

**Nativity of Mary School  
School Board Meeting  
7 PM Virtual  
Minutes for 11/19/20**

**Present:** Vic Martucci, Fr. Ron Sajdak, Dr. Robert Cluckey, Sue Casilio, Harold Erbacher, Daylan Jellinick, Amy Connolly, Fr David Baker, Marc Hamerski, Drew Dorn, Bernie Kolber, Ron Faso

**Excused:** Stacey Maouad, Mike Cucinotta

COLOR KEY: \* IDEAS FOR FURTHER DISCUSSION      \*ACTION ITEMS      \*NEED CLARIFICATION FOR MINUTES

Item	Discussion	Outcome
<b>Meeting Start</b>		Opening Prayer
<b>Meeting Minutes 9/10/20</b>		Approved and Seconded
<b>Pastor Report - Fr. Sajdak</b>	Parish <ul style="list-style-type: none"> <li>• Leadership council held listening sessions with active parisioners around creating our visionary statement.</li> <li>• 20 ppl invited to discuss vision which includes the possibility of working together with other parishes.</li> <li>• Orange Zone protocols - All Life Long Faith Formation and Adult Ed programs go remote. We had mostly been doing so to this date due to the restrictive use of the school building during COVID19.</li> </ul>	

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<p><b>Pastor Report - Fr. Sajdak Cont</b></p>	<p>Community School Meetings Discussion:</p> <ul style="list-style-type: none"> <li>• Met for the 4th time</li> <li>• Sr. Mary McCarick, COO of Diocese attended and spoke of Diocesan vision <ul style="list-style-type: none"> <li>• Stressed that we are at the beginning of the process and the Bishop is in favor of parishes working together.</li> </ul> </li> <li>• Divided into subgroups: Pastors &amp; Business Managers, and Pastors &amp; Administrator and Administrators &amp; Trustees</li> <li>• Working within Vicariates.</li> <li>• Bishops plan to work through Vicars to have parishes and schools work together to save costs making them financially solvent.</li> <li>• If parishes are not proactive, we believe they will be directed by the diocese. <ul style="list-style-type: none"> <li>• We are being proactive.</li> </ul> </li> <li>• Vicars will have big say in who is in what group. <ul style="list-style-type: none"> <li>• Geography, cultures, demographics etc.</li> </ul> </li> <li>• Don't know when Bishop will proceed.</li> <li>• As a group we need to come up with cost saving plan.</li> <li>• Further discussion will happen: <ul style="list-style-type: none"> <li>• The stronger and more proactive we are gives us greater standing.</li> </ul> </li> </ul>	

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<p><b>Principal Report - Dr. Cluckey</b></p>	<ul style="list-style-type: none"> <li>• School is at Covid Capacity with the exception of 1 open spot in 7th grade</li> <li>• Business First <ul style="list-style-type: none"> <li>• Comprehensive listing puts Nativity in the top 5</li> <li>• Catholic School listing in top 3</li> </ul> </li> <li>• Professional Development Day <ul style="list-style-type: none"> <li>• Addressed online courses</li> <li>• Mock quarantine program went well <ul style="list-style-type: none"> <li>• Google classroom</li> <li>• Google meet</li> </ul> </li> <li>• Teacher quarantine options <ul style="list-style-type: none"> <li>• Teach from home, kids in school?</li> </ul> </li> <li>• Teachers confident</li> </ul> </li> <li>• Teachers doing well so far</li> <li>• So far no cases in house, 2 quarantines (one staff, one student)</li> <li>• Current Covid Zone Protocols <ul style="list-style-type: none"> <li>• Looking to be out for the next 2 weeks <ul style="list-style-type: none"> <li>• Getting supplies out to families tomorrow</li> </ul> </li> <li>• Testing to be coordinated for return</li> <li>• Hope to be back with required testing <ul style="list-style-type: none"> <li>• Yellow zone definitely back with 20% testing</li> <li>• Orange protocols may cause issues</li> </ul> </li> <li>• Looking into testing options</li> <li>• Have a parent who will act as supervising Dr.</li> <li>• Testing only good for 7 days</li> <li>• Outside agency may be available at \$60/test</li> <li>• Transportation may become issue if districts go remote</li> </ul> </li> </ul>	

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<p><b>Finance Committee Cont - Harold Erbacher</b></p>	<p>Car Raffle:</p> <ul style="list-style-type: none"> <li>• Drawing this coming Sunday <ul style="list-style-type: none"> <li>• 1200/2000 tickets sold</li> <li>• Current gross earnings \$95,000</li> </ul> </li> </ul> <p>Budget Finalized</p> <p>Tuition:</p> <ul style="list-style-type: none"> <li>• Looking to increase tuition and fees to help close this years budget gap</li> <li>• Compared to other local schools, it keeps us competitive</li> <li>• Approved by Administration, Finance Committee and Executive Committee</li> <li>• Fr. Ron - Local Parishes discussed equalizing tuition across schools <ul style="list-style-type: none"> <li>• Open to that to prevent competition</li> </ul> </li> <li>• Must be open in communication to families around why the tuition increase is occurring <ul style="list-style-type: none"> <li>• Look into what families may be adversely affected by the increase</li> </ul> </li> <li>• Concern that increase in tuition may adversely affect fundraising efforts.</li> <li>• Messaging will be important</li> <li>• This increase brings us up to market value after being under priced for some time.</li> <li>• BOARD VOTE</li> </ul>	<ul style="list-style-type: none"> <li>• BOARD TUITION VOTE: Approved Unanimously</li> <li>• <b>Work on messaging to families around tuition increase.</b></li> </ul>

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<p><b>Advancement Report - Amy</b></p>	<ul style="list-style-type: none"> <li>• Current Enrollment <ul style="list-style-type: none"> <li>• K-8: 157</li> <li>• Prek-KR: 50</li> <li>• Total: 207</li> </ul> </li> <li>• 2021/22 School Year <ul style="list-style-type: none"> <li>• Massive interest</li> <li>• With approved tuition can now start enrollment</li> <li>• Getting calls from new interested families</li> </ul> </li> <li>• Retention Initiatives <ul style="list-style-type: none"> <li>• Overall creating a feeling or narrative of inclusion, family and professionalism</li> <li>• Postcards being developed for students from teachers and Dr. Cluckey <ul style="list-style-type: none"> <li>• Personal to individual students</li> <li>• Congratulates academic, personal and social accomplishments</li> </ul> </li> <li>• Nativity Family Cookbook in the works <ul style="list-style-type: none"> <li>• Small fundraiser, mostly focused on building community</li> </ul> </li> <li>• Brunch with Santa <ul style="list-style-type: none"> <li>• Not confirmed due to covid</li> <li>• Limited seating</li> <li>• 2 sessions</li> <li>• Prepackaged foods</li> </ul> </li> <li>• Virtual Tours <ul style="list-style-type: none"> <li>• Finalized scrip read by Matt Lester</li> <li>• Video Bob coming in to film edited tour</li> <li>• Focuses on: <ul style="list-style-type: none"> <li>• Core Values of Nativity</li> <li>• Formative years</li> </ul> </li> </ul> </li> </ul> </li> </ul>	

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<p><b>Advancement Report Cont. - Amy</b></p>	<ul style="list-style-type: none"> <li>• Personal contact with new families within 1st few weeks of school</li> <li>• Continued contact to update new families on specific ways their child is adapting and succeeding <ul style="list-style-type: none"> <li>• Expanding on that to encourage teachers to do the same</li> </ul> </li> <li>• New Family looking to bring in 3 additional children</li> <li>• Enrollment: <ul style="list-style-type: none"> <li>• Registration Materials reworked with consistent look, matching ads <ul style="list-style-type: none"> <li>• Same look, same messaging</li> <li>• Polished and modern</li> </ul> </li> <li>• Did print ad in WNY Family joint with other schools. Reluctantly agreed but would have been only school not included</li> <li>• Hoping for Open House in January</li> </ul> </li> <li>• Fundraising Initiatives: <ul style="list-style-type: none"> <li>• 1st Annual Golf Tournament: <ul style="list-style-type: none"> <li>• Arrowhead Golf Course June 21</li> <li>• New Family co chairing with Nicole Richard and her MIL</li> <li>• Cost \$99/person without gratuity <ul style="list-style-type: none"> <li>• Includes golf, cart, food.open bar, and dinner</li> <li>• <b>Need to set ticket price. Possibly \$125?</b></li> </ul> </li> <li>• Shotgun start preferred</li> <li>• Contingency for non shotgun and buffet dinner (COVID)</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Set ticket prices for Golf tournament</b></li> <li>• <b>Golf tournament sponsorship and signage</b></li> </ul>

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<b>Advancement Report Cont. - Amy</b>	<ul style="list-style-type: none"> <li>• \$125/person seems like fair price - maybe offer discount to alumni players under 30</li> <li>• Need sponsorships and signage</li> <li>• Car Raffle <ul style="list-style-type: none"> <li>• Rethinking drawing timing for next year</li> <li>• Changing marketing strategy</li> </ul> </li> <li>• Gala <ul style="list-style-type: none"> <li>• Virtual March 2021</li> <li>• Smaller in-home parties</li> </ul> </li> <li>• HSA has good engagement, strong leadership and good communication <ul style="list-style-type: none"> <li>• Need to formulate fundraising messaging</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• HSA Fundraising messaging</li> </ul>
<b>September Meeting Action Item Updates:</b>	<ul style="list-style-type: none"> <li>• Tuition contract wording regarding withdrawal due to COVID <ul style="list-style-type: none"> <li>• No other schools have specific verbiage</li> <li>• Contract: <ul style="list-style-type: none"> <li>• No refunds</li> <li>• Non-payment = disenrollment</li> <li>• Most at risk is PreK</li> </ul> </li> </ul> </li> <li>• Year of Giving: <ul style="list-style-type: none"> <li>• Approved by parish, finance council was awaiting Fr Sajdak's final approval - who would own fundraiser- school or parish?</li> <li>• Need two chairs one/school &amp; one/parish</li> <li>• Promotion should start as soon as approved - with dates for sale starting with January 1</li> <li>• Net proceeds split school/parish similar to cash raffle</li> <li>• Use gala software but possible processing fee?</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Need chairs for Year of Giving ASAP- one from parish one from school</li> </ul>

<b>Item</b>	<b>Discussion</b>	<b>Outcome</b>
<b>New Business</b>		
<b>Closing Prayer</b>		Next Meeting January 21, 7 pm, school gym Committees continue to meet to work on initiatives