



## ***Nativity School Consultative Board of Education - Meeting Minutes***

**August 24, 2020- 5:30 pm to 7:00 pm (via Zoom)**

**In attendance:** Andy Ryan (chair), Lorna Harding (vice-chair), Kristin Cox (secretary), Andrew Holtz, Peter Ventura, Dan Winnike, Sharon Winnike, Maryanne Hogan. Ex-officio members: Msgr. Steven Otellini, Jessica Adrian, PTG Rep (Anna McDonald), Mom's Group Rep (Loretta Couse).

**Absent:** Men's Club Rep (Sal Ruiz).

### **I. Welcome, Attendance and Absence Notification**

### **II. Opening Prayer**

Led by Msgr. Otellini

### **III. Standing item - Insight and Observation - Monsignor Otellini**

Monsignor expressed his sincere gratitude and appreciation to all who have managed us through this time. Patience and adaptiveness were notable virtues in our leadership. A special thank you was given to Jessica Adrian as she took over the role of Principal officially on the same day that the school shut down to shelter-in-place.

Our school has benefitted from the generosity of our community via two successful fundraising efforts over the summer. Our carnival-turned-raffle net \$75,000 thanks to the leadership efforts of John Conway and Sal Ruiz. Our online auction net another \$75,000, with funds still coming in.

These funds have gone a long way to setting up the many safety upgrades around campus. Our water filling stations are installed and ready for use. The school acquired new desks and shields to allow for proper social distancing once students are allowed back on campus. Further the school has new sanitization in a new ventilation system, thanks to the Lanthier family and ABCO company. Parents should be well assured that the school has made the safety of students and staff a top priority.

First Communion has been happening on an individual basis for those families that request it, during normal routine weekend masses. It is Monsignor's hope that we can have a larger gathering for all parties to either receive or celebrate having received this sacrament in the fall. Confirmation requires the participation of our archbishop and is therefore not able to be performed individually. There is still no word from the archdiocese about proceeding at this time.

#### **IV. Introductions**

Each individual board member introduced him/herself and provided some context for what s/he brings to the board and what role s/he plays within it.

#### **V. Role of NSCBOE**

The board revisited the Archdiocese's guidelines about the purpose, function, and expectations for a school consultative board. We again noted that while we were in compliance with a majority of the mandates, we are unique in allowing Men's Club and Mom's group an ex-officio seat on the board. The archdiocese provides only for the PTG to be represented. Monsignor also clarified that the Plant and Facilities committee exists outside of the umbrella of NSCBOE, which also deviates slightly from archdiocesan recommendations. It was again emphasized that no board member is to be a conduit for any group or individual; the board functions as a unit not as a group of individuals. Further, we are to conduct ourselves in a manner that puts the immediate and long term needs and benefits for our school as our mission and purpose. With those in mind we provide valuable insight, advice, and counsel to the Pastor and the Principal. Confidentiality is critical and conflicts of interest must be clearly stated in all dealings. A Non-Disclosure Agreement for the 202-2021 school year will be distributed to all members who will be asked to sign and return promptly.

#### **VI. Work Plan for the Year**

##### **A. COVID Task Force, restrictions**

A hybrid model plan for student attendance this school year was submitted to the archdiocese and to the San Mateo County Health Department. It was approved shortly before San Mateo County was put on the state's watch list and therefore was mandated to remain closed. The school has made all necessary provisions and arrangements for in person learning, via the hybrid model, so that once our county is off the watch list for 14 days we can move to the hybrid model. Distance learning will always be an option for all families for this school year. Thus far, 40 student in K-8 have opted to remain distance learning for the year. The school is actively pursuing obtaining a waiver from the state to open for K-3 students, but the process involves meetings and discussions and approvals that are pending. It is unclear when Nativity School can open for in person learning, but certainly no earlier than October 1.

##### **B. WASC Accreditation**

The accreditation process is moving forward despite COVID complications. Staff worked hard on their sections for submission over the summer. The next step is drafting action plans for our goals. The strategic committee members are working on this step.

### C. Standing Committees and their roles

\*1. The Finance Committee, on behalf of the NSCBOE has a budget and oversight function in relation to the school finances, following the guidelines set by the Archdiocese. The finance committee assists the school administration with the preparation and presentation of the annual budget appropriate to meet the needs of the school, monitors school expenditure against allocations to ensure alignment with the agreed budget periodically throughout the year and liaises with the Parish Finance Council to ensure alignment with parish financial planning.

The challenge of fundraising is the responsibility of the NSDF (Nativity School Development Fund), whose role focuses on implementing strategy and activities that will result in fundraising sufficient to cover the gap arising from financial shortfalls between tuition and other school income and operating expenditure of the school.

2. Catholic Identity Committee works to build a solid relationship between the parish and the school and to support the spiritual growth and development of our parent community. The committee also supports the work of Faith at Nativity School (FANS) which strives to achieve similar goals within the student body. The pandemic has impacted nearly everyone's practice and expressions of faith to some degree or another. The committee must partner with the school in seeking out individual families that could be struggling in one or more areas of life due to the current situation to see how our school can be of service to them in either corporal and/or spiritual acts of mercy. It was generally agreed that the Board is under a duty and obligation to reach out to our school community at this time in a meaningful way.  
ACTION ITEM: Mom's Group and Men's Club will share out to their audiences that if anyone is, or knows of someone who is, in need to any kind of assistance, they are to reach out to Mrs. Adrian for completely confidential help.

3. Marketing was working on an action plan to increase student enrollment, increase student retention, and increase parent involvement. COVID has put a full stop to planning as we need to reassess our messaging in light of the new reality of our circumstances.

4. Enrollment is similarly situated and closely tied to marketing in its goals and challenges it is facing in light of COVID.

D. Strategic Planning is moving forward in drafting goals and initiatives for all aspects of our school over the next five years. Team leaders are expected to turn their drafts in for discussion by September 10th.

## VII. Principal's Report

Nativity has been able to hire new teachers for Kindergarten (instructional aide), Preschool, and Spanish.

New curriculum is being launched in the lower school grades in Science and Reading. Our learning platforms for the year will remain Google Classroom for grades 3-8, Seesaw for grades K-2, and Zoom for grades K-8.

We are launching Schoolspeak as a standalone platform for emergency communications, mandatory form distribution/collection, and registration/fee payment system. We have also switched from Beehively to KTG Technology. KTG has been far more responsive in their tech support department and were more competitively priced than Beehively this year.

Nativity was able to get 25 new Chromebooks, making grades 3-8 completely one-to-one now. New projectors have been installed in some classrooms and wifi has been upgraded in the K and gym classrooms.

Classrooms have been updated to follow COVID guidelines. New desks were purchased for K, 7, 8, and Science lab. New filters are being installed into the HVAC system to provide cleaner air for students when they return - with special thanks and gratitude to the Lanthier family and ABCO company.

Our counselor will be on campus Mondays and Thursdays to provide in person counseling and support to any student who needs it.

### **VIII. Closing Remarks and adjournment**

Mom's group raised the point that diversity and inclusion are of high interest and concern to the group. Mrs. Adrian shared that staff has already received some professional development on this topic and more is planned in the future. Further, student council will be adding multicultural activities and messages to the morning meetings.

**ACTION ITEM:** Anna McDonald to discuss her work with the Diversity Equity Inclusion Task Force at Sacred Heart with Mrs. Adrian to explore untapped resources and shared ideas.

\*Revised by Lorna Harding for clarification 9/21/20