



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

*January 9, 2024*

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

**Call to order:** Brigid Carlson

-Motion to approve minutes, all in favor

### **Principal's Report**

-Reenrollment: letter will be sent home with new tuition rates for 1/16, reenrollment on RenWeb will open on 1/18

-NEASC: 5 year report will be submitted on 1/10/24, NEASC will come for a follow up visit

-areas of success

-areas of growth: need a new marketing plan/enrollment strategy plan (current one expires 2023); professional development to be done with title funds available

-MAP Testing: Started on 1/8 - will look at trends from fall and winter testing, look over with teachers to create action plans

-Formal teacher observation: will be done by Feb break (goal)

-Curriculum Updates: new social studies curriculum, using Ed as a resource for this; new spanish curriculum hybrid (both online/text) enrichment for younger students/academic for older students, follow up meeting on 1/12

-community data collection working with Tina. 5&6 grade retention survey to help to reassess our own program, 7&8 grade families what are opportunities for growth; possibly surveying past parents

-Saint Mary Honor Roll Program: email sent out to families, honor roll breakfast to celebrate, ceremony giving out honor roll certificates

-Substitute teaching update: Grace Clifford long term substitute for Ellen Ethier

-Stem week: 1/22-1/25; grades 1-8; hour block depending on the STEM challenge; grades would be paired together; working with Joe F, Gabriel and Matt to have different themes for these sessions; info going out to families next week; parent volunteers will come in to help facilitate the activities; STEM week will happen in October of next year

-Tech: no major investments; how the firewall is doing- check in with Donna

### **Finance**

-Working on tuition and proposing new tuition rates

-Looking forward to the following school year to help forecast finance wise

- Using comparisons of other schools' tuition rates and being competitive with them
- Bump up tuition/book fees to offset salaries, benefits, cost of living, etc.
- Finance committee to look into tuition discount for siblings in early childhood for next year's tuition
- Motion to approve tuition increase, motion to approve by Marty, second by Nicole, all in favor
- Letter will go out to families with updated tuition rate for 24-25
- Where enrollment will land will help with their budgeting for next year

### **Advancement**

- \$300,000 has been raised for windows and will be installed; start and finish windows over the summer
- \$79k raised so far and \$50k will come in over the next couple weeks
- Alum list of 3,000 is being reviewed
- April event for alums to come in; Karyn Polito to come in to meet with Evan
- Share the Love campaign to go out in Feb

### **Marketing and Enrollment**

- Student Ambassador program: answer a few questions, require teacher recommendation, short interview; to work with Tina in different aspects
- Open House 1/28, 1-3; prospective families to register, 20 as of now
- 40 families interested in enrolling for Saint Mary's
- Letters will be going to Preschool, Pre-K and Kindergarten to invite them to see the "big school"
- Enrollment: new potential families able to register 1/19
- Kindergarten: potential enrollment of 16 coming from PS/PK (maybe 5 other children)
- Preschool children all staying either in 3 day or moving onto PK/Kindergarten
- Portable classroom?

### **Advertising and Marketing**

- Promotional items: yard signs, magnets and spirit store were a success
- 1500 books/900 articles of clothing donated to Columbus Park School in Worcester
- Videos/photos on social media geared to help enrollment

### **Open Discussion**

Motion to adjourn- all in favor