



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

**January 11, 2021- 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, Peter Ventura. Ex-officio members: Msgr. Steven Otellini, Jessica Adrian, Men's Club Rep (Sal Ruiz), Mom's Group Rep (Loretta Couse), PTG Rep (Anna McDonald).

**Absent:** MaryAnne Hogan.

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

### **II. Opening Prayer**

Led by Dan Winnike

### **III. Approval of Meeting Minutes 12/7/20**

Motion to approve minutes: Peter Ventura. Seconded: Lorna Harding. Unanimously approved.

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

Holiday mass attendance was good. Combined attendance for Christmas masses was around 900. Per Monsignor, this was high compared to other parishes.

Upcoming potential auction was rescheduled for 4/25. This date looks unlikely, and so rather than push it out again, we requested our deposit back from the club. Still debating next steps.

Considering virtual Auction. Another option is to combine it with Carnival

And regarding Carnival, we are considering holding Carnival in early September.

Upcoming annual appeal is next Sunday. Dan suggested we make it clear that fund raising is a challenge this year. Jessica has alumni speaking at the masses and will suggest that this point be highlighted

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

Personnel: all faculty members are back to work and have been tested for COVID. Monthly testing is required and weekly testing is available. Teachers worked from home last week and, post-testing, are able to return to the classroom this week.

Marketing: the spirit store opens next week, new merchandise will be available for purchase Jan 22. There will always be some stock available on campus for purchase.

COVID Update: On campus learning will resume on Tuesday, Jan 19. Any families that have traveled out of the area are being asked to follow state and federal quarantine recommendations for the safety of our community. When classes resume, there will be a slight adjustment to start and end times for grades K-8.

Fundraising - Movie Night: Jan 22 is the first of what we hope to be a series of drive-in movie nights. Sign ups are on SchoolSpeak. Men's Club is providing tacos for preorder and delivery to the car. A snack pack is being provided by Mom's group for all cars. Men's Club is seeking input for an appropriate movie for the second showing. Nativity is very grateful to Men's Club and Mom's Group for helping organize this event.

Admissions/Enrollment: Admissions are moving forward. 18-20 tours are happening on campus over the next couple weeks. We also have four families who declined to attend 20/21 year due to COVID that have recommitted to attend 21/22.

Open House: Open House will take place Jan 31 from 10:30-1. The format will be for small groups of prospective families to tour the facility and interact with faculty. All COVID safety protocols will be followed.

Spelling Bee: Spelling bee will be Friday Jan 22. It will be live-streamed with participants on campus.

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

Video Campaign: the videos look fantastic and the school is well showcased. Ideas about time and place for exposure are being circulated.

Parent Ambassador outreach: the marketing committee is working with PTG who is leading an effort to get outgoing communication templates consistent in messaging and to provide those volunteers with any tools they may need to expand their outreach efforts.

“Not Open” House: in addition to the prospective family tours discussed by Jessica in her report to the board, the marketing committee suggests holding an “all class” parent zoom for current and future teacher Q&A as well as parental expressions of gratitude and appreciation. It was further suggested that after the all class zoom, breakout rooms could host volunteer opportunity information and recruitment sessions.

Social Media Update: This is an area that needs to be better. Potential incentives for students to get their parents to like/share/subscribe/post on various platforms are being discussed.

Entrance/Exit Interviews: Lizeth created a google doc with questions to understand community perceptions and family experiences of and with our school.

Principal Announcement: some families still believe we have an interim principal. We have much to celebrate in our *permanent* principal and in the return of our teaching staff. A clear congratulatory message

## **VIII. Strategic Plan**

Plan has been reviewed and commentary submitted. Final meetings with Monsignor and advisory committee must be had and then it will be turned over to administration for submission.

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

**a. Men's Club:** Trying to finalize the movie for the second show (middle school). Expecting 30-40 cars. Many thanks to Rob McDonald for charting out the back lot to ensure 6' distancing and leaving ingress/egress passage for safety. Bathrooms will be available for use, one family at a time, and manned by a volunteer who will spray them down after each use to ensure COVID safety compliance. Men's Club views this event as easily repeatable and are hoping to use it as an ongoing fundraiser into the future.

**b. Mom's Group:** Mrs. Stone and Mrs. Costa were the invited guests at the last meeting. Their roles were discussed and most questions posed focused on how parents and families can support staff and administration. It has been noted that Nativity has been more focused on and supportive of our students than other local schools. Both parents and faculty have expressed appreciation for the support received from administration. Everyone is looking forward to more stable staffing of faculty and administration as things seem to be working very well despite all the challenges faced in the past year. An ongoing focus for the group has been compiling a list of family businesses, especially small businesses, to support our current and alumni families. The group is considering launching the list as part of a Valentine's Day "Share the Love" event. Finally a question was raised regarding the disposition of room funds at the end of the year. Historically they are placed into the general fund but Mom's Group would like to see them retained in a class account and allowed to grow year over year to help fund large expenses like the Yosemite trip or the graduation luncheon. Jessica said she would look into it.

**c. PTG:** Currently working on supporting the Open House and the Marketing Committee's ambassador templates. The toy drive with Lucile Packard exceeded goal and was very successful. PTG continues to sponsor monthly treats and surprises to show appreciation for our teachers. Finally, they are working with Mrs. Adrian for gifting guidelines to ensure equity across grades/classes.

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

Next meeting is 2/1 at 5:30 pm. Meeting adjourned at 6:44 pm.