



ST. MARY SCHOOL ADVISORY BOARD MINUTES

Tuesday- January 10th @ 7-9pm

Mission Statement: Saint Mary School is anchored in Catholic faith, values and proven academic excellence. We inspire students to be lifelong learners and servant leaders of our local and global community.

In attendance: Monsignor Michael Rose, Jeannie MacDonough, Stephanie Muzzy, Roseanne Mungovan, Beth Berg, Nick Morana, Courtney Mayo Silvani, Cynthia George, Sue Sullivan, Sandra Nedelescu and Erin McLoughlin

Call to order:

Roseanne Mungovan

- Opening Prayer/Snack/ Beverages
- November Minutes Accepted

Upcoming Events

Jeannie MacDonough

- Catholic Schools Week

Catholic Schools Week will begin with Mass and Pasta Festival on January 28th. Teachers are meeting to create activities for each specific day that week. Each day will focus on one of the following: Nation, Community, Volunteers, Teachers and Students. There will also be 2 Open Houses that week.

- Open House

The first Open House will take place on Sunday, January 29th. Parents can gather materials and also register their son/daughter for the 2017/2018 school year. Members of the Advisory Board are welcome to come and volunteer at the Open House. There will be an additional Open House on Thursday morning for parents to see the school in action.

Updates:

- Principal's Report

Jeannie MacDonough

At the conclusion of the Year of Mercy, the school has incorporated the Mission Statement in the announcements. The school has begun to say the Mission Statement each morning during prayer. Most students seem to be able to recite the Mission Statement already.

The Senior Luncheon was a big success. Mrs. MacDonough received a lovely thank you note from a parishioner which she shared with the board during the meeting.

The Diocesan Office sponsored a Marketing Roundtable in November to help schools become better about marketing. One suggestion was to get some items in bigger bulk through the Diocese as opposed to school's purchasing some items independently. One example was the purchase of Constant Contact as a Diocese so that the rate is more reasonable than if individual schools purchase the program.

The Christmas season went well. Elves workshop and the Christmas Play were successful. The students had a wonderful time exchanging Advent Angel cards and attending the band concert as well.

The Service Club sponsored a book drive for students at Columbus Park School in Worcester. They set a goal of gathering 400 books. That goal was met and surpassed. Over 1,600 books were collected from St. Mary School students. Students and teachers from Columbus Park School were overwhelmed with the outpouring of contributions.

In December, students participated in the second Spirit Day. On this day, students were asked to focus the part of the school Mission Statement relating to values. Buddies met and illustrated values that best reflect the students of St. Mary School. These illustrations will be displayed throughout the school in January. Our next Spirit Day will take place on Student Appreciation Day.

A new logo was developed and will be presented to faculty and students this week. The new logo will be on the new marketing materials for Open House. The old logo will become the Preschool's new logo. This will tie the Preschool's marketing materials more closely with the main school.

Committees are finishing up the first half of the standards reports for the NEASC visit. The second half of the NEASC standards will begin on Friday during the early release day. A NEASC committee will be coming to evaluate St. Mary School in October 2017.

Superintendent Delma Josephson came to visit St. Mary School on Tuesday, January 10th. She visited the classrooms and observed some of the wonderful things that make St. Mary School such a wonderful place.

- Financial Overview

Beth Berg

A tuition increase of \$250.00 is recommended for next year. The tuition for next year is \$6,200 for in parish and \$6,600 for out of parish. There was a motion to increase the tuition and the motion was accepted. This will allow for a break even budget. A teacher salary increase for 1% was included in this budget. Another recommendation is to increase the technology and book fee to \$350.00. The new

student registration/application fee will be \$150.00 for K-1. The new student registration/application fee for Grades 2-8 will remain \$100.00. One topic of discussion was also about charging a drop in fee for the After School Program. This will allow the After School director to adequately staff for the number of students that are in the After School Program. The budget and salary increase will be reevaluated once enrollment numbers are confirmed.

- Curriculum Overview

Cynthia George

The curriculum committee is currently doing research on science and writing programs. Committee members have contacted other schools to see which programs are currently being used elsewhere. Some members will also be going to visit other schools and see the programs during the teaching process.

- Advancement Overview

Nick Morana

There has been a Donate Now button added to the website. There have been a few donations already through this new option. There were several donors that made year end contributions to St. Mary School. The Annual Fund is currently at \$28,000. During the month of February, letters will be sent to grandparents requesting donations to the Annual Fund. In March, a phone-a-thon will be set up and a few parents have volunteered to call Alumni parents to ask for contributions. Recently, letters have been sent out to certain Alumni parents to celebrate success of their son/daughter and will be followed up with a letter to request a donation. The Advancement committee is also thinking of requesting Alumni donations around graduation time. The priorities for the Annual Fund are as follows: financial aid, assist with curriculum, add to the endowment.

- Marketing and Enrollment Overview

Stephanie Muzzy

The total number of current students is 238. There have been several tours and even a few students shadowing in recent weeks. There have also been several calls about the upcoming Open House.

One goal of the committee is to keep retention of students high. One way to captivate parents is to have Open Houses while the students are in school. There was an Open House during the school day in November and there is also one scheduled for Thursday, February 2nd.

Open Discussion

- Open Topics

A suggestion was made to shorten January meeting. The January meeting should be based solely on Finance and Marketing (Open House). This allows for the other committees to not feel obligated to rush to squeeze in a meeting before the January School Board meeting.

Next Meeting- March 7, 2017