



ST. MARY SCHOOL ADVISORY BOARD MINUTES

Tuesday- September 19th @ 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: Msgr. Michael Rose, Jeannie MacDonough, Stephanie Muzzy, Roseanne Mungovan, Sue Sullivan, Courtney Mayo Silvani, Tom Kennedy, Beth Berg, Suzette Braun, Philip Varghese Nick Morana and Erin McLoughlin

Call to order:

Roseanne Mungovan

- Opening Prayer/Snack/ Beverages
- Prayer and Snack Assignments
- Review Member Information
- May Minutes Accepted

Updates:

- Principal's Report

Jeannie MacDonough

The opening of the school year has gone well. There are some new members on staff this year. Mrs. Katie Faucher is now on staff here full-time in Pre-school and Kindergarten. Mr. Graig Sifferman is our new physical education school. He has received rave reviews from students and teachers. Ms. Kristine Krakowski is our new art teacher. She has been a wonderful addition to the staff and the students seem to enjoy having her as their teacher. Mrs. Anne Tomashefsky is our new Music teacher. She comes with lots of experience and did a beautiful job leading the music at our first school Mass of the year on September 8th.

Our enrollment is in better standing than it was at the end of the year. The additional students have brought the enrollment is 210 students from Preschool-Grade 7.

The last phase of our NEASC report was completed over the summer. The three areas that the school is highlighting for recommendations are enrollment management, curriculum and instruction and health and safety. The NEASC Visiting Team will arrive on Sunday, October 22nd. The Board is requested to attend a group interview at 4:45pm at the school and then join us for a welcome dinner at Cyprian Keys at 6:00pm.

The school received a \$2,300.00 grant from the Diocese for technology. Mr. Beltran, our technology specialist has used the grant money to purchase new desktop computers for Grades K and 1 as well as a wireless handwriting smart mouse for the middle school

classrooms. If it is well received, we will order additional ones for the remaining classrooms. This allows teachers to make their whiteboards become interactive.

The School Crisis Plan has been updated. We are adopting the same program as the Shrewsbury Public Schools. The teachers have been trained and students will have a brief training of the Crisis Plan in the next few weeks.

A Professional Day was held on Friday, September 1st. All teachers participated in a day filled with activities regarding student engagement. The elementary school teachers began their training in the Fontas and Pinnell Reading Program. The middle school teachers were trained in the use of Google Classroom.

Curriculum Nights are being held on Wednesday, September 20th for Grades 5-7 and Wednesday, September 27th for Grades K-4.

- Financial Overview Beth Berg

The Finance Committee met in August to finalize the Working Plan for the FY 2017-2018 school year. The financials through July have been completed for the 2016-17 school year. The year should end in the black with a slight surplus. There were some staff reductions and also health insurance adjustments which helped end the year with a surplus. There is currently a working plan with a surplus of \$30,000.00. The budget for this year and next year will remain in good standing if there are no unforeseen expenses.

- Curriculum and Technology Overview Sue Sullivan

The committee has identified a need for improvement in the following areas: STEM, supplemental resources available for Math as well as a Writing Program. A suggestion was made to have a faculty member join the committee. This will allow communication between the teachers and the committee about what would be beneficial to aid in creating improvements in the targeted areas. There have been great gains in technology in the past few years for students. The current 7th grade class is creating a project based design, using Code.org and also dabbling with some other forms of programming. Students in Grades 5-7 also have google accounts and are working in Google Classroom.

- Advancement Overview Nick Morana

There was an increase of donations from previous years. The online donors have been successful. The final total for donations to the fund last year was \$33, 262.00. There were also some non-monetary donations as well. This included a class set of Kindle Fires and industrial size ceiling fans for each classroom. A grant of \$1,000.00 was also received from Avidia Bank.

There is currently no central system for database and communication. Mrs. Stephanie Muzzy and Mrs. Jeannie MacDonough are looking into some database systems that might be beneficial to purchase for the school. Constant Contact was purchased on a trial basis but this may not fully meet the needs of all of the departments of the school.

There was also some discussion about changing the Advancement Fund name to the Fund for St. Mary School. This has been a topic of some of the conferences that Mrs. Muzzy, Advancement Director, has attended. Changing the name allows schools to have a fund specifically set up for financial aid, curriculum advancement, etc. through a subheading of the main title the Fund for St. Mary School.

- Marketing and Enrollment Overview

Stephanie Muzzy

The vision and focus for the committee this year is to increase enrollment and bring in new families. The current enrollment is 210 students. Open Houses will be done throughout the year. We will have a fall open house on November 16th, the Catholic Schools Week Open House, school day Open House during Catholic Schools Week and a spring open house, May 17th. The fall open house will also encourage some kindergarten parents to come and see the first grade.

Some goals to increase retention are to making sure the kindergarten families feel welcome, provide Preschool parents with a “Preview Day” of kindergarten and also offering the middle school parent’s night. Preschool parents should view kindergarten at St. Mary School as the next step in their child’s education. We are planning on hosting a middle school parent’s night with a video of former students and their success acclimating to the public and private high schools in the area.

The brochure for our school has been updated. The brochure will be distributed at the Open Houses and a suggestion was made to once again send some to realtors in the area to include in their packets when someone purchases a home.

Social media is a great way for families and friends of St. Mary School to keep abreast of the activities and events occurring at the school. There are currently multiple Facebook pages so Mrs. Muzzy is looking into helping streamline all the pages to assure that there is no confusion as to the type of page and make sure that the contents are consistent with the teachings of St. Mary School. The Catholic Schools Office is also encouraging each school to have a twitter page.

Tour of School

The Board members toured the main school building to see updates that were made to the building during the summer. All the classrooms, halls and restrooms have been painted and the Third Grade classroom received a new carpet. New wall fans were installed in all classrooms.

Open Discussion

The Board would like to congratulate Mr. Steve Gregory and his family for the distinguished honor from St. John’s and the development of the new Gregory Academic Center.

- Next Meeting- November 14, 2017