

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

### **November 17, 2022**

**In Attendance:** Fr. Michael Rose, Magda Harrison, Tom Kennedy, Colleen Clifford, Matt Beaton, Kristen Poe, Gabriel Beltran, Brigid Carlson and Helena Lewis

#### **Call to Order:**

Opening Prayer

Motion to September Approve by Matt Beaton, Motion second by Kristen Poe, minutes were approved by unanimous vote

Opening prayer for future meetings

Jan 10 Colleen Clifford

March 14 Kristin Scheffel

May 16 Tom Kennedy

#### **Principal's Update:**

- Halloween Parade
- After School Enrollment: 40-50 students per day
- Grandparents Day Mass & Breakfast: 100 family members attended
- Staffing Updates: fully staffed for teachers, still need part time advancement director and part time admissions director
- COVID/Health Updates: not too many cases
- Enrollment by Grade 2022/23: 203 students in total. Preschool 24, PreK 16, K 19, First 19, Second 17, Third 21, Fourth 22, Fifth 17, Sixth 22, Seventh 10, Eighth 16
- Curriculum Nights Update (September 21/22): well attended
- Admissions Director & Advancement Director Update: actively interviewing, adds in school spring
- Open House November 2: four families attended, 2 Preschool and 2 joining this year (2nd grader and 6th grader)
- Students Clubs/Sports: cross country finished, basketball boys and girls starting
- Christmas Play directed by Mrs. Johnson will be in December
- Natures Classroom April 11-15
- 8th grade Washington DC trip April 11-15

**Finance Committee:** Update by Colleen. New member Donnie Poe. Tom Kennedy and Laura Beaton also plan to join. Budget is favorable.

**Technology and Curriculum Committee:** Update by Matt Beaton. Meeting: Matt Beaton, Joe Ficarro, Magda Harrison, Jose Villavicencio  
Technology: purchase of 45 new chrome books good through 2029/2030, 1:1 for grades 2-8. total inventory will get from Donna.

New projectors needs for grades 1, 2, 4, and 5th: discussed mobile white boards. cost \$3-5k each for goggle mobile boards. mixed response from faculty on the mobile boards. Epson installed protectors are \$1800. estimated total is \$6-8k. discussed adding technology expense to the annual budget and to five year plan. potential fund raising opportunities.

Security enhancements. There is a phone in the main office that goes directly to Shrewsbury police, Magda will contact police to in-service/train office staff on how to use it. Other ideas: intercom at the main entrance, forming a security committee. Suggested discussing with Dr. Perda and other catholic schools in Worcester district.

Curriculum: Math curriculum update is needed. Social studies last updated 4 years ago, faculty have asked for updated materials. Magda meets with teachers every 3 weeks and curriculum is one of the discussion points. Math curriculum: Magda would like the teachers to lead the review. She has asked Ellen Either and Colleen Johnson to lead the math update. Greg Sifferman is leading social studies. Aligning new curriculum with the Hartford standards. Discussed having a timeframe and deadline on selecting the new curriculum and involving both faculty and members of the board in this process.

Concern that the Makers space is not being utilized, technology classes are there a few times a month. Equipment needs repair in the Makers Space and there needs to be a leader within the school

**Advancement Committee:** update by Kristen Poe. Meeting 11/14 (attendance Kristen Poe, Kristin Schefel, Magda Harrison)

Giving Tuesday is November 29th there will be an email and mailed letters.

Kristen Poe will be posting on St Mary Social media weekly while we are still looking for advancement director

Annual Fund in February

**Marketing and Enrollment Committee:** no meeting

January Open house

**Motion to adjourn:** First by Matt Beaton, second by Colleen Clifford. Motion passed unanimously.