



Nativity School PreSchool-Grade 8

Nativity Consultative Board of Education - Meeting Minutes

March 9, 2020 - 5:30 pm to 7:00 pm

In attendance: Lorna Harding (chair), James Lew (vice chair), Dan Winnike, Sharon Winnike, Maryanne Hogan, Andrew Ryan, Peter Ventura, Kristin Cox (secretary). Ex-officio members: Men's Club Rep (Sal Ruiz), PTG Rep (Anna McDonald), Msgr. Otellini, Jessica Schaukowitch, Jessica Patti

Absent: Mom's Group Rep (Elaine King)

I. Welcome, Attendance and Absence Notification

Opening prayer led by Monsignor Otellini.

II. Approval of minutes from last meeting (February 2020)

No comments or changes

Motion to approve: Dan Winnike moved, Sharon Winnike seconded.

Unanimously passed.

III. Standing Item 1 - Insights and Observations - Monsignor Otellini

Cioppino Dinner is canceled. People have stepped forward to help defray the financial losses incurred by cancelling. It is too early to make any decision about the April auction. First Communion, given the small number of students participating, is expected go forward as planned at this time.

Ms Patti was wished the best as she leaves Nativity and Monsignor reminded the members that she and Ms. Schaukowitch remain in our prayers during their respective transitions.

IV. Standing Item 4 - Interim Principal's Report - Jessica Schaukowitch

a. Enrollment Plan and Update

Nativity school has a wait list for Kindergarten. 29 students are confirmed and paid for Kindergarten. 70% of current students school wide have already pre-registered for next year. The school has had interest in and applications for open spots in 3rd and 5th grade classes which is also positive.

An enrollment task force has been formed by parents/board members/faculty who plan to meet every other week for the next two months to figure out short, mid, and long-term plans

for boosting enrollment. Improving enrollment, as previously discussed, is the number one driver toward a balanced and more robust budget in the future.

b. Personnel Update

Ms. Patti is leaving 3/13. Nativity School is currently looking for a preschool director, a math teacher, a science teacher, and a learning specialist. There is a possibility of internal movement to fill some of those spots, but the priority is to find the best candidates to fill the spots regardless of whether they are currently employed here or elsewhere. Contracts will go out soon, due back April 20th.

c. Curriculum and Technology Update

We are purchasing new science curriculum for K-4. We are implementing Lexile as a reading resource for K-4. We are also looking to introduce a robotics program (Wonder Workshop) for all students, at a cost of \$21,000. Nativity is looking to extend IXL into 3rd and 4th grade with possibility of going into 2nd grade. Our administration is currently gathering information for a new data management system. We currently have 2-3 portals to access information regarding grades, teacher information, etc - Vision Portal, Beehively, Website and this needs to be consolidated for efficiency.

d. Coronavirus

There has been one confirmed case with a student at Riordan. That campus has shut down. Three others have shut down to be cautious. Mandatory meeting tomorrow for principals to get all schools on the same page. Current internal protocol (as of today), is to review every two weeks unless something urgent comes up in the meantime. Field trips, meetings, celebrations all cancelled over the next two weeks. School activities will continue to happen as planned with minor changes to limit crowds and exposure.

A distance learning plan is being proactively investigated. The social and emotional needs of the children are being managed both by teachers in the class and the administration on a day to day basis.

V. Standing Item 2 - Nativity School Finance Committee

a. Budget Process and Planning

Two in-depth meetings were held to help vet the budget received from the administration. It is a priority for the administration to be as realistic and tight as possible with all estimates. Many expenses are mandated by the Archdiocese. The current numbers for the budget are much more realistic than last year's, given that curriculum was an under budgeted category last year.

b. Proposed Budget

The proposed budget is still at a deficit; however, the deficit anticipated is considerably less than this year's deficit. Coverage for the deficit will come from a release of funds from the endowment, but that is not a desirable or sustainable strategy in the long.

The idea of summer school for grades 6-8 in math/science as boot camps was discussed as another income generator this has not been considered in the existing budget. The administration is having ongoing conversations with faculty to determine feasibility. Also, the administration is trying to negotiate a percentage of the income generated from the summer camps to be given to the school in return for the use of our facilities. This is another potential income generator not considered in the budget.

Motion to send this budget to the Parish Finance Council:

Peter Ventura moved, Andrew Ryan seconded. Unanimously passed.

VI. Men's Group, Mom's Club and PTG Updates

Mom's Group:

Families were comfortable with the tuition increases. Presentations made for auction and spirit store. International Day cancelled. Father/Daughter Dance in May is still planned to go forward.

Men's Club:

Meeting was last Thursday. Sean McNeil rallied the men around the issue of enrollment. Alternative community fundraising ideas are being considered to cover the loss of the Cioppino dinner. Water fountains to be installed over Spring Break

PTG:

Hosted annual spring meeting last Monday. Every grade represented. Teacher Appreciation week May 4-8 culminating in a luncheon. Theme will remain a surprise.

ACTION ITEM: Anna McDonald to lead the clean out and liaise with all parties.

VII. Farewell Toast to Ms. Patti occurred

Meeting adjourned 6:59 p.m.