



SAINT MARY SCHOOL ADVISORY BOARD MINUTES **Tuesday- March 19 @ 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, Tom Kennedy, Suzette Braun, Matthew Beaton, Beth Berg, Courtney Mayo Silvani, Kristin Scheffel and Erin McLoughlin

Call to order:

Roseanne Mungovan

- Opening Prayer/Snack/ Beverages
- January Minutes Accepted

Technology:

Students in Grade 5 demonstrated the use of the Lego Wedo Kits. The kits were purchased with money from the Diocese Technology Grant. During Technology classes, the students use these kits, as well as the Spheros and are working on an app called Scratch. Coding has also been incorporated into all Technology classes. There is now a Computer Science Club for students in grades 5 - 8. At this club, students perform extensions to the activities done in Technology class.

Elections for Advisory Board:

Mrs. Sue Sullivan will be finishing up her time on the School Advisory Board this year. Mrs. Courtney Mayo-Silvani will also be finishing her first term and plans on running for a second term. School Advisory Board Members reviewed the letter that is being distributed to the school community to solicit new members.

Updates:

- Principal's Report

Jeannie MacDonough

Catholic Schools Week was a huge success. Students were treated to several events on their day long Appreciation Day. There were some new events added such as the Class Color Challenge, trivia contests and Buddy Reading Day. Some of the old traditions remained such as the Pasta Festival, Teacher Appreciation Luncheon and Volunteer Appreciation breakfast.

The SMPA continues to work diligently to provide funds to the school. The Irish Pub Night raised over \$10,000.00. SMPA will be planning the Walk-A-Thon and the funds will go towards Financial Aid. There will be no Golf Tournament this year.

The second round of MAP testing will occur the second week in May. This will provide parents with information to compare their son/daughters Fall and Spring academic performance. This will also provide teachers with information about student's strengths and areas of growth.

This year, the faculty, staff and students are participating in several different Lenten Observances. The first week of lent, the school participated in silent dismissal. This week, classes are attending a Mass with their buddy class.

On Monday, March 19th, Tyler George did a curling presentation for the Third Grade class. Students were treated to a viewing of his Olympic Medal. They were very excited to meet him and learn more about the sport.

The Book Fair is currently underway. Every class will be attending the Book Fair. It will also be open after Masses the weekend of March 23rd-March 24th.

The Declamation contest will take place on March 30th. Mrs. Helen Collins and Mrs. Lauren Favulli are practicing with students that are participating in the contest. The competition will take place at Saint Peter-Marian.

The Science Fair will take place on April 23rd. Students will only participate in the school Science Fair as there will be no Diocesan Science Fair. The Diocese hopes to have a committee for the fair next year.

The Spring Musical this year is Shrek, Jr. Mrs. Arlena Boyle is directing the play again. It will take place the weekend of May 3rd.

The first week in April, the sixth grade class will be attending Nature's Classroom. This week long teambuilding and learning experience will take place in Charlton. Mr. Moakley will be the teacher chaperone for this trip.

Eighth grade students will be traveling to Washington DC from April 2nd- April 5th. Parents have met with the teachers to review the itinerary and expectations of the trip. Mr. Sifferman, Mrs. Ethier, Mrs. Corazzini and Mrs. MacDonough will be the chaperones.

Mr. Gabriel Beltran has submitted a grant application for Diocesan Technology Grant. He has requested drones, virtual reality headsets and an additional 3D printer. He was able to receive a 3D printer, Lego Kits and Spheros through last year's grant.

Empowering Writers program has been introduced to students and the teachers continue to do an excellent job integrating the new writing program. Many teachers have invited Mrs. MacDonough into their classrooms to observe a lesson. Supplemental materials are being purchased at the end of this year. This will add to the program and teachers will easily be able to incorporate the materials.

Registrations and enrollment continue to come into the Admissions Office. As the enrollment in preschool is extremely low, the administration and preschool teachers are exploring options. One option may be to have full day preschool for Program C that involves enrichment programs in the morning. This is still under review as the student/teacher ratio needs to be met.

- Financial Overview

Beth Berg

The committee has welcomed a new member. Mrs. Colleen Clifford has joined the Finance Committee. She has been very active in the school community and was the Co-Chair for the Family Festival for the past several years.

The committee met in February to review the year to date financials. All expenses are currently trending on or below the working plan. There may be a small surplus at the end of this year.

One area of concern in the early part of the school year was the hot lunch program. The program was trending over budget but after careful review of the program and changes being made, the program spending has been reduced and is now more in line with revenues generated from this program.

Enrollment for next year is still being updated. The working plan continues to fluctuate due to enrollment. The committee will meet in the coming months and the working plan will be finalized over the summer.

The finance committee met with the Parish Finance Council as well. There is a strong balance sheet with a savings of ~\$400K (excluding the window capital improvement fund). The committees discussed where it may want to use some of the money from the savings account. Spending money on curriculum and staying on top of the declining enrollment is the priority but given the amount in savings the suggestion was made to revisit the possibility of windows replacement. A few years ago there was a review as to whether there should be a replacement of the windows. At the time the estimate was more than the school had available in savings. There will be a small team formed to obtain an updated estimate and see if we are any closer to considering this capital improvement.

- Curriculum Overview

Suzette Braun

An extensive mapping of the 5th Grade Social Studies curriculum has been completed. Mrs. Ethier has worked diligently to compare the History and Social Studies standards and topics of the Archdiocese of Hartford (ADH) and the Massachusetts Department of Education. The feedback given is that the current curriculum coincides with the Mass Common Core. There was more information mapped against the ADH strands. The outcome of the review was to develop 5 key topics: Early Colonization and growth of colonies, reasons for revolution, the Revolutionary War, and the formation of government, Principles of United States government, Growth of the Republic, Slavery, the legacy of the Civil War and the struggle for civil rights for all in Grade 5. The areas with concern were the topics of slavery and the Civil War. These topics are currently being taught in Grades 7 and 8. After reviewing the standards, it was discussed that revamping and rearranging some of the topics would allow for the topics covered in both the ADH and the MA DOE to be covered in the correct grade level. The next step is to present a detailed curriculum so that a sample lesson plan can be created. The template created will need man power to provide the mapping. As the 5th grade mapping is updated and 3rd grade is in the process of being updates, the recommendation is that the next grades to review are 4th, 6th, 7th, and 8th. Volunteers will be needed to review the Social Studies curriculum in ADH and MA DOE to see what needs to be revamped, rearranged and kept from the current curriculum begin taught at Saint Mary School (SMS).

There has also been discussion in the Curriculum Committee to begin scheduling vendors to see if there are textbooks to coincide with the standards that will be taught at SMS. Currently, there are some programs where students are able to gain access online to materials and lessons. One company, Pearson, has digital textbooks and a digital library.

- Advancement Overview

Stephanie Muzzy

The Fund for St. Mary School is currently at 91% to goal. The total to date is \$40,849.00. The sources for donations are corporate matches, recurring gifts and grandparents.

Mrs. Stephanie Muzzy, Advancement Director, reached out to grandparents in early February as part of a new email campaign. She included photos and examples of how grandparents can become involved in their grandchild's education. Mrs. Muzzy will continue to email the grandparents a few times a year to keep them aware of some of the special events at Saint Mary School.

Again this year, there is an anonymous donor that will match dollar for dollar donations made during the month of April. Mrs. Muzzy plans to distribute campaign announcements via mail to over 60 former donors who have not yet donated within this school year. She will also put the information on social media and send out emails.

There was discussion about creating an Amazon Classroom Wish List. Teachers could go on Amazon and add items that they would find beneficial and would enrich the curriculum. Mrs. MacDonough will look into options to create Wish Lists within the Saint Mary School Amazon account.

- Marketing and Enrollment Overview Stephanie Muzzy

The committee met in early March to discuss projected enrollment for next year. The numbers for the Preschool program are low and this is a cause for concern. The committee is coming up with initiatives to increase the enrollment. The Preschool teachers had a play date that met on March 9th. The response was low and the committee discussed missing the mark and possibly having a day play date during the week. This would better assist the parents as they are the clientele that we are looking to meet. A suggestion was made to have someone from the committee pass out flyers at the library during one of the play dates hosted by the library. Many of the families that attend these play groups are looking for things to do during the day with their child. Just recently, Saint Mary Preschool was listed in the top 5 Preschools in the Metro West area. This is a wonderful advertisement for our school and the Preschool program.

Another suggestion by the committee was to have a "bring a friend to school" day. This is occurring at other schools and this may increase the enrollment in the other grades.

The committee will begin recognizing newly baptized babies of the parish. A welcome letter will be sent as well as inviting them to the Open Houses.

One of the challenges is how to get the word out about the school. Suggestions were made to advertise the great placement of high school students that come from SMS, the scores from testing, etc. Advertising where students are attending High School and College may be fruitful. Another aspect is to identify that at SMS the whole child is educated. Not only are the students leaving the school well educated, but also good people that give back to the local and global community.

There will be a Spring Open House on May 16th. This will take place during the day while school is in session.

Allen's Uniform will be selling Spirit Wear with the school logo on it. Items will be available online or in store in the coming months.