



SAINT MARY SCHOOL ADVISORY BOARD MINUTES **Tuesday- May 14, 2019**

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, Philip Varghese, Colleen Clifford, Sue Sullivan, Beth Berg, Matthew Beaton, Courtney Mayo Silvani, and Erin McLoughlin

Call to order:

Roseanne Mungovan

- Opening Prayer/Snack/ Beverages
- Welcome New Advisory Board Member (Mrs. Colleen Clifford)
- March Minutes accepted
- Review Committee Assignments and update as needed
- School Advisory Board Meeting Dates for 2019/2020 school year distributed

Updates

- Principal's Report Jeannie MacDonough

Grade 6 students attended Nature's Classroom. The children enjoyed themselves and got to experience several different activities while on the trip. Unlike past years, the weather was somewhat cooperative.

The Declamation contest took place at Saint Peter Marian High School. Ten students attended and represented Saint Mary School. Several students received awards in various categories.

The Grade 8 class traveled to Washington D.C in April. The students were able to visit several museums and historical sites. Students also visited the United States Capitol.

There were 16 Saint Mary students that received their First Communion on May 4th. Mrs. Susan Zybert and Mrs. Pat O'Brien prepared the students to host the school Mass on May 7th. It was a lovely celebration for the school community.

Grade 2 and Grade 6 classes went on a Field Trip to the Massachusetts State House compliments of Mr. Matthew Beaton. They took a private tour, and met the Governor and other State Representatives. Both grades were thrilled to attend this field trip.

The spring musical took place the weekend of May 3rd -May 5th. Shrek Jr. was a wonderful show and the students did a remarkable job. The show took place at Saint John's High School. Mrs. Arlena Boyle directed the performance.

Spring MAP testing is currently taking place. A score report will be sent home in the coming weeks. The form will identify the score from the Fall testing and the scores from the Spring testing. The eighth graders took the PSAT's in the Fall. Next year, the eighth graders will take the MAP testing in the Fall and Winter as well as the PSAT in the Spring.

Plans for STEM Day have started. STEM Day will take place on multiple days. Classrooms will be developing and provide a more in-depth activities relating to traveling to Mars.

Friday, May 17th is the school Walk-a-thon. All the funds will go towards need based financial aid for the 2019-2020 school year. The SMPA has also reached out to the sponsors of the Golf Tournament to see if they would like to donate as the school will not be having a Golf Tournament this year.

On Thursday, May 16th there will be a presentation of the Africa project. This project was funded by a Corridor 9 grant and includes art, music and physical education components that the students in Grades 7-8 will demonstrate. The entire student body will attend the performance in the cafeteria.

Move Up Day is being changed for this year. It will take place from 3:00-3:45 on June 10th for incoming Kindergarten and First Grade students. Students in Grades 2-7 will have a modified Move Up Day on June 11th.

The rugs will be replaced in the remaining classrooms in the main building this summer.

The budget has allowed for a few recent purchases. Recently, a SMART TV for the Grade 7 classroom, Make.do kits, Makey Makey kits, a kid friendly tool kits have been purchased. Money is also being put aside for updated playground equipment in the Preschool area and a couple of standing desks for the middle school classrooms.

Enrollment continues to fluctuate. The updated enrollment numbers as of May 14, 2019 are as follows:

Preschool: 24 (Program A-10, Program B- 9 and Program C- 5)

Kindergarten: 20

Grade 1: 18

Grade 2: 12

Grade 3: 20

Grade 4: 14

Grade 5: 17

Grade 6: 18

Grade 7: 13

Grade 8: 18

The total currently enrolled is 174.

As part of the NEASC visit, the school will be developing a strategic plan. Mrs. Jeannie MacDonough would like to put together a committee to work on this plan. If anyone has feedback or would like to work on the committee over the summer, please let Jeannie know.

- Financial Update

Beth Berg

The Finance Committee met and reviewed the YTD April 2019 financials and forecast for the fiscal year. All expenses are trending on or below the working plan and as of April, we are on track to have a surplus at the end of the school year even with the inclusion of the expense to replace carpets in the last 4 classrooms in the main building (\$10k). The lunch program & sports program expenses that were previously trending over budget have been reduced and are now expected to break even with the revenue generated from these programs. Re-enrollment for the next school year is underway but it is still too soon to make any updates to the working plan for the next year. Based on current registration, we still expect a decline year over year. We will update the working plan in the next two months and finalize at the end of July.

The committee continues to ponder plans for the use of excess cash. A feasibility study for the windows project was recommended to be done over the summer. Given current steel prices, construction costs and other parish initiatives, this may not be the right time to consider this project; however, it was raised to the board for consideration. Monsignor Mike and Jeannie will decide if we will move forward with getting an architectural evaluation and estimate. Additionally, Jeannie continues to work on identifying the curriculum needs for the 5-year plan and the estimated expense. We are also continuing to evaluate the declining enrollment and the potential impact on our financials and future school budgets so that we properly retain savings to cover any loss years and continue to provide a high-quality education and experience.

- Enrollment/Marketing Update

Stephanie Muzzy

Mrs. Stephanie Muzzy, Advancement Director, has been able to showcase some highlights about Saint Mary School on social media. This has been well received by alumni, parents and grandparents. The committee is asking that members go on and give an online review of the school.

The committee is working on getting a now enrolling sign. They will put it up over the summer, in front of the school.

There is a school Open House on Thursday, May 16 from 8:30-10:30. One suggestion was to put a sign up in the Children's Room of the Shrewsbury Public Library. Student Council Members will give tours.

Stephanie will investigate if there is a potential to join groups on Facebook in other towns. The Preschool playgroup did not come to fruition, but they are hoping to have one in September. There was a suggestion made to advertise the playgroup at local libraries as well as with nanny groups in the area.

- Curriculum/Technology Update

Suzette Braun

Administration has met with the committee chair to develop a curriculum course plan. Template have been developed to allow teachers to input an annual course outline and their weekly lesson plans in the area of Social Studies. Some updates will occur because the goal is to create a user-friendly template that the teachers can plug in any content area into is a goal.

Another area that the committee is looking into is the STEM and Science curriculums. Research into these curriculum areas will begin in the Fall.

- Advancement Update

Stephanie Muzzy

The Fund for Saint Mary School has surpassed the goal of \$45,000.00. The fund is currently at \$59,355.00. The sources of funds include parents, alumni, alumni parents, grandparents and corporate matching gift.

The Matching Gift campaign took place in April. Four email and social media blasts were sent out to prospective donors. The final message included a short video with students. Additionally, 50+ paper announcements were sent out to former donors that have not donated yet this year.

An end of the year request for donations will take place in August. As done last year, this End of Fiscal Year solicitation may yield some additional funds.

The Advancement Director has recognized that there needs to be an updated calendar develop that outlines the different times throughout the year that requests are sent to donors. This will allow for definitive timing for each initiative as well as respecting out donors and sponsors generosity without repeated requests for financial contributions.

Open Discussion

8:55-9:00

- Open Topics

Saint John's is opening a middle school in Fall of 2020. Administration is not sure what impact, if any, this will have on our enrollment. A large factor will be what the school sets as their tuition.

Next Meeting- September 17, 2019