



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

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

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

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

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

### **II. Opening Prayer**

Led by Andy Ryan

### **III. Action Items from last meeting / Approval of Meeting Minutes**

#### **A. August 24, 2020 (action item from last meeting)**

Motion to approve minutes: Dan Winnike. Seconded: Sharon Winnike. Unanimously approved.

#### **B. September 14, 2020.**

Motion to approve minutes: MaryAnne Hogan. Seconded: Lorna Harding. Unanimously approved.

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

Blessing of the Animals was wonderful and a cheerful reminder of pre-COVID ritual/tradition.

11/1 will be the date for Confirmation. There will be no mass, just the conferral of the sacrament itself at 1 pm and 2 pm to allow for health protocols. 11/8 will be a makeup date for

those unable to attend 11/1. Monsignor and Mrs. Hickam are currently trying to schedule a communal First Communion on 10/24 or 10/31 at 9 am and 11 am - again to follow health protocols.

## **V. Standing Item - Principal's Report**

**WCEA:** The teachers are working hard on Chapter 3 revisions and edits suggested by the archdiocese. WASC is scheduled to occur 3/17-3/19. We will have our chairperson come virtually to do a pre-visit to our campus sometime in January and it is expected that the book be submitted by then.

**Finance:** The deadline for the school to submit its budget to the archdiocese was 9/30. Thanks to Gina Connell and all her hard work, our budget was submitted on time.

**High School Information Night:** This event was held 10/1. Nativity has decided not to host an HSPT prep course this year because it would not be possible to hold the course in person. A concern was raised by a member of the board about whether our students are being best served by hosting such a prep course ourselves in the first place given that in years past, an outside agency was contracted to provide their experience and expertise in this test. Mrs. Adrian explained that our students historically have done exceptionally well on these tests anyway, and many schools (including Sacred Heart Prep) have decided not to use standardized test results as a basis for admission. Further it appears, at this moment, that the majority of the 8th grade class this year is looking to attend public high school.

**Admissions:** Nativity has welcomed 3 new students (pre-K, 4th, and 5th grade). Nicole continues to do an outstanding job and inquiries and tours are still coming in. There is already a strong interest for the 2021-2022 school year.

**COVID testing:** Nativity is partnering with OLMC, St. Pius, and St. Raymond to offer COVID-19 and antibody testing. All employees are asked to get tested monthly (either through the partnership or with their own provider). Nativity will be hosting the testing in the Sobrato pavillion parking lot on 10/28 and 12/17. When the testing is at Nativity, it will be offered to our entire community (including parents, students, and parishioners) free of charge. The COVID-19 testing will be nasal swab and the results should be made available to the participant within 72 hours. Any participants under the age of 12 will be offered an alternative oral swab if the parent/guardian so desires. Participation will be via sign up and a minimum of 65 participants is required to avoid fees/charges to Nativity School.

**On-Campus Learning:** Assuming Nativity remains within the red tier, our faculty will prepare their classrooms for a return to on campus learning. 10/8 will be asynchronous distance learning to allow the teachers to have the time to make the necessary changes to the class environment. The plan is to have K-3 students return on 10/13 and Resource students in grades 4-8 return on 10/19. The remainder of 4-8 students are scheduled to resume on campus learning on 10/26. The paperwork for this plan has been submitted to the county office of education who, in turn, needs to receive approval from the county health department. Once the agencies have reviewed and approved these plans, Nativity can implement them. We are cautioned that processing can take up to 10 days, but our hope is that a majority of the paperwork has already been reviewed during our waiver application process and the review time will be more expedi-

ent. Masks will be required at all times that students are indoors. Current enrollment is 226, with 23 pre-K students and 203 K-8 students. There are about 4 students in each class opting for distance learning regardless of on campus status. It was noted that once the school re-opens, if the county were to return to the purple tier, it would not necessarily require the school to shut down again. Additional mitigation measures would be required but not a complete shutdown. Additional information will be shared with the parents on Wednesday.

**Fundraising:** The fire victim fundraiser run by student council at the start of the year raised \$1,300 and a lot of heartfelt cards beautifully created by our loving and compassionate students. Nativity is truly a warm and generous community. The Christmas Tree Lot is in full planning mode with much discussion and community outreach to ensure optimal success given how critical this source of funds is to our budget. So far the survey sent out to gauge parent participation has shown that we should have sufficient manpower to make this event a success. Men's Club is standing by to step in if additional help is needed. The volunteer hours tracking feature for School Speak should launch in time for Tree Lot hours. The 40 hour requirement for family volunteer hours has been waived for the 2020-2021 school year but family volunteerism is critical to the success of the school. A "buy out" clause was briefly raised as an option for families to meaningfully contribute to school success in lieu of physical hours. Mrs. Adrian said the idea could be discussed/investigated further at a later time.

**Conferences:** 10/26-10/30 are set aside for parent teacher conferences via Zoom. 5th-8th grade students are expected to attend the conferences as well as their parent(s). Scheduling priority has been given to parents with 3 or more children, then scheduling will open to parents with 2 or more children, and then to the rest of the parents in order to keep family schedules together.

## **VI. Standing Item - Strategic Planning Committee**

The committee is in good shape getting their seven pillars planned and drafted. Specific status is as follows:

- a. Catholic Identity - draft completed. Revisions/additions by Lorna Harding to be circulated and considered, along with proposed costs.
- b. Technology - draft completed. Circulation and review would be beneficial to ensure all aspects previously discussed are included as intended.
- c. Enrollment - in the final stages of completion.
- d. Governance - draft completed.
- e. Finance - updated and waiting for modeling to be completed by Gina Connell. Also awaiting cost estimates for other pillars (eg Catholic Identity, Technology, Infrastructure) to ensure those are captured and reflected as accurately as possible.
- f. Infrastructure - inspection completed. Awaiting report to finalize draft. Expected within the next few weeks.
- g. Program - in the final stages of completion.

**Action Item:** Committee report is due 11/20. Infrastructure and Finance to submit their drafts for discussion/review in advance of next board meeting on 11/2.

## **VII. Standing Item - Finance Committee**

Budget was submitted to archdiocese for approval by 9/30 deadline.

## **VIII. Standing Item - Marketing and Promotions**

The videography project that was ready to launch at the start of the COVID shut down has been resurrected. Specific requests for parent interviews, COVID response testimonials, etc are being discussed and contract pricing is being negotiated. Ensuring health protocols are followed while maintaining long term relevancy of these videos is one of the many challenges the committee is overcoming. They will meet tomorrow to discuss how to move the Ambassador program and open houses forward during this socially distant time.

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

**a. Men's Club:** Next meeting is Thursday. Tree Lot is likely to be at the top of their discussion list.

**b. Mom's Group:** Next meeting is next Tuesday. The group has been busy brainstorming how to support our community and overcome many of the current challenges our families and our communities are facing. Mrs. Adrian and Ms. Marr will be the guest speakers at the next meeting and it was hoped that Mrs. Adrian could address what additional security measures will be taken given the COVID-mitigation tactics of open windows/doors at the school are planned (increased patrol by staff in the hallways is planned by the administration). It was also suggested that the school could perhaps leverage student teachers to assist with distance learning as an additional aide to teachers during this challenging time. Mrs. Adrian will look into the feasibility of that option.

**c. PTG:** Next meeting is Wednesday. Each class has at least one room parent, which is tremendously helpful. Lorraine has worked with Gina on the class budgets and those will be distributed at the meeting. PTG is launching a virtual fundraiser for LPCH toy drive. Look for flyers to be distributed once approved by LPCH. PTG bylaws are currently being updated.

## **VIII. Miscellaneous**

NSDF is still trying to secure a new chairperson.

The board NDA needs to be redistributed, signed, and scanned to return soon.

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

Next meeting is 11/2 at 5:30 pm.

Meeting adjourned at 6:56 pm.