



SAINT MARY SCHOOL ADVISORY BOARD MINUTES **Tuesday- November 12th @ 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, Colleen Clifford, Beth Berg, Courtney Mayo Silvani, Tom Kennedy, Suzette Braun, Matthew Beaton, and Erin McLoughlin

Call to order:

Roseanne Mungovan

- Opening Prayer/Snack/ Beverages
- September Minutes Accepted

Updates:

- Principal's Report

Jeannie MacDonough

The Family Festival of 2019 delivered a \$40,000.00 check to the school. The money will be used towards the operating budget of the school. The festival was a success once again and the school has benefited greatly from this fundraiser.

Kevin Dowd was the speaker at the October Professional Day for the teachers. He was a dynamic speaker and focused on the Spirituality of Imperfection. The next Diocesan Professional Day will take place on December 6, 2019.

There was an informational session sponsored through Shrewsbury Youth and Family Services. The session included information pertaining to warning signs of mental health and the dangers of vaping in youth. Attendance was very low, so one suggestion was to have the video club videotape the program and advertise it on the school website as well as possibly putting the video on SELCO.

Grandparent's day was held on October 4, 2019. It was a wonderful day as always and the grandparents seemed very happy to be here, share in the Mass and tour the school.

Students in Grades 2-8 participated in MAP testing in late September. Teachers shared the results of the Fall testing with parents. The majority of Saint Mary Students were above the district and national mean in Math, Language Arts and Reading.

STEM week took place from October 21st -October 25th. Mr. Beltran and teachers provided students with hands-on activities and projects during the week. The video club put together a video highlighting some of the activities.

During the week of November 4th - November 8th the school community participated in NE Catholic Schools Week. The students participated in Nation Day, Community Day and Spirit Day. During Nation Day, there was a collection for a local Veteran organization. Children in Preschool C through Grade 4 participated in a Whale mobile presentation. Students were delighted to travel inside and learn about whales. Students in Grades 5-8 took place in a STEM field trip to WPI. There was a chemical engineering presentation with hands-on activities. National Catholic Schools Week will take place in January.

The Halloween Parade took place indoors this year. Kindergarten through Grade 3 performed songs for the school.

On November 1st, the 5th Grade class dressed as Saints and led the Mass. At the end of Mass, students presented facts about their particular Saint.

Cross country season has ended. The girls team came in 1st place overall and the boys team came in 3rd place overall in the Central Massachusetts Catholic Conference Championship. Congratulations to all team members and their coach, Mrs. Helen Collins.

Basketball season has begun. Games will begin in early December. Mr. Graig Sifferman will be coordinating the leagues for Saint Mary School again this year.

Three grants were obtained through Corridor 9. The winning grants were given to Mr. Graig Sifferman, Mrs. Chantel Kassa and a group grant awarded to Mrs. Patricia O'Brien, Mrs. Colleen Johnson and Ms. Erin McLoughlin. There will be an awards breakfast that the winners will attend on November 21, 2019.

There were several announcements made pertaining to the upcoming school year and the opening of a Full-day Preschool program. Plans are in the works to transform the Kindergarten classroom into a Kindergarten and Preschool classroom. The Marketing Committee is working on continued advertisements and getting the word out about the Full-day program.

- Financial Overview

Beth Berg

The finance committee met and reviewed the Fiscal Year 18-19. The year ended with a surplus of \$70, 401. The enrollment was up due to the 8th Grade addition again last year as opposed to not having an 8th Grade class the previous year. Without the addition of the 8th grade, there would have been a decline of 10% enrollment. This decline is consistent with the trend from previous years. Even with the lower enrollment, there continues to be consistent revenue from the After School Program. Expenses were up 4%. This increase was due to school salaries as well as maintenance expenses.

The committee recommended the using the surplus to be used on the window fund, improvements to the Kindergarten classroom, purchasing a new science curriculum, and saving any remainder for long term strategic goals. There will be \$25, 000 contributed to the windows fund as in previous years. A portion of the investment will be used toward the modifications of the current Kindergarten classroom to create a new Kindergarten/Preschool classroom once more information is gathered about cost of renovations. There should be \$10,000.00 put aside for the purchase of a new Science curriculum. Any remainder will be put in reserve for future expenses.

- Curriculum and Technology Overview Suzette Braun

The committee reviewed what the staff is using for the Social Studies curriculum. The staff is inputting information about the Social Studies curriculum in the given templates. The committee is now in the process of researching and updating the Science curriculum. The Archdiocese of Hartford Science Curriculum is based from the NGSS. After researching, the committee has found that the NGSS is used across the country. In NGSS there is curriculum set up from Kindergarten through 8th Grade. The framework is very explicit. There is a flowchart which provides teachers with information and guidance as to how to teach the information.

The committee proposed that the next step would be to have a couple of teachers pilot the NGSS and provide feedback. The piloting teachers and Mr. Beltran will need to work closely together to incorporate STEM activities as this is part of the NGSS curriculum. The committee will also research sample lesson plans so Science teachers can have a formalized lesson plan to input materials, much like the Social Studies template.

Additionally, the committee will begin the search for materials, hard copy, digital, bundles and/or kits to provide to teachers. These materials would serve as guides, provide supplemental materials and workbooks for staff and students.

The committee recognizes that the teachers at Saint Mary School have a rigorous Science Curriculum. When compared to the standards, Science teachers are teaching some topics from a more advanced grade levels. This has been the experience several parents have expressed to committee members as well as expressed from committee members themselves.

- Advancement Overview Stephanie Muzzy

The committee has been putting together a calendar to set goals and milestones. The Fund for Saint Mary School will have an *Annual Fund letter campaign* in early November, emails and social media information sent to encourage participating in *Giving Tuesday*, an *End of the Year Giving* in December, *Share the Love* for grandparents in February and *Still Time to Give campaign* in August. The committee hopes that the time frames for these events will yield more donations and interaction with the school.

The Advancement Office is purchasing an online platform for donations via FACTS. Tracking profiles for donors and giving history is something that the committee wishes to begin and possibly have an intern input the information into a database. There

Advancement Office will be customizing the donation page throughout the year. There will also be a text to give option for donors.

As in past years, there will be Top Donor recognition during the month of December. Mrs. Stephanie Muzzy will send a gift of gratitude and a handwritten note of thanks for the contribution to Saint Mary School.

As mentioned in the Principal's report, there were 3 grants written for Corridor 9/495 Mini-Grant and all 3 were granted. There was also a grant submitted to the Massachusetts Cultural Council/Shrewsbury Cultural Council and the school is still waiting to hear if the grant was accepted.

- Marketing and Enrollment Overview

Stephanie Muzzy

Fall Open house on November 7, 2019. There was advertisement and promotions of the Full Day Preschool Program. Six families attended the Open House. A high level of interest in the Full-day Preschool program was evident. The board discussed the differences between the 3 Preschool programs and realized the need to clarify that the Full-day is a Prekindergarten program. There is currently a curriculum that is used in Program C which will be elaborated on during the Full-day program. The board agreed that the program, curriculum, layout of a typical day must be developed and ready for the upcoming Open House in January. At this point, there will be no afterschool offered for PreK. There was some discussion that this will be a need for many families. If parents are looking for Full-day Preschool, the parents will probably need after care as well. The board acknowledges that this needs to be tracked by the Admissions Director, Mrs. Cheryl Dolan as well as the Marketing Committee. At this point, there is no set tuition for the Full-day program. The Marketing Committee has requested that the Finance Committee meet and come up with an appropriate cost for the new Full-day program. Members of the Finance Committee have agreed to meet in early December to develop a proposed tuition and fees for the new program.

Open Discussion

Meeting adjourned at 8:50

- Next Meeting- January 14, 2020