



SAINT MARY SCHOOL ADVISORY BOARD MINUTES **Tuesday- March 10th @ 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, Philip Varghese, Matthew Beaton and Erin M. McLoughlin

Call to order:

Roseanne Mungovan

- Opening Prayer/Snack/ Beverages
- January Minutes Approved

Elections for Advisory Board

This year, Philip Varghese and Suzette Braun are up for reelection. Philip Varghese is planning on running again. A letter will be sent out to school families on March 23, 2020 and any nominations are due by Friday, April 3rd. The reelected or newly elected members will be invited to the May School Advisory Board Meeting.

Updates:

- Principal's Report Jeannie MacDonough

Catholic Schools Week went well. The traditional events were well received by students, faculty and staff. The second year of the Color Challenge was a success. There was also time for students to meet with their buddies. The buddies made cards for Veterans. The cards were sent to the Veterans at Veteran's Inc.

Saint Mary Parents Association is looking at new fundraisers. Irish Pub night took place in February and raised a little over \$5,000.00. The Association is looking at other opportunities for the Walk-a-thon. Boosterthon will be working with members of the SMPA to re-brand the Walk-a-thon. The fundraising through the Boosterthon will be applied to financial aid.

Students took the winter MAP Testing in January. It is suggested that students take the test 3 times a year. This allows teachers data that identifies students that are not meeting their goals and gives them the opportunity to target instruction for those students.

During Lent, students participate in activities as a school each week. The first week, students were asked to participate in silent dismissal. Students also created cards for children in Boston Children's Hospital, will participate in Random Acts of Kindness, participate in daily Mass, Stations of the Cross, Adoration, Confession, and view the Passion Play.

The Scholastic Book Fair will be held from March 23- March 28. Students will attend the Book Fair during the day.

The Declamation Contest will take place at the end of the month. Mrs. Collins and Mrs. Favulli have been rehearsing with students that will be participating in the contest. This year, the contest will take place at Saint Leo's in Leominster.

Frozen will be the Spring musical this year. Mrs. Betty Blute will be directing. It will take place the weekend of May 1st.

Nature's Classroom will occur the week of March 30th. It will be held in Charlton. The Program Director came to meet and speak with the Sixth Graders and their parents. Mr. Moakley will stay with the students for the week.

The trip to Washington D.C. for the current Eighth Graders will occur from March 31st-April 3rd. Mrs. Dolan, Mrs. Corazzini and Mr. Sifferman will be chaperoning the trip. A parent meeting was held to go over the itinerary and expectations of students during the trip.

Mr. Gabriel Beltran, Technology Director, left to pursue a job opportunity. Mr. Joseph Sposato was hired for his position. He will begin on March 16th.

The Service Club have had a busy month. Students in the club visited the Worcester Center for Crafts, made cards for the rowers at Holy Cross and are going to be listening to an alum, Mackenzie Collins, come and talk about her Be Like Brit experience.

The boys and girls basketball season concluded this past weekend. Grade 5/6 boys won the championship and Grade 5/6 girls came in second place with a record of 10-1. It was a wonderful season for the players.

Enrollment continues to change. At this point in the year, there are currently 8 students in Program A, 12 students in Program B and 12 in Pre-Kindergarten. Kindergarten in and Grade 1 continue to be a concern for enrollment next year. It is still unclear as to the impact Grade 7 opening at Saint John's will have on the student going into Grade 7 at Saint Mary School.

Coronavirus plans are being put in place. There will be additional cleanings and teachers are encouraging good handwashing and normal flu season precautions. Jeannie MacDonough is working with local DPH and following the guidelines set forth by the CDC.

- Financial Overview

Beth Berg

The Finance Committee met and discussed the current budget. The Committee expressed that the school is still on track but will end the year at a loss. The loss was expected and has not changed since the beginning of the year. Teacher Salary and Health Insurance are still the major cost in the budget. At this point, the Committee is waiting to finalize the budget once it receives more information from the SMPA and Advancement as to where finances are at this point. Before the next meeting, the Committee will meet to create an estimated budget for 20/21.

- Curriculum Overview

Suzette Braun

The Committee has been meeting to review and decide on a Science Curriculum. The work done by the committee determined that Saint Mary School should follow the NGSS (Next Generation Science Standard). There were 3 vendors that the committee decided to contact and have come present their program to the teachers. The 3 vendors are: Foss, Lab-aids and Amplify. After some research, the teachers discovered that Lab-aids only has resources for middle school students. After finding out this information, the committee has ruled out Lab-aids as it does not meet the needs of Saint Mary School. Some of the teachers have researched well received programs that follow the NGSS and have shared their findings with Mrs. MacDonough. She will forward the information to the Curriculum Committee.

On March 4, 2020, teachers and some committee members met with a vendor from Foss. The presenter was very knowledgeable and provided a Third Grade demonstration on Magnetism. Teachers were given samples of grade appropriate materials to explore. After the demonstration, all participants completed a survey. Information from the survey will be shared once data relating to the other vendors is collected and can compare the programs. Foss is the program that Venerini will be adopting next year.

The committee has contacted a vendor from Amplify. The presentation from Amplify will take place on April 13, 2020. After the presentation, the committee will conduct another survey. They will then compile the information from the surveys and publish it to the Saint Mary faculty, administration, and Board. At that point, a program will be chosen and purchased for next year based on the survey's findings and feedback from teachers, administration and members of the Board.

- Advancement Overview

Stephanie Muzzy

The Fund for Saint Mary School is currently at \$36,616.00. That is 81% to goal. Seventy-one donors have contributed to the fund so far. During the month of February, an email was sent to grandparents and caregivers with a link to a video of students. There were some grandparents that donated after seeing this video.

Mrs. Stephanie Muzzy has been in contact with a representative of the FACTS program and she will be moving forward to replace the PayPal Donate Now option and forward

donors to the SMS website with a FACTS Giving button in the coming months. The FACTS Giving program allows online, customizable donation pages, recurring gift donations, and specific options for donations. The new program will provide information about demographics and other data. There is an additional option to include a Text to Give and Donor-Covered transaction fee. This is an additional fee and at this time, it would not be cost effective to add this option.

In April, there will be a “Grow the Fund” Campaign. An email will be sent out to friends, family and alum of Saint Mary School. There is an opportunity for the Campaign to benefit the purchase of Chromebooks and/or funds for the new Science Curriculum. An email will be sent each week with videos, pictures and information as well as a reminder that it is a great opportunity to donate to the Fund.

- Marketing and Enrollment Overview

Stephanie Muzzy

The January Open House was less busy than normal. There were 15 families on Sunday and 8 families on the Thursday that attended the Open House. The Makerspace was a big hit with the families that came to visit.

Enrollment continues to be a concern. Although Pre-Kindergarten currently has 12 enrolled for next year, Kindergarten and Grade 1 have a low enrollment. There will continue to be tours and shadow days for students interested. Holy Cross and Assumption employees are a good source of referrals to Saint Mary School. The initial impact of Saint John’s opening a 7th Grade seem to be minimally impacting our 6th Grade boys.

The Committee has been working to develop a better presence on Social Media. Some suggestions were to create a virtual tour of classrooms, activities, and the After School Program. Another marketing campaign suggested was to promote that Saint Mary School is unique and different, i.e. morning drop off greeting, cursive, guaranteed After School Program, 8th Grade trip and statistical data with parent testimonials. Stephanie Muzzy is trying to build the school followers on LinkedIn, land spots for Saint Mary School on YouTube and create an At-a-Glance document.

There have also been advertisements in The Irish Festival booklet, the Holy Name Spring Musical Booklet, the Community Advocate on 3/25 and on the Community Advocate website.

Meeting adjourned at 8:40

- Next Meeting- May 12, 2020