



ST. MARY SCHOOL ADVISORY BOARD MINUTES

Tuesday- November 15th @ 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, Tom Kennedy, Steve Gregory, Roseanne Mungovan, Beth Berg, Nick Morana, Arlena Boyle, Courtney Mayo Silvani, Cynthia George, Sue Sullivan and Erin McLoughlin

Call to order:

Roseanne Mungovan

- Opening Prayer/Snack/ Beverages
- September Minutes Accepted
- By-Laws Accepted

Updates:

- Principal's Report

Jeannie MacDonough

The first Spirit Day was a big success. Students wore t-shirts that were purchased prior to Spirit Day. The focus of this day was related to the beginning of our Mission Statement- "St. Mary School is anchored in Catholic Faith." The students participated in the school's first Living rosary. The next Spirit Day will take place before Christmas.

Faculty and staff continue to work through the first half of the NEASC process. A recommendation from the school's NEASC liaison was to request parents to complete another survey. There was low participation rate on the last one and with a new principal and Mission Statement, she felt as though it would be useful. More parents completed the survey this time. The committees will now review the surveys and pinpoint any areas of need at this time.

St. Mary School is developing a new logo. A template was emailed to faculty, staff, members of the Parent's Association and School Advisory Board members for review and input. There is an anchor with a shield. There will be four icons on the shield, one icon on each section of the shield. The goal is to have the logo finalized and the materials updated for the January Open House.

The Magazine Drive was a success. The volunteers that helped to make this fundraiser a success were wonderful. The school raised more money than it did last year with this fundraiser.

The Parent's Association is having a dinner theater event this year as opposed to the Share the Love fundraiser. The committee is hoping to sell at least 100 tickets. The fundraiser will also be advertised in local media as well as posting information on Facebook.

- Financial Overview

Beth Berg

At the end of 2015-2016 fiscal year, there was a surplus. The finance committee added \$25,000 to the Capital Improvement fund which will be dedicated to the replacement of windows in the school. The remainder of the surplus is being held and used if needed to cover the current fiscal years operating expenses. As of today, if there are no unexpected expenses, the current fiscal year will remain in good standing and the budget will break even.

- Curriculum and Technology Overview

Arlena Boyle

The committee is researching a school wide writing program. The writing program will target Grades 4-8. Shrewsbury Writing Program will be explored as well as other writing programs. The committee is hoping that teachers will be able to pilot some programs in the spring of 2017.

A new reading assessment program has been purchased. Mrs. Cheryl Dolan has been training teachers in Grades K- 6 in the use of the Fontas and Pinnell Reading Assessment Program. This program will provide feedback to teachers as to the level of students reading abilities and will demonstrate growth throughout their time at St. Mary School.

The committee discussed having teachers implement more technology in the classrooms. Mr. Gabriel Beltran, the school Technology Specialist, has offered teachers the opportunity to meet with him so that they can become more comfortable using technology more frequently in the classroom. The use of the chrome books has been great. One concern that the committee mentioned was that technology changes so rapidly and it can often be costly to keep up to date but it is also a necessary expense if students are going to be technologically prepared for high school.

There was discussion about researching and possibly implementing a project- based science program to supplement the current science program. One program that was suggested was Project Lead the Way. It is a good program but it is costly. Some options would be to look into applying for a grant or research other programs that are similar to Project Lead the Way.

- Advancement Overview

Nick Morana

This year's Annual Fund Goal is \$45,000. Last year, the Advancement Department raised \$24,000 for the Annual Fund. Letters for will be mailed out in November of 2016 to ask alumni, parents and past donors to donate to the Annual Fund.

The committee has decided to have students become active participants in thanking donors. At Christmas, students on Student Council and members of the Service Club will write notes of thanks to donors on Christmas cards that are sent out. There will also be a mailing to Grandparents with candid photos from Grandparents Day. Grandparents will receive a

follow up request for donations around Valentine's Day asking them to Share their Love with the school.

- Marketing and Enrollment Overview

Stephanie Muzzy

Enrollment for the 2017-2018 school year is underway. An Open House was held on November 10th. There were several referrals from families that attended the fall Open House. The committee will continue to reach out to local schools advertising our openings. Another new strategy that the committee is trying this year is to have a current family touch base with a perspective family after they have toured the school. There was also an email sent out to current Kindergarten families inviting them to visit the First Grade in preparation for the transition next year.

Middle school parents were invited to a meeting in the fall. There were 9 alumni that came back and spoke to the parents about their experiences here and how well their education at St. Mary School has prepared them for high school.

Another item that the committee is considering is the cost of our full day Kindergarten. There has been some discussion as to whether or not the tuition for Kindergarten should increase. The thought process behind this is that some families are just attending St. Mary Kindergarten for the full day program as well as a guaranteed spot in the After School program. The finance committee will discuss this at their next meeting as well to determine if the tuition rate for Kindergarten should be higher. Also, the committee discussed offering "Early Acceptance" to families who apply early.

As the committee discussed marketing materials, they realized that the materials need to utilize different language such as the term "high school preparatory" school. Another suggestion was to change the terms lower school and upper school to Elementary School and Middle School.

- Next Meeting- January 10, 2017