



## **Saint Mary School Advisory Board Meeting Minutes**

Tuesday, May 11, 2021

**In attendance:** Jeannie MacDonough, Fr. Michael Rose, Beth Berg, Matthew Beaton, Colleen Clifford, Gabriel Beltran, Tom Kennedy, Stephanie Muzzy, Kristin Scheffel and Sonia Mahnot.

### **Call to order**

Opening Prayer

March 9, 2021 Minutes accepted (Motion made by Mr. Kennedy, second by Mrs. Scheffel)

### **Prayer Assignments for 2021 – 2022 School Year**

#### **School Advisory Board Meeting Dates 2021 – 2022**

Tuesday, September 14, 2021 at 7:00 pm – Stephanie

Tuesday, November 9, 2021 at 7:00 pm – Tom

Tuesday, January 11, 2022 at 7:00 pm - Kristin

Tuesday, March 8, 2022 at 7:00 pm - Colleen

Tuesday, May 10, 2022 at 7:00 pm - Brigid

### **Member Information**

Mrs. MacDonough welcomed newly elected Advisory Board member Sonia Mahnot to our board. Mrs. Mahnot is the parent of a Grade 5 student.

### **Committee Assignments – As of 5/11/21**

Finance – Chair: Colleen Clifford, Fr. Mike, Jeannie MacDonough, Mike Collins will join sub-committee

Curriculum/Technology – Chair: Matt Beaton, Jeannie MacDonough, Gabriel Beltran, Sean McLoughlin

- Next content area for review: Math
- Mrs. Scheffel recommended a review of the current foreign language curriculum

Marketing Enrollment – Chair: Stephanie Muzzy, Fr. Mike, Cheryl Dolan, Tom Kennedy, Brigid Carlson, Brian Haugli

Advancement – Chair: Kristin Scheffel, Jeannie MacDonough, Courtney Silvani, Stephanie Muzzy

Mrs. MacDonough mentioned that Advisory Board candidates William St. Germain and Frank Vaccaro may be interested in participating on sub-committees for the next school year.

### **Principal's Report:**

Mrs. MacDonough shared details for our second graders First Communion scheduled for Saturday, May 22 after much preparation with Mrs. Zybert and Mrs. Canfield.

May Crowning was held as a whole school event outside on May 3<sup>rd</sup> with music, prayer, and reflection. Each class had prayed a decade (or more) the rosary in their classroom prior to the crowning.

Grades 2-8 participated in the Family Life program from 4/26 – 4/30 in accordance with the Diocese of Worcester Safe Environment curriculum

In a Covid update, there have been no new cases since the last meeting. 95% of teachers and staff have been vaccinated. School continues to maintain safety policies, procedures, and travel restrictions as administrators await guidance from DESE on guidelines for the fall. Guidelines may include continued mask use, though more lenient distance, and sanitizing requirements.

Spring MAP testing is currently underway. Reporting to show student progress throughout the year will be sent home to parents at the end of the school year.

Week-long spirit week was held May 3-7. Fun, silly, and participative events were well received

Pig Races were held outside on May 7<sup>th</sup> to conclude this year's Magazine Drive. Top selling classrooms, grades 4 and 6, enjoyed popsicles to celebrate.

Graduation Mass and ceremony is scheduled for Thursday, June 3 at 7:00 pm with the 7<sup>th</sup> grade in attendance for the traditional lighting ceremony. Event may be live streamed via FB Live, though students can invite members of family to attend.

In-house field trips with virtual tours, outside activities and picnic lunches are planned for the week ahead.

Family Festival committee met to review options for September. Grand Raffle will take place and committee is reviewing options for a smaller scale event prior to the raffle drawing.

SMPA is hosting a Savers soft goods drive with a fundraising opportunity the week of May 10.

SMPA Fun Run is scheduled for Friday, May 21<sup>st</sup> with much hype and excitement to encourage students to obtain pledges and sponsorships. Proceeds will be utilized for financial aid and Chromebooks for the 2021-2022 school year.

A Buddy Bench will be installed in the Pre-kindergarten yard thanks to a prior Student Council fundraiser and support from a generous donor.

In staffing updates, Mrs. Jarry, (Grade 1 Homeroom) and Ms. Strohecker (Grade 7/8 ELA) will not return next year.

Additional new hires will include: a full-time nurse and a part-time technical support employee. Committee discussed revising the tech job description to detail accurate scope and post on School Spring, Indeed, Handshake and maybe local papers such as the Community Advocate.

The school was awarded over \$33k for the Emergency Assistance for Non-Public Schools (EANS) award from the State of MA. Funds can be utilized through the Fall of 2022. Funds may be utilized for future purchases/ services like replacement filters for the air purifiers, reimbursements or there may be the opportunity to use the funds for the purchase of new Chromebooks.

Enrollment projections for the Fall of 2021:

Total: 198 as of May 11<sup>th</sup>.

Targeted number of students per classroom is 20 with a max of 22 to remain in compliance with spacing guideline. Stephanie will begin to promote "limited openings" for the 2021 – 2022 school year and recommend that folks contact Cheryl via phone or email to learn more or schedule a private tour.

Following a welcome of Sonia to our Advisory Board, members introduced themselves and shared information on their current committee assignments.

There was a brief discussion about Field Day. The day, planned for the Wednesday of the last week of school, will be modified to possibly a half-day event with fewer stations and the need for fewer volunteers.

The last day of school is Friday, June 11, 2021.

### **Principal Search Update – Tom Kennedy**

Mr. Kennedy shared details about the process to hire a new principal for the 2021-2022 school year. The position was posted on various sites including SchoolSpring, NCEA and the Diocese of

Worcester. Initial candidates included 5 with principal experience and 4 with Catholic school principal experience. The 5-member search committee reviewed all 8 initial applications, conducted in-person interviews, and identified 2 candidates as finalists. Reference checks were completed, and Candidate A visited the school on May 6<sup>th</sup>. Offer of employment was made and accepted.

New principal is Mrs. Magda Harrison. Mrs. Harrison's prior experience includes principal at a Catholic school in Missouri, allied health science teaching experience at a community college, and Assistant Principal/Dean of Students at a private, independent school in Rensselaer, NY. Mrs. Harrison holds degrees in Early Childhood Education, Psychology, Master's in health sciences and she is in final stages of a Doctoral degree in Educational Leadership. She is fluent in French, Arabic, and Spanish. Mrs. Harrison may try to meet students and families during morning drop off or afternoon pick up prior to the end of the school year.

School staff was notified of the candidate selection on May 11<sup>th</sup> and school families were notified on May 12<sup>th</sup>.

Fr. Mike thanked Mr. Kennedy for his great work in guiding the search committee through the organized and well-planned selection process. The search committee worked together well, collaborated effectively and successfully identified a strong candidate thanks to a successful, collective effort.

#### **Finance Committee: Colleen Clifford**

Mrs. Clifford shared details on the YTD financials and the start to planning the 2021-2022 budget. As expected, a loss is forecasted for the fiscal year, though the loss is favorable as compared to the original projections. Primary drivers include: Festival income at \$20k, Advancement income at \$20k and lower salary expense at \$30k and funds from the SBA PPP loan. Initial projections for the FY 21-22 school year anticipate a breakeven year based on anticipated increase in enrollment, increased tuition, and continued cost containment.

#### **Curriculum/Technology Committee: Gabriel Beltran**

Mr. Beltran shared the plan to move the teachers from laptops to Chromebooks. This will require 18 Chromebooks and 3 desktop Chromebooks. Committee is reviewing pricing options at Best Buy and Amazon to determine best sale price. Mrs. MacDonough will utilize EANS funds to reimburse for the new purchase expense. Additionally, a portion of the funds raised from the Fun Run scheduled for 5/21 will be designated to purchase Chromebooks.

Neverware, a cloud-based operating system may be an option to convert older laptops to Chromebooks for use in Grades 1 and 2.

#### **Advancement Committee: Stephanie Muzzy**

Mrs. Muzzy shared the total for *The Fund for Saint Mary School* is at \$55,007, 122% to goal with 120 donors.

The 2021 Tuition Raffle was a success, especially for a first-time event. The \$10,000 prize could be utilized "for any preschool through grade 12 school, college or university in the U.S. or to pay

back student loan debt.” The ticket price of \$100 was well received based upon the favorable odds. Payment methods included cash, check or Venmo. Expenses included a \$10 permit fee and \$240 to print the tickets. Overall, 185 tickets were sold from April 5<sup>th</sup> – April 30<sup>th</sup>. Profit from the raffle was \$8,250. The winner was Matthew Bigda, a current school parent. Items for consideration for a future raffle include moving the timing to mid-March through April Break week while being mindful of Lent and Holy Week and upcoming SMPA events, utilize a Google form to initiate ticket orders, evaluate costs associated with credit card purchases and enlist engaged ticket buyers to help sell tickets to family, friends, and coworkers.

**Marketing and Enrollment Committee:** Stephanie Muzzy

Mrs. Muzzy shared the forthcoming coming promotion of “Now Enrolling for the 2021 – 2022 School Year” with limited openings available. This will be promoted in the bulletin, on the website and via social media. Encourage interested families to contact Cheryl Dolan via phone or email to learn more, schedule a private tour or to start an application.

Recent and upcoming school events such as the Tuition Raffle, May Crowning, Spirit Week, Fun Run, Class of 2021 Mass and Lighting ceremony and end of the year traditions and celebrations will continue to showcase and brand SMS as a school committed to faith, academics, tradition, and service.

The Early Childhood promotional video is a work in process and currently less than great. The flow is choppy, and the messaging is hard to follow. Stephanie and Cheryl will work with the volunteer to evaluate options to determine if content could be modified and utilized for a 3-minute video clip.

Stephanie will work with Jeannie to share Class of 2021 student spotlight images on FB as well as to create a summary of high school choices. And an image will be created with a summary of college choices from our Class of 2017 as they graduate from high school.

**Recognition and Gratitude:**

Mrs. MacDonough extended gratitude to Mrs. Berg for sharing her time and talent with the Advisory Board as she concludes her term on the board.

Fr. Mike shared recognition and gratitude to Mrs. MacDonough for her 15+ years of dedicated service to Saint Mary School and the Advisory Board.

Motion to Adjourn: Motion made by Mr. Kennedy. Second by Mrs. Scheffel.

Meeting adjourned.