



Nativity School PreSchool-Grade 8

Nativity Consultative Board of Education - Meeting Minutes

January 13, 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), Pete Ventura. Ex-officio members: Men's Club Rep (Saul Ruiz), Mom's Group Rep (Elaine King), PTG Rep (Anna McDonald), Msgr. Otellini, Jessica Patti

Absent:

I. Welcome, Attendance and Absence Notification

Opening prayer led by Lorna Harding.

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

No comments or changes

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

III. Invited Board Guest - Brice Freeman (tree lot experience 2019)

As a fundraiser, the tree lot is fairly scripted and a solid fundraiser for the school. There is continuing good demand and good margins. Shadowing Sal Ruiz as outgoing chair was really useful for Brice, the incoming chair in learning how to manage all the pieces of this complex event.

Getting volunteers lined up ahead of time was not easy - due in part to the introduction of a new Volunteers system which presented a lot of challenges for the community. The lot was VERY short staffed this year compared to years past.

The NSDF received guidance mid-sales from Archdiocese that Nativity School, as a non-profit did not need to collect sales tax. Brice is currently reaching out to all people who bought trees to ask what they would like to do with the sales tax already collected (donation vs. refund) is a logistical issue currently being addressed.

There is a tree lot committee debrief meeting to occur next week.

The board expressed its gratitude to Brice Freeman, Sal Ruiz and all the volunteers, who make this happen every year, and acknowledged that it was a very significant commitment.

IV. Invited Board Guest - Raul Aguilar (Men's Club President introduction)

Raul introduced himself and took the board through the Men's Club update. Met last Thursday, well attended (30 attendees), especially by early classes. Men's Club anticipates meeting at O'Hare Center upon completion (goal is March). Christmas meeting was successful, raising \$1,500 to be shared equally between Mom's Group and Men's Club.

Upcoming events were highlighted: Cioppino Dinner (March), Parish Dinner/Lunch (Co-hosted with Mom's Group. Date TBD), Golf Tournament/Chili Cookoff (May)

Action Item: Men's Club to follow up re: water dispenser.

V. Mom's Club, and PTG Updates -

Holiday drives and holiday party were successful.

Upcoming events : International Day (April), Father/Daughter Dance (May)

Early Dismissal on Mondays is a point of discussion and a hardship for some families.

The full week off at Thanksgiving was also discussed as being welcome for families who travelled but a hardship for families that had to work and had a significant impact on people's availability to volunteer at the Tree Lot. It was indicated that the school took their guidance from the local public elementary schools at the request of the Archdiocese. Further discussion and consideration of 2020/2021 calendar was requested and the impact on families considered more carefully in light of their response to this year.

Action Item: Administration to re-consider impact of schedule of families when setting up the 2020-2021 school calendar.

MEMBER'S MEETING

I. Standing item 4 - Principal's Report - Jessica Patti

A. Update

1. Open house marketing has been robust. Suggested to add a link to actually register for open house on website.
2. WCEA - Draft of new mission statement to be circulated and discussed via email. Student and parent leadership stakeholders to provide feedback and comment to represent the school community as a whole.
3. Fundraising has been successful, still awaiting end of year donations numbers from Gina who is currently on maternity leave.
4. Ms. Patti will not be returning to Nativity School next year and has resigned. The current plan is for her to remain through the end of the year.

B. Logo

1. New versions/specifications for a seal/crest was shared. The general consensus from NSCBOE was to stick with only two logos - Athletics and School, not take on any additional changes as presented.

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

- A. Monsignor expressed his gratitude to Ms. Patti for all her efforts and offered our prayers and best wishes for her future endeavors. He will provide an update with regard to the transition plan in the next week or so.

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

The Finance Committee meet regularly to review the spend against budget. There are no big changes since those reported in January. The current focus of the finance committee is to begin reviewing the 2020-2021 budget, as presented by the school.

Action item: Tuition discussion to be held at our meeting in February in order to help close the gap for our operational needs. Current tuition has only covered expenditures for staffing. Finance committee to circulate proposal for tuition in advance of next meeting.

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

New O'Hare Center will have an external board for announcements - perfect for school promotion. Parish Bulletin submissions have been very well received.

V. NSDF Update - James Lew

Auction is targeting \$148k, and Carnival is targeting \$150k. Increasing enrollment and meeting our operational needs are to be primary discussion topic at next meeting.

VII. Standing item 5 - Nativity School Catholic Identity - Kristin Cox

Discussions with stakeholders are ongoing. Survey Monkey questionnaire and growth of membership are goals to be met by March.

Meeting adjourned 7:09 p.m.