



Nativity School Consultative Board of Education - Meeting Minutes

September 14, 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), Men's Club Rep (Sal Ruiz).

Absent: None.

Also Attending: Gina Connell

I. Welcome, Attendance and Absence Notification

II. Opening Prayer

Led by Kristin Cox

III. Standing item - Insight and Observation - Monsignor Otellini

Nativity School is in the process of applying for the waiver to allow in-person learning for grades K-3 after discussion with and approval from the superintendent of schools for the archdiocese.

The Archbishop has given approval for pastors to conduct the sacrament of confirmation during this time of closures and social distancing. Monsignor and Mrs. Hickam are aiming for November 1st for the confirmation class of 2020 to receive the sacrament. Details are still being worked out.

The annual Blessing of the Animals will still take place, in some modified fashion. Details to be announced.

IV. Standing Item - Budget Review

Dan Winnike and Gina Connell walked the board through the income and expenses listed on the proposed budget for 2020-2021 as well as the proposed and actual budgets for 2019-2020 for comparison. They highlighted the major differences between our March budget discussions and what appears on the spreadsheet now and explained that the differences are largely COVID related.

Motion to approve the Proposed Nativity School Budget for 2020-2021: Sharon Winnike. Seconded: Peter Ventura. Unanimously approved.

V. Approval of Meeting Minutes

A. May 27, 2020

Motion to approve minutes: Peter Ventura. Seconded: Maryanne Hogan. Unanimously approved.

B. August 24, 2020. Lorna Harding requested a modification to the minutes to more accurately reflect the role of the Finance Subcommittee.

Action Item: Lorna Harding to submit proposed clarifying language to modify the minutes to more accurately reflect the role of the Finance Subcommittee. The language will be circulated via email to the voting members of the board and if approved the minutes will be modified accordingly and resubmitted for approval. **Minutes tabled pending submission.**

VI. Standing Item - Principal's Report

Personnel Update: Our current music teacher has taken a job elsewhere. Our vendor, Rhythm and Moves will provide a replacement teacher by next week. Asusena Aguilar is taking on the new role of Spanish teacher, teaching pre-K through 4th grade with the intention of increasing through 8th grade by the end of the year. We are very fortunate to have her in this position as she certainly has the background and the support to excel in this role.

Enrollment Update: current enrollment is 221 students. Pre-K has a capacity for 36-40, but an intentional decision to limit enrollment to 24 was made due to COVID. The hope and expectation is to increase enrollment to 30 in January if numbers continue to decrease and preschool is still healthy.

Inclusion/Diversity Task Force: Nativity School is looking to create an inclusion and diversity task force. Much thanks to Anna McDonald for helping the administration to steer this committee into existence.

Fundraising 2020-2021: The lap-a-thon will take place, virtually, on November 13th. Mike Livingston is in charge of the event again this year. Nativity is holding a t-shirt design contest dur-

ing the month of September to design the lap-a-thon's t-shirt. The Christmas tree lot is looking promising. Brice Freeman is again chairing the event. Nativity is working with the city of Menlo Park to make sure the event is COVID compliant and safe for everyone.

Coffee with the Principal: The first event was held last week and the administration intends to host once per month. It was a fun event for all and informative for the parents in attendance.

Distance Learning: Faculty and staff feel positive about distance learning thus far. Feedback is being sought, via survey, from the parent community. Adjustments and changes will be made when necessary going forward.

Waiver: After discussion with Pam Lyons, Nativity is pursuing a waiver to allow in person learning for grades K-3. It is important to note that even with a waiver, restrictions will still apply, including the restriction that student cohorts on campus will be limited to 14 children.

Star Testing: Many students have taken the assessment successfully. While virtual testing has its complications, overall the testing is going well.

SchoolSpeak: SchoolSpeak was rolled out last week. The teachers love the new platform and 80% of parents thus far have logged on. Students will be getting access credentials this week. The goal is to have this platform be the sole platform for school communication by next year.

VII. Men's Group, Mom's Group, PTG updates

a. Men's Club: Last meeting was on 9/3 and had remarkably low attendance. Nevertheless, Men's Club remains ready and willing to help Monsignor and Principal Adrian in any way they may need.

b. Mom's Group: Last meeting was very well attended, including 9 new mothers joining the group for the first time. The biggest concern discussed at the meeting was keeping the community connected. How does one make connections and welcome our new families in light of social distancing and closed campus? Christina Wang is researching logistics for a collection drive for fire victims. More information will be forthcoming.

c. PTG: Room parents have been secured for all grades. PTG continues to survey faculty/staff regarding preferences and needs to ensure our teachers feel supported and appreciated.

VIII. Miscellaneous

Different alternative fundraising efforts were suggested (e.g BINGO via Zoom, or Trivia Night [akin to SHP's fundraiser]) and Monsignor will look into the feasibility of hosting these events for fundraising purposes.

Lorna reminded the Strategic Plan chairs their drafts were due on September 10 and all were requested to submit their drafts by September 18th.

VIII. Closing Remarks and adjournment

Next meeting 10/2. Meeting adjourned 6:39 pm