

Saint Mary School Advisory Board Minutes

September 19, 2023

In Attendance: Msgr. Michael Rose, Liam Wintroath, Brigid Carlson, Tina Gillaspie, Mikilhaila Trollinger, Matt Beaton, Evan Page, Lisa Buffone, Helena Lewis, Gabriel Beltran, Ed Belbin, Patrick Collins, Kathy O'Donnell, Marty Kelly, Colleen Clifford, Kristin Scheffel, Nicole Gioules

Call to Order:

- Opening Prayer
- Motion to approve minutes from May by Msgr. Mike, motion second by Matt Beaton, minutes approved by unanimous vote
- Welcome to our new members Patrick Collins, Ed Belbin, Kathy O'Donnell, Mikilhaila Trollinger, Lisa Buffone (secretary)
- Please see school website for School Advisory Board by-laws, along with all members' names.

Election of Chair and Vice President:

- Brigid Carlson has expressed interest in becoming School Advisory Board Chair, motion to elect Brigid as chair by Matt Beaton, motion second by Kristin Scheffel, Brigid elected chair by unanimous vote
- Matt Beaton expresses interest in becoming Vice President of School Advisory Board, Matt elected vice president by unanimous vote

Principal's Report (update by Liam):

- Principal transition- going smoothly
- Enrollment update: 204 students and potential families starting to reach out for tours
- MAP testing wrapping up and make ups will be done in the coming weeks
- Covid policy- nothing is mandated as of now, it will be families' personal responsibility to monitor children/sickness
- School lunch- Andrea Stevens hired as new cook, lunch program should resume after Columbus Day.

- Facilitators for staff retreats- plan on two this year (fall and spring), anyone with any ideas for retreat to let Liam know. Retreats to facilitate building greater community and reflection.
- Supporting faculty and staff- providing meaningful professional development for teachers and teacher observation cycle should begin in October
- Eighth grade field trip to Washington DC will be the week after spring break; \$1400 cost per student without fundraising
- Grades 5 & 6 will go to Nature's Classroom, location and date TBD
- PK, K and 1 will be going to Tougas Farm on a fall field trip Oct. 4

Advancement Committee (update by Kristin):

- Have not met yet, but will be planning to meet soon
- Thank you to Evan Page for the funds that have come in so far
- Total funds from last year \$194,870 (department budget \$40,000 plus \$10,000 for restricted) leaving \$154,870 over budget
- Scholarship fund \$50,500; Technology \$57,600; School/Parish Hall Reno \$36,500; Window Replacement \$5,000; To be used as needed \$44,400.
- Windows are an essential project. Early fundraising campaign note will go out in November. All committee members are asked to donate to campaign and urge others to donate.
- No magazine drive this year.
- Goals for this year: arrange first meeting, prepare/send annual appeal letter, Share the Love for 2024, evaluate Tuition Scholarship raffle, discuss new fundraising ideas.

Marketing and Enrollment Committee (update by Tina):

- First meeting happened last week, committee members are Tina, Brigid, Nicole, Micky, Helena and Lisa. If you know anyone else with a marketing background that would be interested in helping, let Tina know.
- November Open House has lots of interest and many families have called for tours.

- January applications will go out once tuition is set; January Open House is the largest open house with staff present.
- Possible Ambassador Program to reach out to new families and welcome them/answer questions. New parent night for just parents and ambassadors is also a possibility.
- School branding should be consistent across the board. Saint Mary School should be written as such and “A foundation anchored in faith” as the tagline.
- New brochure created over the summer with updated photos; 150 lawn signs have been created to hand out to families for advertisement.
- National Junior Honor Society and Robotics Club being spearheaded by Katie Filmer.
- Spirit store in the works for school spiritwear.
- Potential ideas for the school: creating a new LinkedIn account, cultural event, career day, Honor Roll, Stem Week end of October

Finance Committee (update by Colleen):

- Met over the summer to work on the budget for the 2023-2024 school year and will finalize in the next two weeks
- Predicting a slight income for this year
- Curriculum and technology money available
- Just received preliminary numbers for the end of last school year, but preliminary projections look great and we are in a good place
- Will meet in October and will have more details on numbers for the next SAB meeting.

Curriculum and Technology Committee (update by Matt):

- Will connect after the first month of school to discuss curriculum and what is needed
- New Math program (Envisions) is going well; teachers who teach the program received training over the summer.

Sub-committees please meet in October so that you have time to put together your report and send to Lisa Buffone at least a week before our School Advisory Board meeting.

Next SAB meeting Tuesday, November 14

Motion to Adjourn: First by Matt Beaton, second by Kristin Scheffel, motion passed unanimously.