



To learn is to grow at... *St. Mary's Catholic School*

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School Advisory Council (SAC)

Meeting Minutes

September 9, 2008

Members Present: Bill Andreas, Msgr. Steve Avila, Mary Kate Birch, Julie Carchedi, Tom Carey, Lynn DiCorpo, Denis Dunn, Patrick Griffin, Bob Moore, , Lori Lousararian, Connie Pietrafetta, Mary Pope-Baratta, Diana Reeves, Joanne Riley, Bob Rubino, David Santoro, Maryann Vienneau, Scott Yaghoobian.

Members Absent: none

Faculty: no representation

The meeting began at 7:10 pm with Joanne Riley leading the council in a prayer to St. Paul.

SAC Administrative Matters

CORI Forms – All CORI forms that were submitted through the school have been processed. Council members were reminded to submit their outstanding forms as soon as possible.

Minutes – The minutes from the June '08 SAC meeting were approved without modification.

Principal's Corner

Welcome Back – Joanne Riley welcomed back the council and especially our new members. The children are excited to be back and Joanne extended a thank you to the parents for having the children so well prepared for their return.

Curriculum Night – Curriculum Night will be held on September 25th from 6:30 – 8:30pm. The format is similar to last year. There will be 30-45 minutes of presentations to introduce the faculty, staff, SAC, SPA, etc., after which parents will be dismissed to the classrooms to meet with the faculty. The Middle School format is slightly different as parents have the opportunity to hear presentations from each of the 3 teachers.

Joanne made a request of SAC to give a brief presentation during the event and for SAC members to attend if they are available. Other topics were solicited and a suggestion was made to have documented information on the school's specials made available to parents that evening. A binder of curriculum information for the school, in its entirety, is kept in the office and always available to parents. Each classroom also has a copy for their respective grade level.

Bus Schedules – Joanne provided a detailed summary of the current situation with the 3 bus schedules. The main concerns are the length of time the children are spending enroute to school and the safety of some stops. The Administration and the bus company are actively trying to resolve the issues quickly and with minimum disruption. Some experimenting with bus routes is underway for the next week or so.

A lengthy discussion with SAC members followed which included resolution options. Joanne will be publishing a summary of the issues in this week's parent's memo and will encourage parents to continue to communicate bus issues to Patti Lincoln (the assistant to the Assistant Superintendent of Mansfield Public Schools) and to copy Joanne on any communication as well. Joanne recommended that parents

have patience with the drivers while a resolution is sought. Updated schedules will be posted on our website when available. Also, if a significant change is necessary, Joanne will send a mass email to all parents. [Refer to Wednesday's parent memo for specific information on the bus situation.]

Stonehill College Workshop – This year St. Mary's is participating in a Stonehill College Workshop on School Boards. This workshop is offered to Principals and Pastors of elementary and secondary schools in the diocese. Joanne will share information with SAC as it becomes available. Joanne will be listening for what we can do to improve our board, feeling that our Constitution and current committees are on track with other Parochial Schools. She noted that 2 committees we currently don't have established are Membership Committee and Mission Effectiveness. Joanne asked the council to think about if we need to consider adding these committees in the future. Another direction the council should consider is our role as Ambassadors of the school – outwardly representing St. Mary's School with a positive voice in the community.

Stonehill College – Our partnership with Stonehill College continues to strengthen and grow. We continue to pull resources from Stonehill for support in our academic and enrichment activities (i.e., theater, gym, etc.) that directly benefit our children. This year our new 1st grade teacher is a direct result of that partnership – she ran a Creative Movement after school program earlier this year.

SAC Committee Updates & Verbal Reports

Denis Dunn requested Committee Chairs to send him their meeting schedule so he can share them with other SAC members.

Revision to Committee Reporting Process – The council agreed to revise the committee reporting process. Going forward, written committee reports shall be submitted to the Chair on the Friday prior to our monthly meetings. Agenda requests can be made at that time. This change accelerates the meetings by eliminating the delivery of verbal reports. There will be no standing agenda item for reports beginning with October's meeting; only an item titled "Consent to Written Reports". Also, it will be helpful if written reports use a simple paragraph format.

Committee Mission Statements – As per our Constitution, we will review our mission statements annually which is scheduled for our October meeting. Please review these statements and submit the original and revised version (if applicable) for committee review.

Strategic Planning Report:

The Strategic Planning Committee did not meet over the summer. The first meeting is scheduled for 9/18 to establish and review priorities for the year.

Finance Report:

The Finance Committee met twice over the summer. They initiated a review of their policies and procedures. They are prepared to make a presentation at curriculum night. Their next meeting is scheduled for 9/11.

Legislative Report:

The Legislative Committee did not meet over the summer. The meeting schedule will be available shortly. PACE has not had any meeting yet. The committee's priorities and goals are set after PACE sets their priorities – this should be scheduled for October. One of the committee's goals will be to get more parents involved with PACE which is critical to the whole Catholic School movement.

Curriculum Night Logistics – Denis asked if we should update and distribute at curriculum night SAC's membership index card with SAC's contact information. The council agreed to include this information on the website. A contact list will be sent out electronically with the next parent's memo. A general website discussion followed. It was suggested we display and walk-through our website at curriculum

night to show parents where information can be found, etc. It was decided that Curriculum Night should be primarily focused on education and teaching. We will address how we will promote and increase traffic to the website at further meetings.

Committee Descriptions – Denis suggested we should be thinking of promoting our committees better for future succession planning. If we send out an information sheet on the committees it needs to be more than a mission statement. Julie Carchedi recommended that we write blurb or a 1 minute commercial about each committee that speaks to what we work on, etc. – the goal is to sell the committee to families that may be interested in volunteering on a committee.

Open Discussion

Lori Lousararian announced that Thursday, November 20th (6-9pm) is the date for the Christmas Extravaganza (shopping night) – formerly know as the Holiday Extravaganza. It's scheduled during the parent teacher conferences which could increase foot traffic to the event. More information to follow.

Bob Moore initiated requests for corporate donations for our Spring Gala.

Mary Pope-Baratta stated the PR/Communications/Marketing Committee will pursue negotiations with a photography vendor to cover our school events. This vendor will then make photos available to families for a cost but may give us images to be used for news, yearbook, bulletin boards, etc. Cindy DeTrollo has experience working with this vendor and will gather more information for future consideration.

Julie Carchedi will coordinate the CORI forms and paperwork. Bernice did a great job submitting them and all CORIs have been returned – much earlier than last year.

SPA Announcements:

- SPA now has its executive board in place. Board members include: Kathy Crowley, Maureen Kincaid, Cheryl Cahill, and Rhonda Richards.
- SPA is sponsoring the school year's first Parent's Social on 9/27 at Stone Forge Grill in Foxboro.
- The first SPA meeting will take place on 9/11 at 8:30am.

Bob Rubino stated that it came to his attention that 8th graders are missing text books and requested more information on this issue. Joanne Riley stated that a couple of classes may have been missing 1 or 2 textbooks but it only took 3-5 days to rectify. All classes are now equipped with textbooks.

Diana Reeves received a memo from the Diocese's Family Center requesting parishes promote Family Day on 9/22 by soliciting families to simply eat dinner with your family that night. She asked if a notice can be placed in the bulletin. Fr. Steve responded that it may be too late for the bulletin (he will check) but with Joanne Riley's approval we could participate as a school. Next year we would need more time to share this event with the parish.

Tom Carey – Goals for the Facilities committee have been drafted.

The first school mass of the year focused on the Pauline year. We are fortunate to be holding a weekly school mass – the parent memo will outline the schedule. This is an important part of a Catholic education and it has been scheduled without interference to the school agenda. Parents are welcome.

November's meeting is cancelled.

Father Steve led the Closing prayer & meeting adjourned at 9:10pm