winnike

Office of communication has been doing outstanding work getting media materials out. We have the opportunity to publish in the bulletin, once a month in a 150-word quadrant, generously donated by the parish.

The need for a common Google working calendar for internal volunteers and organizations within the school was re-stated.

Looking for film editor to help create 30 second commercials for Facebook. Anna McDonald to approach a contact she has in mind to help.

Elyse Barca has volunteered to help with marketing the school within the realtor community.

VI. Standing Item 4- Principal's Report - Jessica Patti

A. Enrollment Plan and Update

Postcards with tree lot and open house info will be handed out at the Hometown Holidays parade and as a pickup item at the tree lot. We have a large poster to go out in January to the community spaces. We are also doing targeted mailings to K-5 (mostly charter) schools.

Nativity has had 38 inquiries for 2020/21 enrollment thus far.

B. Star Results

Every archdiocese in CA is using STAR testing. The target goal of the archdiocese is students meet at least 65% proficiency. As a school, we are also tracking student growth between tests to ensure that all students are progressing regardless of their proficiency ranking.

Archdiocese is rolling out programming to better support staff and schools for students at the extremes of the proficiency spectrum as an opt-in program.

C. Mid-year Update

Roof leak over break, damaged a 3'x3' hardwood damage to gym floor. Roof repair and floor repair should be done by parent volunteers with skill in this area. Unsupervised children of tree lot volunteers caused some damage to the sound system in the gym.

VII. NSDF Update - James Lew

Fundraising to close the gap is not sustainable. Fewer families in the school and volunteers are getting stretched. A bigger conversation needs to be had to come up with long term sustainable solutions.

VIII. Standing item 5 - Nativity School Catholic Identity: NSCBOE Advent Reflection - Kristin Cox

Advent reflection and prayers

Meeting adjourned 7:03 p.m.