



SAINT MARY SCHOOL ADVISORY BOARD MINUTES **Tuesday- September 18th @ 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, Kristin Scheffel and Erin McLoughlin

Call to order:

Roseanne Mungovan

- Opening Prayer/Snack/ Beverages
- May Minutes Accepted
- Welcome to Mrs. Kristin Scheffel. She was elected in May and will be serving a 3 year term.
- Mrs. Suzette Braun will chair the Curriculum Committee. Mrs. Kristin Scheffel will be on the Advancement Committee and Mrs. Roseanne Mungovan will chair that committee.

Updates:

7:15-8:30

- Principal's Report

Jeannie MacDonough

Over the summer there were new rugs put into the 1st and 8th grade classrooms. The goal is to cycle through the classrooms and replace 2 carpets per summer.

Mrs. Lauren Favulli has joined the staff and is the current 7th and 8th Grade English Language Arts teacher. Mrs. Carol Robillard is the new Office Manager. Mrs. Kathy Brookhart retired at the end of June.

Mr. Gabriel Beltran purchased Arduino Kits and Robotics kits to be used in Grades 3-8. The school has also obtained a 3D printer. Mr. Beltran has started to practice using the printer and modeling it for students.

The Family Festival went very well this year. The Clifford's did a wonderful job again this year. There were several volunteers and things seemed to run smoothly. The Grand Raffle winners were at the festival when the winners were announced.

Empowering Writers, a new writing program, was purchased with a donation. Teachers are focusing on expository writing this year. There is more of a literary component which will allow a better developed writing piece. There was a Professional Development Day on September 1st for teachers with a representative from the Empowering Writers. Preschool is adopting the Lively Letters Program.

MAP testing will take place in lieu of the Terra Nova's. This test is adaptive and is unique to each student. Students will take this test twice this year. This test is online and it is also only for about 2 hours per student as opposed to a week worth of testing. Grade 8 students will be taking the PSAT 8. This test will be administered in November.

Teachers have begun the process of updating curriculum to the Archdiocese of Hartford curriculum standards. Social Studies is being updated and Science will be updated next. The Curriculum Committee will assist Mrs. MacDonough in this process.

There will be three staff members attending NEASC accreditation visits. Mrs. Susan Zybert, Mrs. Cheryl Dolan and Mrs. Jeannie MacDonough will be participating this fall. Each visit is three days.

There are currently 207 students enrolled at Saint Mary School. Preschool still has several spots available. There are still small class sizes in 1st and 3rd grade. There is a Fall Open House on November 8th. Hopefully, the Open House will entice families to register.

- Financial Overview

Beth Berg

The Finance Committee met over the summer and finalized the working plan with an enrollment estimate of 209 (179 in K-8 and 30 in Preschool), which is a 12% decline compared with the current year. The overall working plan remains at breakeven despite the lower enrollment. Increased fundraising, and cost management are expected to offset an increase in health insurance costs. For the current fiscal year, we expect to end the year with a surplus due to better than expected fundraising from the Advancement Office and Saint Mary Parent Association, as well as active cost management.

- Curriculum and Technology Overview

Jeannie MacDonough

The committee will focus on finding a program for our new Science Curriculum. The hope is that a STEM component will be incorporated into the program. The students participated in a STEM day in June and it was well received by students.

- Advancement Overview

Stephanie Muzzy

The 2017-2018 fiscal year ended August 31st at \$59,931.00. There were an additional 23 donors from the previous year. The use of Constant Contact for communication reduced the cost of printing and mailing to individual. Having the donate now button has made it easier for people to donate. This year, there was a very generous matching donation through the Matching Gift Campaign. This campaign brought in a

total of \$9,200.00. A few new donors contributed after the “Still Time to Give” email and Facebook announcement.

The donor recognition program is under way. Mrs. Stephanie Muzzy is currently identifying top donors from the 2017/2018 school year and will be sending them a note of thanks with a thoughtful gift. The donor will also receive an invitation to the Christmas Play and a handwritten thank you from members of the Student Council.

Last year, there were a few grants awarded. Corridor Nine, the Massachusetts Cultural Council and the Shrewsbury Cultural Council all awarded grants to Saint Mary School. Teachers have already started writing grant applications for this year.

- Marketing and Enrollment Overview

Stephanie Muzzy

The committee realized that there is a need for a comprehensive Marketing and Enrollment Plan. There is information distributed and events annually but no formal plan. Having a formal plan will also help with budgeting when items such as banners have their own expense reserved for that item. There are new members on the committee Mrs. Lisa Buffone and Mr. Gabriel Beltran. One area that the committee is already hoping to improve is the Saint Mary School Virtual Community. Families are encouraged to write a review. The search optimization will increase if there are more reviews online.

There will be a Fall Open House on November 8th from 8:30-10:30 am while classes are in session. Current parents will be asked to share and invite their friends and family via Facebook.

New England Catholic Schools Week will take place in November. A couple of events will take place in November as opposed to the usual January but some will remain during Catholic Schools Week in January.

Brand guidelines have been put together for Saint Mary School branding documents. This includes proper use of logo, tag lines, press releases, etc. Consistent documentation appearance will allow a more professional document to be distributed from Saint Mary School’s different organizations.

Currently, Preschool enrollment is low. There are only 30 students with the potential for 52 students. Having the Preschool teacher on the committee may help generate some ideas as to how enrollment may improve.

St. John’s High School distributed a survey exploring if there was a need for a 7th-8th Grade at the school. It was sent to the parents over the summer to parents as well as alumni.

The committee took a tour of the Science Lab and viewed the 3D printer.

Open Discussion

8:45-9:00

A Strategic Plan Committee will be developed. This is based on a recommendation through NEASC. The committee will be instrumental in the development of updated curriculum programs. Mr. Tom Kennedy has volunteered to be on the committee.

It was also addressed that there are misconceptions about our school. Some very active families have left the school because of a belief that concerns that they have will not be addressed by the school. Members of the School Advisory Board are encouraged to share their experiences and also to encourage families that have concerns to talk with Mrs. MacDonough. There will also be a parent survey sent out to prepare for updating our Strategic Plan and as an outlet for parents to be heard.

- Next Meeting- November 13, 2018