



ST. MARY SCHOOL ADVISORY BOARD MINUTES **Tuesday- May 16th @ 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: Jeannie MacDonough, Stephanie Muzzy, Roseanne Mungovan, Nick Morana, Courtney Mayo Silvani, Tom Kennedy, Beth Berg, Suzette Braun, Philip Varghese and Erin McLoughlin

Call to order

Roseanne Mungovan

- Opening Prayer/Snack/ Beverages
- Welcome New Advisory Board Members
- March Minutes Accepted
- Committee Explanations and Assignments

NEASC Update

Jeannie MacDonough

Faculty members have completed Phase 1 of the NEASC Reaccreditation Process. There is a smaller committee that will begin the Phase 2 of the process. This committee is composed of the Pastor, administrators, teachers, and School Advisory Board Members.

NEASC visiting team will begin their visit on October 22, 2017. There will be a welcome dinner on the night of October 22 and School Advisory Board Members are requested to attend. Beginning on the morning of October 23rd, the visiting team will be a presence in the school for 3 days. They will speak with faculty and staff, observe lessons, and view the school.

Committee Updates

- Principal's Report

Jeannie MacDonough

Sixth Grade went to Nature's Classroom in March. The class was accompanied by Mr. Moakley. The kids really enjoyed their time there even with the uncooperative weather.

Several students in grades 6-8 participated in the Declamation Competition. There were 4 students that placed 2nd, and 2 students who placed 3rd. This was a wonderful display of the academic excellence we have here at St. Mary School.

Eighth Graders went to Washington DC in April. They had a personal tour through the Capitol with Congressman McGovern. The students also had many other highlights including a trip to the Arlington National Cemetery and the Holocaust Museum.

Parent's Association had Kate Hanscom come in and present how she became an author. She was able to talk with students about the writing process. Each presentation was geared to the age level that she was addressing. The students and faculty seemed to really enjoy this enrichment program.

The Science Fair took place on April 12th. There were several judges that graded the projects including some alumni. The winners will attend the Diocesan Science Fair on May 18th.

The Spring Musical, Seussical Jr., is this coming weekend, May 19th -21st. There are 4 shows and tickets can still be purchased. It will take place at St. John's High School. It promises to be a wonderful show.

Students have participated in the Passion Play, the May Crowning, as well as retreats. There activities have been incorporated to foster our faith and live out our mission. In order so serve others, the 7th and 8th Grade students, as part of their retreat, planted carrot seeds at Community Harvest in Grafton.

- Financial Update

Beth Berg

The committee met and the revenue and expenses remain on track with a working plan. This summer, the inside of the school will be painted. Painting the school was not budgeted so that may lead us into a deficit but that deficit may be offset by the new health care plan for employees. The committee will meet once enrollment is finalized so that they can be on track for next year.

- Enrollment/Marketing Update

Stephanie Muzzy

Projected enrollment numbers are 237 for the 2017/2018 school year. The confirmed enrollment for next year is 210. There has been a better response rate with reregistration this year. Although there are several students leaving this year, it does not appear to be a significant amount leaving from a particular grade.

Mrs. Dolan has given several tours in the past few months. There is also an Open House on May 18, 2017 from 8:30-10:30. The daytime Open Houses seem to work well because parents can see the students in action. There have been advertisements put on Facebook about the Spring Open House.

Stephanie Muzzy, Advancement Director, has made a connection at Next Generation Children's Center in Westborough thanks to Preschool teacher, Lisa Buffone. She will provide parents from that school with information about our school and invite them to Open Houses. Unfortunately, Milford Catholic will potentially be closing at the end of this school year. Mrs. Dolan is keeping a close eye on the vitality of that school and will be available to answer any questions or give tours to any families from that school looking to transfer to St. Mary.

The marketing materials have been updated. Updated brochures now contain the new logo, as well as updated photographs, content and quotes. The new materials were published through Blackstone Valley Regional Vocational Technical High School.

The committee reviewed the school website. The website was easy to navigate. Unfortunately, there is a lot of text and one suggestion was to turn it into bullet points as opposed to paragraph form. This may allow families the same information but make it easier to read.

Mrs. Muzzy is updating the Alumni page. She will include a list of the high schools and colleges that former St. Mary Students attend. There will also an area on the page that includes personal experiences and memories that some alumni have from attending St. Mary School.

- Advancement Update

Nick Morana

The Annual Fund is approximately \$33,000. This includes recent additions from the Grandparents Ask around Valentine's Day and a \$1000.00 grant from Avidia Bank. Our goal is \$45,000.00, so we are at approximately 73% towards reaching our goal.

There was recently a mailing sent out to students graduating from high school this year. They graduated from St. Mary School in 2013. Photographs were sent along with a personal note to the parents and the student as well as request to make a donation in honor of the graduating senior.

There is a donate now button on the website. This seems to be an easier way for people to donate. Mrs. Muzzy is keeping track to see what if this has been fruitful.

A teacher wish list continues to be developed. To date, there has been a donation of 15 Kindle Fires to the second grade class as well as industrial grade fans that will be installed in all classrooms over the next two summers. The Advancement Office will keep track of all donations.

Open Discussion

The board would like to give a big thank you to Sandra Nedelescu for her 3 years of service. She has done wonderful work on the Curriculum/Technology Committee and has

researched several online math curriculum programs for the school. We appreciate her time and years on the School Advisory Board.

- Next Meeting- September 19, 2017