



NATIVITY^{of}MARY SCHOOL

**Nativity of Mary School Advisory Council
Thursday, May 18, 2017
7 a.m. – 8:30 a.m.
Conference Room**

Nativity of Mary School Mission Statement

“Nativity of Mary School provides a Catholic education that fosters academic excellence and spiritual growth while preparing students to become responsible citizens in a global society.”

PRESENT Father Zehren, Mindy Reeder, Lydia Sokotu, Kathy Daggett, Brian Comeau, Holly Long, Susie Valentine, Jeff Giles, Virginia Downey, Laura DePoint, Becky Egan, John Polvony, and Jody Lazo.

ADMINISTRATIVE

- Opening Prayer
- April minutes approved with 1 correction

TEACHERS REPORT

- Map testing is completed for grades 3-7
- IABS completed for 8th grade
- FAST testing is finished for K-2
 - FAST proving better than DIBELS
- Teacher SAC
 - Kathy will stay
 - Holly may stay if no one in middle school volunteers
- Teacher Observations
 - Feedback is encouraging & well received
 - Brainstorming new ideas

PRINCIPALS REPORT

Tours/Visits/Phone Calls: 87 new potential families since October, PreK-Grade 7. Two preschool students began in May. Continue to do about 2 tours/shadow visits a week. Mostly older grades and preschool. Financial aid letters were mailed home.

Enrollment to date for 2017-18: *Preschool: 2 Day – 8/20; 3 Day – 17/20; 5 Day – 20/20; 5 Day EK – 3/10; K – 17/26; Gr1-26/30; Gr2 – 21/26; Gr3 – 34/40; Gr4 – 26/32; Gr5 – 28/34; Gr6 – 25/32; Gr7 – 18/29 ; Gr8 – 22/32* (Presently we have 263 enrolled with 349 potential....Enrollment ended at 338 in 2017)

Curriculum: Over the summer new language arts curriculum will be ordered and teachers will attend training for the Super Kids program. Middle School is moving to a block model with 60 minutes planned for classes. Some classes, depending on size, will be grouped together for social studies, religion or Spanish/grammar to allow for more meaningful group work and

discussions. Science and math will typically be in smaller groups for more individualized instruction.

Faith: In April we held our “Kool to be Kind” like Christ. Teachers completed all Net Smart safety training. Students in 2nd grade received the 1st Eucharist with parish children on May 7. It was a beautiful celebration with about 550 in attendance.

Technology/STEM – Maker’s Space:

- We received a grant for the Maker Space/STEM Room for \$1500 from the Minnesota Independent Schools’ Forum to be used toward purchase of new items for this space.
- We raised about \$18,000 for STEM purchases for the 2017-18 through Fund-A-Need.

Staff:

- **Observations and Reviews:** Completed. Final meetings and job offers will be made by the end of May.
- **New Staff:** Interviewing for 4th grade position and tutor.
- **Sarah Thorton:** considering to replace Mrs. Rhiem
 - 20 hours each week
 - NOM alumni

Licensing & Accreditation:

- **End of year report is due on June.**

Fundraising:

- **Annual Appeal/Gap Letter:** December through end of June 2017. **Currently at \$62,536 to date: \$44,186 Annual Fund; \$18,350 Gap letter. Goal: \$100,000 total, with \$50,000 to each fund.**
- **Spirit of Spring:** Gross is around \$90,000, expected profit \$65,000.

Marketing:

- **Advertising:** Online continuing – twitter, Instagram and Facebook and Google ads
- **Direct Mail:** Sending to local daycares this summer
- **Print:** Bulletins; Local paper
- **Website:** Tenfold Solution for website, cost is \$80 an hour; approximately \$6,000.

BUDGET UPDATE

- Finalized by June

STRATEGIC PLAN UPDATES

- Lunch Program
- PTO – Field Day & June meeting
 - Community Event Focus
- Expansion & Updates
 - Using Bowman’s room and move classes down while the expansion is planned
 - Capital Campaign study has launched
- Language Programs – No decision yet
- Strategic Focus – Summer Group

UNIFORM ROLLOUT FOR 2017

- Green shirts; decided parents can have logo added to shirts already owned
- Mandatory logo for 2017-2018 school year

TADS – ONLINE PAYMENT START UP

- TADS begins to handle billing and payments
- Will include all fees with tuition



NATIVITY *of* MARY SCHOOL

Nativity of Mary School Advisory Council
Thursday, June 14, 2017
7 a.m. – 8:30 a.m.
Conference Room

Nativity of Mary School Mission Statement

“Nativity of Mary School provides a Catholic education that fosters academic excellence and spiritual growth while preparing students to become responsible citizens in a global society.”

PRESENT Father Zehren, Mindy Reeder, Lydia Sokotu, Kathy Daggett, Brian Comeau, Holly Long, Susie Valentine, Jeff Giles, Becky Egan, John Polvony, and Jody Lazo.

ADMINISTRATIVE

- Opening Prayer
- No minutes were available to approve from May

TEACHERS REPORT

- End of year was filled with celebrations, graduations, special events, and concerts
- Teachers had a good year and planning to take training this summer

PRINCIPALS REPORT

- School year is completed with students performing well on National assessments. All of the classes met or exceeded the Minnesota State Standards in reading and math.

Tours/Visits/Phone Calls: 97 new potential families since October, PreK-Grade 7. Two preschool students began in May. Continue to do about three tours a week, most preschool. Financial aid letters were mailed home and exit interviews completed.

Enrollment to date for 2017-18: *Preschool: 2 Day – 14/20; 3 Day – 14/20; 5 Day – 12/20; 5 Day EK – 14/10; K – 20/24; Gr1-28/29; Gr2 – 26/26; Gr3 – 35/39; Gr4 – 32/36; Gr5 – 30/31; Gr6 – 28/29; Gr7 – 22/24 ; Gr8 – 27/30* (Presently we have 302 enrolled with 338 potential....Enrollment ended at 338 in 2017)

Curriculum: Over the summer new language arts curriculum will be ordered and teachers will attend training for the Super Kids program. Middle School is moving to a block model with 60 minutes planned for classes. Some classes, depending on size, will be grouped together for social studies, religion or Spanish/grammar to allow for more meaningful group work and discussions. Science and math will typically be in smaller groups for more individualized instruction.

Faith: In May we honored teachers. Students in 2nd grade received the 1st Eucharist with parish children on May 7. It was a beautiful celebration with about 550 in attendance. We had large attendance for Kindergarten graduation, field day, and end of year celebrations.

Technology/STEM – Maker’s Space:

- We received a grant for the Maker Space/STEM Room for \$1500 from the Minnesota Independent Schools’ Forum to be used toward purchase of new items for this space.
- We raised about \$14,900 for STEM purchases for the 2017-18 through Fund-A-Need.

Staff:

- **End of Year Reviews:** Completed and work agreements, goals and improvement plans reviewed.
- **New Staff:** Hired Sarah Thornton for the Tutor and Kayla Wellington for 4th Grade, both experience teachers with multiple licenses.

Licensing & Accreditation:

- **End of year reports due on June.**

Fundraising:

- **Annual Appeal/Gap Letter:** December through end of June 2017. **Currently at \$62,536 to date: \$44,186 Annual Fund; \$18,350 Gap letter. Goal: \$100,000 total, with \$50,000 to each fund.**

Marketing:

- **Advertising:** Online continuing – twitter, Instagram and Facebook and Google ads
- **Direct Mail:** Sending to local daycares this summer and 1,000 potential Kindergarten students.
- **Print:** Bulletins; Local paper; evaluating other promotions and partnerships.
- **Website:** Tenfold Solution for website, cost is \$80 an hour; approximately \$6,000.

BUDGET UPDATE

- Budget ended negative as of May 31, 2017. We ended at: \$-144,949. Will be able to give a final total in August after end-of year. The budget decline was due to a combination of the new multi-student discount, increased expenses, and decreased fundraising revenue.
- Discussed the need to bring back a fundraiser and have had requests for the 52 Club from the parish. SAC approved bringing this back. We will move forward with the 5 teacher model in middle school as well.
- Also discussed the possibility of a parish-wide Capital Campaign to reduce parish debt and make improvements.

STRATEGIC PLAN UPDATES

- **Lunch Program:** Shared the lunch committee’s summary. Discussed TAHER and their cost proposal and what it would entail. New procedures may include pre-ordering lunches and Nativity coordinating our Federal and State lunch programming. We will need a staff person to do this. We are also looking into the possibility of paying lunches online through our Cornerstone/Educate accounts for those that want online payments.

We will work to set this up. After discussion, SAC made a recommendation to move forward with the new lunch program.

- PTO – Shared the plans for the summer outings with SAC. The group has three key members as officers to plan for the 2017-18 year.
- Expansion & Updates – Will be meeting in June to learn how initial meetings went and if we will be moving forward with the Capital Campaign.
- Safety (Grant) – Received pricing for another program using drivers' licenses to swipe in and coded sticky labels and will purchase a new system over the summer.
- 8th Grade Trip – SAC discussed the results of the surveys and feedback, those both for and against changing the trip. Shared that SAC and administration may just need to make this change in the future in order to change this. No final recommendation at this time.

Executive Session

- There was no executive session