



SAINT MARY SCHOOL ADVISORY BOARD MINUTES

Tuesday- May 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: Msgr. Michael Rose, Jeannie MacDonough, Stephanie Muzzy, Roseanne Mungovan, Courtney Mayo Silvani, Philip Varghese, Tom Kennedy, Nick Morana, Matthew Beaton, Sue Sullivan, and Erin McLoughlin

Call to order:

Roseanne Mungovan

- Opening Prayer/Snack/ Beverages
- March Minutes Accepted

The School Advisory Board election was held for the two open positions. Kristen Scheffel was elected and Beth Berg was reelected. Steve Gregory will be stepping down from the School Board after 13 years. Arlena will continue to serve on the Curriculum Committee. Jeannie MacDonough will be reaching out to Cassandra Clark to see if she would like to become part of a subcommittee.

Updates:

- Principal's Report

Jeannie MacDonough

The sixth graders went to Nature's Classroom the first week in April. Mr. Moakley, science teacher for grades 5-7, chaperoned this trip. Although the weather was not cooperative, the students enjoyed the trip.

Some sixth and Seventh Graders competed in the Diocesan Declamation Contest. There were 11 students representing Saint Mary School. Out of those 11, there were 4 winners selected.

Second Graders received their First Holy Communion within the past few weeks and led the school Mass on Ascension Thursday. It was a wonderful celebration and the second graders did a nice job hosting the Mass.

Mr. Gabriel Beltran has been working with coding in Grades 1-7. Every student has completed the Code.org registration and participated if age appropriate coding. This has been well received by students and students will continue with this program next year as they progress to the next grade and level of coding.

The Spring Musical is being held the June 1st -June 3rd. This year's musical is The Little Mermaid. Mrs. Arlena Boyle is once again directing. It should be a fantastic show.

Sr. Judith spoke to all of the classes on May 7th. She shared that 14 students in Haiti are able to attend school through donations by Saint Mary students that are collected during Lent. The kids loved seeing all of the things that the kids were doing in Haiti. Sr. Judith was presented with a check for \$900.00 from this year's collection.

The Walk-a-thon is being held on Friday, May 18th, weather permitting. The funds collected this year will be used towards the increasing costs of bus transportation for field trips.

There are a few projects planned for this summer. One project is to replace the rugs in Grade 1 and Grade 8 over the summer.

The Diocese has been holding focus groups to hear from members of the community including teachers, parents and clergy about how to continue to have our Catholic schools flourish. The first parent focus group that Dr. Perda hosted was held at Saint Mary School and there were 7 families from the school present as well as 5 families from St. Bernedette in Norhtborough. There will be more opportunities for parents to meet. Teacher focus groups are being held over the next few weeks.

The new student management system, RenWeb, will be up and running to begin the 2018-2019 school year.

There will be a Mass on June 1st. At this Mass, the Kindergratners will be hosting it as a thank you to their 7th Grade buddies. After Mass, the candle lighting ceremony will take place. Alumni will be in attendance to pass the light onto the 7th Graders.

June 1st is also STEM Day. There will be a few speakers that will talk about their careers in the STEM fields. All grades will have a grade level appropriate STEM activity to perform and then share with the other grade levels.

The Diocese no longer has a contract with Terra Nova testing system. There will be a new testing system. Tests will now be administered twice a year for students in Grades 2-7. Grade 8 students will be taking the PSAT's.

Enrollment continues to be fluid. Next year's budget was developed with 11 more predicted students enrolled. During the summer, there are typically a few students that register so it is hopeful that the budget for next year will be on target.

- Financial Overview

Matt Beaton

The finance committee met in April to review the year to date financials. As of April, the yearly revenue and expenses are on track. Advancement income has met last year's total, so it is expected to exceed last year's income. The hot lunch program experienced a bit of a loss due to a lack of an 8th grade class. The sports program exceeded expenses. This also has a direct correlation to the lack of an 8th grade. The committee concluded that the year will finish with a surplus. One concern of the committee was the 7.5 % increase for health insurance. This affects the last 3 months of the school year.

- Advancement Overview

Nick Morana

The Fund for Saint Mary is at \$34,486.00 which is 77% to the goal. There are a few more months left to receive donations. The fund is currently at \$3,000.00 more than it was last year at this time.

Stephanie Muzzy, Advancement Director, continues to identify matching donor organizations. She has a couple of donation requests sent to the organizations.

Faculty and staff at Saint Mary School have received 3 grants this year. One grant was from the Massachusetts Cultural Council. This grant was used to defray the cost of the bus for the Third Grade field trip to the New England Aquarium. There was also a grant received for the amount of \$300.00 to be used toward the Mexican Artists Demonstration. Students in Grades 2-7 were lucky enough to watch an artist carve a figure from a piece of wood while his wife painted the hand carvings. A Corridor 9 grant was received by the Music teacher and used to purchase keyboards for students.

There is a donor that will match donations up to \$10,000.00. Hopefully this will entice people to donate so that we can maximize the donations. This fundraising event will take place from Monday, May 14- Monday, May 28th.

Stephanie Muzzy, along with help from interns, is adding alumni names and contact information to the database. This will allow connections through Constant Contact and Facebook.

- Marketing and Enrollment Overview

Stephanie Muzzy

There is an Open House on Thursday, May 17th. Stephanie Muzzy has been advertising the Open House on Facebook as well as sending an email blast to all current families. Current parents have been asked to share the Facebook post and/or the email sent.

Mr. Gabriel Beltran has assisted the committee with utilizing social media. This has helped to increase the virtual presence and at a fairly small amount of funds. One suggestion was to have current families write a review. This will provide the opportunity for us to move up to the top of a Google search.

Marketing materials should be consistent. There was much discussion about marketing Preschool with a brochure dedicated strictly to the programs offered.

Many parents that come to visit the school have questions about the different programs and if we had a brochure designed for Preschool, it would be easier to field questions. Preschool needs to be maintained as a pipeline for Kindergarten. Preschool enrollment will continue to develop throughout the summer. Enrollment continues to progress. A large number of siblings and families well rooted in Saint Mary School are registered for the upcoming Kindergarten.

Open Discussion

The 5 meetings a year with a meeting from subcommittees in between has been productive and will continue to be the format that the Board follows.

- Next Meeting- September 18, 2018