



ADVISORY BOARD MINUTES

Tuesday- March 7th @ 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, Arlena Boyle, Nick Morana, Courtney Mayo Silvani, Tom Kennedy, Sandra Nedelescu and Erin McLoughlin

Call to order:

Roseanne Mungovan

- Opening Prayer/Snack/ Beverages
- January Minutes Accepted

Elections for Advisory Board

Board Members reviewed an updated nomination letter for the upcoming year. There are 2 positions that need to be filled for a 3 year term. Once individuals send information into Jeannie MacDonough she will forward the biographies to the board members to review for any conflicts prior to the letter being distributed to school families. After the letters are sent and the nominations are in, the ballots will be tallied and the newly elected members will be invited to the May School Advisory Board Meeting.

Mrs. Cynthia George has resigned from the School Advisory Board. This is one of the 2 seats available for election.

Updates:

- Principal's Report

Jeannie MacDonough

Bill Garthside will be meeting with Cheryl Dolan and Jeannie MacDonough to review and answer questions pertaining to NEASC. He is the visiting committee chair. He will tour the school and check on the progress that the committees have made thus far.

Catholic Schools Week went well. The Mass/Pasta Festival and Open House were both successful events. This year, on Community Day, we also had students visit the local police station and fire station to deliver coffee and donuts as a thank you for all their work in the community. Students participated in the "academic excellence" portion of our Mission Statement by partaking in a trivia event.

Re-registrations have been coming in steadily. The first Kindergarten screening was held on March 1st and a second will be held on March 8th. There will be a better grasp of enrollment numbers in the coming weeks.

Terra Nova testing is scheduled for Monday-Friday of next week. Grades 2-grade 8 will be participating in the test. The following week will be make up for any students that has missed any portion of the test.

Shayne Brenner is working with students as part of his internship. He will be spending most of his time working with children in preschool-grade 4. Shayne is majoring in Child Psychology at Bridgewater State University.

Seventh Grade students were able to go to see 12 Angry Men at St. John's High School. The students enjoyed this play and were able to complete in class activities relating to this field trip. Seventh and Eighth Grade also went to St. John's for a Prayer Service on February 17th. This was a wonderful opportunity for students to reflect on community service and helping others.

Mrs. Arlena Boyle will be directing the spring musical, Seussical, Jr. The play will be held May 19th-20th at St. John's.

Natures Classroom and Washington DC field trips are coming up soon. Grade 6 will attend Nature's Classroom at the end of March. Mr. Moakley will be spending the week with the students at Nature's Classroom. Mrs. Dolan, Fr. Juan, Mrs. Seraichick and Mrs. Corazzini will be chaperoning the eighth grade trip to DC. It will take place from April 4th- April 7th.

Ms. Melissa Demirijian, Physical Education teacher, will be leaving to accept a full time position in another school. Mrs. Katie Faucher will be filling the long term substitute position. Mrs. Pat Diamond has filled the position of Music Teacher.

There is a need for Science Fair judges. Judges will go during the day to view the student's projects and the fair will be open to parents that evening.

- Financial Overview Beth Berg

There is nothing to report at this time.

- Curriculum Overview Arlena Boyle

The committee is interested in the findings of the NEASC committees. Information will be gathered from these committees to help guide the Curriculum Committee and clarify how to best serve the teachers and students of St. Mary School.

Finding a writing program is underway. As the committee has contacted other schools, they have noticed that there seems to be a lack of a formal writing

program but more so developing a writing program through resources teachers produce.

The committee is also interested in finding out what the needs are curriculum wise including reviewing the current programs and how old that these programs are now. Curriculum needs have to be prioritized to see what has to be purchased first.

- Advancement Overview

Nick Morana

The Annual Fund is currently at 65% of the goal. Advancement giving has reached \$29,387.00. This total is already 20% higher than the total that was reached last year.

There was recently a mailing sent out to grandparents and there will be another mailing sent out to the parents of graduating seniors. There has been some response from the mailings to grandparents. The Advancement Director is hoping that a handwritten note from a teacher that had the graduating senior in class may encourage parents to donate back to the school that provided their child with such a strong foundation.

There was a wish list from teachers that is currently being addressed. We have already had some parents donate to the teacher's wish lists. Teachers will be encouraged to add to the wish list if they have not already done so. One suggestion was to keep track of the monetary value of these items. Although these donations would not be included in the Annual Fund, it would be beneficial to keep track of how much is donated to our school by means other than just monetarily.

- Marketing and Enrollment Overview

Stephanie Muzzy

The current student enrollment is 197 students in grades K-8. St. Mary School has an additional 37 students enrolled in Preschool. There is potential to increase some of the current class sizes.

There were 2 Open Houses during Catholic Schools Week. One of the Open Houses took place on the Sunday, January 29th and the other was held during the day on Thursday, February 2nd. There were families for several different grades.

There have been several parents contacting the school about a full day preschool program. There may be a need to develop a full day preschool program in the future. A challenge would be space as well as staffing.

Prospective families contacted the school after some Facebook announcements. There are many Facebook pages and the committee is looking into combining or deleting some of the pages. This is something that Mr. Gabriel Beltran,

technology specialist, and Mrs. Stephanie Muzzy, Advancement Director are currently investigating.

The new logo was finalized and is now attached to any correspondence from the school. Students were given bag tags and faculty received a tote bag, both with the logo prominently displayed. Marketing materials have also been updated with the new logo. Advertisements were taken out in the Shrewsbury High and Holy Name musical programs. This is another great way to get the school's name out there.

The website is often the first place that prospective parents look to find out information about the school. The committee is encouraging staff, faculty, administration to make sure that the website is up to date. Advisory Board Members are asked to look through the website and provide any feedback as to what would make the website more enticing and informative.

School Tour

Board members were taken on a tour of the Preschool and Kindergarten buildings.

- Next Meeting- May 16, 2017