



ST. MARY SCHOOL ADVISORY BOARD MINUTES

Tuesday- November 14th @ 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, Tom Kennedy, Beth Berg, Arlena Boyle, Matthew Beaton, Nick Morana and Erin McLoughlin

Call to order:

Roseanne Mungovan

- Opening Prayer/Snack/ Beverages
- September Minutes Accepted

Updates:

- Principal's Report Jeannie MacDonough

Mrs. MacDonough welcomed Mr. Matt Beaton. He is our newest member of the School Advisory Board and will be joining the Finance Committee.

The new superintendent came to visit Saint Mary School at the end of October. It was a great visit. His goal is to visit all of the schools in the Diocese. He spoke to faculty and students to learn more about Saint Mary School.

The students participated in all the traditional fall events. Grandparent's Day was held on October 13th. It was a wonderful day for students and families. The Halloween Parade was held on October 31st. Students in Grades K-3 entertained the audience by singing. Students in Grade 5 participated in the All Saints Day Mass held on November 1st.

The NEASC committee visited our school in late October. The committee was very helpful and gave good insight as to the improvements needed. Mr. Bill Gartside shared his thoughts and ideas that the team noticed.

Mission- The team thought the Mission was clearly stated and it was evident that the school community truly lived the Mission. The only suggestion relating to the Mission was to put a process in place to update it as needed.

Governance- The visiting committee was very impressed with the school board members. They recognized that there are several parents on the board but also mentioned

that all members were very clear on their role as a board member. One suggestion was to develop a confidentiality clause and add it to the bylaws.

Catholic Identity- Our Catholic Identity seemed to be extremely strong. The visiting team found the faculty and staff to be very dedicated and hardworking. One suggestion was to get more teachers on board using 21st century teaching strategies. They were also impressed with the technology.

Early Childhood- The Early Childhood Program was well received. The committee felt that the program was running well.

Communication- Communication was viewed as very strong. The visiting team felt as though both internal and parent communication was clear and well regarded.

Enrollment- Our school is actually doing a good job with enrollment and we were much harder on ourselves relating to enrollment. The visiting team felt as though we had met all indicators successfully. The members of our school community are doing all of the necessary things to retain and improve enrollment.

Health and Safety- This indicator was one that we had developed and fixed a lot of the gaps prior to the team arriving. They commended us in this effort. Some of these improvements were made by updating the Crisis Plan and developing a new dismissal procedure for the After School program.

Evaluation and Assessment- The committee felt that this was an area of concern. Evaluations and assessments needs to be more data driven. There needs to be the development of a culture where teachers are looking at data and using it in a more functional way. There should be some professional development around this for teachers. The team mentioned that staff evaluations are moving in the right direction. In addition to the staff evaluation, the team thought that there needs to be a more formal evaluation process for the administration, a self-evaluation tool for the School Board and an evaluation of nonteaching staff.

Program- The curriculum is in need of a review. This is not a surprise and this is one of the areas that we addressed as a concern. The biggest part of this is to make sure that we have a plan for a yearly evaluation of the curriculum. The first step is to decide which curriculum we need to follow. Some of our curriculum follows the Massachusetts Frameworks or Common Core while other areas follow the Archdiocese of Hartford or the Diocese of Phoenix. There needs to be more consistency.

A two year and five year report will need to be compiled for NEASC.

- Financial Overview

Beth Berg

The finance committee was able to determine that the school ended the year with a surplus of \$12,000.00. Enrollment is currently better than anticipated in the working plan. According to working budget, the After School Program and the Hot Lunch Program are two areas that are a strong financial resource.

- Curriculum and Technology Overview

Arlena Boyle

A STEM and a Writing Program are currently being researched. There has been a lot of information gathered relating to STEM projects. One observation through the research has been that there is a large range for schools all the way from having stem projects, curriculum and even having a program from colleges such as WPI coming into the school for STEM activities and instruction. Stephanie Muzzy and Gabriel Beltran attended a STEM summit at the DCU center. The summit theme was Progress through Partnership. The Ecotarium also offers an outreach program relating to STEM. One suggestion was to have a conversation with Holy Name and St. Peter Marian and ask for advice about where to start and how they incorporate STEM into their curriculum.

There is a need for a comprehensive writing program. The Curriculum Subcommittee has been researching different writing programs for some time. There are two programs that the committee has narrowed down the search to: Empowering Writers and the Lucy Calkins Writing Program. Shrewsbury Public Schools currently uses The Shrewsbury Public School Writing Program.

The Curriculum and Technology Subcommittee suggested incorporating a curriculum review cycle during the grade level meetings.

- Advancement Overview

Nick Morana

There are a number of fundraising efforts that are going to be completed during this fiscal year. Some of these efforts include advertising the National Day of Giving, sending out letters to Grandparents around Valentine's Day and promoting donations during Catholic Schools Week. The hope is that with these efforts, the \$45,000.00 goal will be reached this year. Stephanie Muzzy shared the new letterhead, cards and brochures that will be sent to families/donors when requesting a donation and reminding donors of the Donate Now button on the school website.

The Advancement Fund has had a name change. It is now being referred to as The Fund for St. Mary School. This allows donors to donate to the fund and realize that it is not just for advancement but also for scholarship, endowment as well as other aspects to keep Saint Mary School a strong, vibrant school and community.

Currently, Saint Mary School's Facebook page has 870 followers. There is going to be a push to promote the Facebook page and a challenge to reach 1,000 followers by a given time frame. This is a great way for families, donors and friends of Saint Mary School to stay connected.

This year, there were 4 teachers that applied for grants through Corridor Nine. One grant was awarded to Ann Tomashefsky, the music teachers. She is going to be receiving \$400.00 to purchase keyboards to use during music instruction.

- Marketing and Enrollment Overview

Stephanie Muzzy

There are several Open Houses planned for the coming months. They are scheduled for Thursday, November 16th, Sunday, January 28th, Thursday, February 1st, and Thursday, May 17th.

There were two events recently where the students were representatives of our school and they were excellent examples of individuals being servant leaders in our community. The students were greeters at the Light of the World retreat and greeters/altar servers at the Mass of Remembrance.

There is currently a class that has a low enrollment. Mrs. Cheryl Dolan is going to check in with the Grade 2 parents and monitor their plans for Grade 3.

New brochures were developed to be distributed at the Open Houses. The students at Black Stone Valley Technical High School printed the brochures and will be printing a Christmas Card. These Christmas Cards will be sent to donors to The Fund for Saint Mary School.

In order to market the school and events relating to the school and parish, a recommendation was to have a couple of flat screen televisions throughout the building. One suggestion was to have the AV club develop a plan to update the viewing with current information.

There are a growing number of parents requesting a full day preschool program. There is a demand for it and people will pay for it so the committee suggested looking into this avenue as a possible expansion to the school. There are a couple of problems with starting a full day preschool program. These issues include finding a location for the program, drop off, and pick up as well as providing after school and before school opportunities for the preschool children.

Open Discussion

- Next Meeting- January 16, 2018