



## **SAINT MARY SCHOOL ADVISORY BOARD MINUTES**

**Tuesday- March 20<sup>th</sup> @ 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, Courtney Mayo Silvani, Philip Varghese, Tom Kennedy, Beth Berg, Suzette Braun, Nick Morana, Matthew Beaton, Arlena Boyle, Sue Sullivan, and Erin McLoughlin

Call to order:

Roseanne Mungovan

- Opening Prayer/Snack/ Beverages
- January Minutes Accepted

Elections for Advisory Board

School Board members reviewed the letter that will be sent out to the school community. Arlena Boyle and Beth Berg have been on the Board for 3 years so their seats are available. Both Arlena and Beth will be most likely running for a second term. The letters will be sent out the week of March 25, 2018.

Updates:

- Principal's Report

Jeannie MacDonough

Catholic Schools Week went very well. Students were treated to the NED Show to educate students about character. Community members had coffee and donuts brought to their place of business by our students. Nationalities were celebrated on Nation Day through a display of student decorated posters representing their heritage. On Teachers Appreciation Day, the teachers enjoyed a delicious lunch. Volunteers were invited to a thank you coffee break. On Friday of Catholic Schools Week, students were treated to a day of fun events.

Sixth Graders visited senior citizens at Southgate on February 13<sup>th</sup>. The students distributed homemade Valentine's Day Cards to the residents. This was a wonderful experience for both the residents and the students.

SMPA recently had two very successful fundraisers. The Rose and Squire event raised approximately \$9000.00. The Jersey Boy Dinner Theater event yielded about \$4000.00.

Author, April Jones Prince, came to speak to all students on March 12<sup>th</sup>. Mrs. Prince lives in Shrewsbury. She discussed the writing process with students, from idea to published book. The SMPA sponsored this event.

The Spring Musical is being directed by Mrs. Arlena Boyle. This year's show is The Little Mermaid. Performances will be held June 1<sup>st</sup>- June 3<sup>rd</sup> at St. John's Blackbox Theater.

Terra Nova testing took place March 5<sup>th</sup>-March 15<sup>th</sup>. It lasted longer than usual due to the snow days and delays. The Diocesan contract expires this year so this was the last time our students will perform this test. Members of the Diocese are meeting with representatives from other assessment companies.

Saint Mary School has been reaccredited by NEASC. There are a few areas that we should improve on in the future including curriculum and evaluation. Teachers have already begun this process by viewing the current Social Studies Curriculum and determining what items need to be changed or moved. Another area that teachers are currently reviewing and updating is the Writing Curriculum. A few teachers have attended the Empowering Writer's Workshop and are implementing some of the activities into lessons.

- Financial Overview

Beth Berg

The Finance committee has reviewed the year to date financials and for the first half of the fiscal year, revenue and expenses are on track with the working plan. The subcommittee will meet in May to revisit the budget based on updated enrollment. Expenses are down and the Accreditation budget came in \$3000.00 less than budgeted.

- Curriculum Overview

Arlena Boyle

The school is moving forward with Empowering Writers Writing Curriculum. Four teachers have attended the workshop. We will be jumping in starting in the fall of 2018. This program has consistency and continuity throughout grade levels and all content areas.

Schoolwide STEM activities will be held on June 1<sup>st</sup>. Grades K- 2 activities will be half day sessions and Grades 3-7 will be a full day session. For the older students, a challenge or competition will be included in the project. These activities will be organized by a committee with teachers facilitating. Mia Duborsarsky at WPI has a formal STEM integration program that can be integrated into the school curriculum. Venerini and St. Peter's Central Catholic are currently working with WPI.

Several of the teachers have been trained or attending professional development for coding. Mr. Beltran applied for and received a grant through the Diocese to purchase Lego Wedo Kits and Arduino Kits.

- Advancement Overview

Nick Morana

The Annual Fund is more than 50% to our goal with a current total of \$24,966.00. The fiscal year ends in August. The Advancement Director, Stephanie Muzzy sent letters and photos in February to grandparents. She is hoping this will yield some donations from these grandparents.

Mrs. Muzzy is also identifying any matching-donor companies. This will allow parents, or grandparents to donate money and have their company match the donation. She is in contact with the Diocese to obtain their data pertaining to the matching-donor companies.

Previous School Board members have offered to contact donors from prior years. Perhaps this will produce some donations. Much of the funds raised through Advancement provide financial aid to students or remain in the endowment fund. Regular past donors may be more inclined to donate again with a personal request.

The use of Constant Contact has been instituted since the Fall. The school has a 6 month subscription to the program. This database currently contains emails for about 370 families.

The school has received a grant from the Massachusetts Cultural Council. On May 4<sup>th</sup>, a couple from Mexico will come in and the husband will carve a piece of artwork and his wife will paint the artwork. Then on Sunday, May 6<sup>th</sup>, Margarita's in Northborough will be hosting a fundraising event for our school.

- Marketing and Enrollment Overview

Stephanie Muzzy

There have been 3 new students added to the enrollment since the last meeting. All 3 have already started. Mrs. Cheryl Dolan, Admissions Director, has given multiple tours and continues to receive inquiries about enrollment for next year.

There were Open Houses on Sunday, January 28<sup>th</sup> and Thursday, February 1<sup>st</sup>. The Open Houses occurred during Catholic Schools Week. Current students as well as alumni gave tours and also answered questions. Thirty four families registered visitors on Sunday and 5 registered visitors on Thursday. There will be another Open House on Thursday, May 18<sup>th</sup> from 8:30-10:30 am.

Mr. Varghese suggested having an Alumni Spotlight. This may be a nice piece to hand out to potential families at Open House in the future. The spotlight may include awards, acceptances to colleges and/or what they are doing now.

### Open Discussion

The topic of school safety was addressed in light of the recent school shootings. Teachers are trained and there continues to be practices to institute the safety protocol. Saint Mary School follows the same safety protocol as the Shrewsbury Public Schools. This is convenient as personnel have been trained and work closely with the Shrewsbury Police Department.

- Next Meeting- May 15, 2018