



## **SAINT MARY SCHOOL ADVISORY BOARD MINUTES** **Tuesday- November 13<sup>th</sup> @ 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, Sue Sullivan, Courtney Mayo Silvani, Beth Berg, Matthew Beaton, Philip Varghese, Kristin Scheffel and Erin McLoughlin

### Call to order:

Roseanne Mungovan

- Opening Prayer/Snack/ Beverages
- September Minutes Accepted

### Updates:

7:15-8:30

- Principal's Report

Jeannie MacDonough

There was a Family Festival Wrap Up Meeting in October. Revenues for the Family Festival were lower than the past few years. Due to the lower revenues, the school will receive a smaller amount from the festival. After 3 years, Chris and Colleen Clifford completed their term as chairs for the festival. They have offered to assist the new chairs in the transition.

October 5<sup>th</sup> was a Professional Day for teachers. It was held at Holy Name and the presenter was Adam Welcome, the author of Kids Deserve It. Throughout the afternoon, the teachers were able to participate in smaller group discussions and view presentations relative to their interest.

On Tuesday, November 13<sup>th</sup>, the District Attorney's office came to present on Bullying and Cyber bullying. There were several different sessions based on age. Eileen Kneeland presented information about kindness, what is bullying, how to be an upstander, cyberbullying and also examples of bullying that she deals with from these age groups.

Grandparents Day was a wonderful celebration. The Mass was beautiful. There was great feedback from the grandparents and the theme of "You're An Important Piece of the Puzzle" was a nice touch.

MAP testing (Measures of Academic Progress) took place at the end of September. It went well, considering it was our first time administering the assessment. The teachers have determined that after an hour, the students should

be given a break and resume the following day. Mrs. Cheryl Dolan participated in a workshop and will be training the teachers on how to read and interpret the reports.

NE Catholic Schools Week took place November 5<sup>th</sup>- November 9<sup>th</sup>. Students were able to hear from Veterans and provide donations to Veterans Inc. For Community Day, students created a thank you poster for local community helpers. Spirit Day was held on Friday, November 9<sup>th</sup>. Students created posters and jingles about a particular aspect of Saint Mary School.

The basketball season is underway. Students in Grades 5-8 are able to participate in the teams. Practices are being held at Coolidge School/Saint John's and there is a small fee for the use of Coolidge's gymnasium. Games will begin in December.

Three teachers applied for Corridor 9 grants this year. Two of those grants have been awarded. Mrs. Corrazzini was awarded a grant for Spanish literacy and the Art/Music/PE program received an award for a collaborative project.

Last year the Diocese distributed a survey to parents and staff. Saint Mary School fared very well as a school. Parents are happy with the academics, discipline and the Catholic environment of the school. Our participation rate was rather low, with only 51 parents responding to the survey.

- Financial Overview

Beth Berg

The FY 17-18 ended with a surplus of over \$87,000.00. The committee has recommended that \$50,000.00 be earmarked for the windows fund, \$10,000.00 be earmarked for the rug replacement in the remaining 4 classrooms, \$10,000.00 earmarked to update the Science Curriculum and place the remaining amount into the reserve/savings fund. For the current fiscal year, the committee continues to monitor and closely manage a balanced budget. For the next meeting, the committee will be trying to set a tuition increase for next year that will allow the school to remain competitive price wise as well as allowing the school to keep a balanced budget.

- Curriculum and Technology Overview

Jeannie MacDonough

The goals for the committee this year is to research and revamp the Science curriculum. Mrs. MacDonough asked that the committee to look into hands on and STEM activities as opposed to a lecture based curriculum. Committee member will be researching Next Generation Science as well as the Science Curriculum for Diocese of Hartford.

Teachers are developing a more interactive Social Studies curriculum. For example, students are exposed to local history surrounding Massachusetts and history of the cultures that comprise the current culture of the class.

The Marketing and Curriculum Committee will coordinate a couple of items for the January Open House. A fact sheet about Saint Mary School Alumni and their experience and successes will be on display. Another informational sheet will include Terra Nova testing results.

- Advancement Overview

Stephanie Muzzy

Last year the Advancement Office raised about \$60,000.00. Letters are being sent out to past donors. A letter will be sent out via Constant Contact to current school families, faculty, alumni parents and friends. There will be an option for an online donation. Giving Tuesday will take place on Tuesday, November 27, 2018. There will also be a donate now button provided for donors to use.

There was a great turn out on Grandparents Day. Some student ambassadors asked grandparents for email addresses. The email addresses will be used in February by Advancement to solicit donations. There are also lots of opportunities for Grandparents to volunteer at the school and in the classroom. The Advancement Department will begin to offer these opportunities to our grandparents.

Matthews Children's Foundation Grant was awarded through a partnership with Chiampa Funeral Home to Saint Mary School. The money from this grant will be used for Preschool materials. There was also a generous gift made by Shannon Henry from Britton Funeral Home in recognition of loved ones honored at the Mass of Remembrance.

- Marketing and Enrollment Overview

Stephanie Muzzy

Gabriel Beltran, Lisa Buffone and Brigid Carlson have joined the Marketing and Enrollment committee. A comprehensive plan is an initiative that the committee is working towards. The committee discussed the website as well as social media. There are a handful of reviews from past and present parents on Facebook. The committee is working on developing a better Social Media presence by using Twitter and Instagram.

There was an Open House that took place on November 8<sup>th</sup>. There were 4 families that came to view the school while in session. The 3D printer was available for students to show prospective families. Some suggestions were to have more materials to showcase specific clubs i.e. Service Club, STEM, and Cross Country.

The committee also discussed having more visible signage on Main Street. A possibility was to have a new sign on the building so that people know that there is a school attached to the church. This is something that the committee will need to explore and gather information as to cost and feasibility of adding signage to the school building.

Saint Mary Preschool is a target area to raise awareness of the Kindergarten Program. The hope is to increase the pipeline of prospective families and make it a smooth transition into the next phase as a Saint Mary Student. Preschool families with age eligible students will receive an invite to visit the Kindergarten on December 5<sup>th</sup> to see the classroom and meet the teachers.

Open Discussion

8:30-9:00

- Next Meeting- January 15, 2019