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

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**St. Mary's Catholic School Advisory Council (SAC)  
Meeting Minutes**

**Tuesday, November 13, 2007**

**Members Present:** Mary Kate Birch, Cindy Deltano, Denis Dunn, Robert Rubino, Diana Reeves, Denise Daisy, Lynn DiCorpo, Patrick Griffin, Lori Lousararian, Bill Andreas, Mary Pope-Baratta, Jeff Cahill, Tom Carey, Father Steve, Joanne Riley, Julie Carchedi

**Faculty:** Miss Servant

**Members Absent:** Rich Palanza, David Santoro

The meeting began at 7:15 p.m. with Joanne leading the Council in prayer. Denis recognized Miss. Servant as the faculty representative.

**Minutes:**

The October 9, 2007 meeting minutes were approved with changes. Denis will revise the minutes and reissue them to SAC members.

**Principal's Corner:**

Mrs. Riley relayed that school pictures were taken and everyone seemed pleased with having one set of photos taken in uniform. They are working on obtaining a date for absentee pictures and retakes.

NEASC will be presenting the school an accreditation certificate on December 6, 2007 at a breakfast meeting at the Fairmont Copley Plaza Hotel. Joanne will be present to accept the certificate along with Fr. Steve, and Accreditation Co-Chairs Mrs. Tamul, Mrs. Sanville, and Mrs. Botelho. Denis will attend as the SAC representative.

Faculty has begun to review the self study to respond to the accreditation teams questions and to produce action plans for each area cited in the study.

## **Old Business:**

### *Committee Mission Statements:*

Committee mission statements for Facilities and Enrollment were reviewed and approved by SAC members. The approved mission statements for all SAC committees appear as an Addendum to these minutes.

### *Ad Hoc Report:*

The vote to accept the Ad Hoc report was postponed until the December 11, 2007 SAC meeting. Cindy stated that the Ad Hoc Committee will be meeting to discuss some of the SAC member comments and prepare a written motion for acceptance of the report for the next December meeting.

Denis reminded all members that any further comments must be submitted to Cindy by the end of November.

## **New Business:**

### Financial Update:

A financial breakdown of the school budget was distributed for review and discussion. A general discussion ensued including questions related to revenue streams for school programs, maintenance, extended day, and capital outlay.

Joanne stated that she is required to submit a monthly budget report to the Chancery's office. Fr. Steve relayed that we have no funds in the capital outlay account and need to begin earmarking funds for school building maintenance. SAC members felt that we need to think proactively regarding distributing budgetary information to parents. It was felt that information should be distributed to educate parents regarding how funds are utilized as well as where funding is needed. Finance has scheduled a meeting for after Thanksgiving and they will discuss options regarding distributing financial information to parents.

## **Committee Reports:**

### Communications/Public Relations/Marketing:

Julie reported that she and Mary went to a public relations conference last week. They were able to obtain ideas and tools that can be utilized for marketing and enrollment initiatives. Ideas included free publicity (i.e. walking in parades), focus groups and questionnaires (i.e. positive areas of school, areas that need improvement).

During the meeting, SAC members completed a questionnaire. Their responses, together with the parent survey, will be reviewed to help develop working strategies for the committee.

Mary met with a Parishioner who is a free-lance journalist. She provided Mary with a list of specific contact persons for local newspapers who cover community news. She also offered to be a consultant for some of the school projects.

Paul Vienneau and Bill Andreas discussed the website development process. Bill can now help with updating the website.

#### Development:

The Holiday Extravaganza is scheduled for November 15, 2007.

The theme for the Spring Gala is "Quality Catholic Education". Lori stated that the committee for this event is growing and they are looking at other schools for what has worked. Gene Lavanchy is the auctioneer for the event. A SAC member recommended that the committee also look for a back-up auctioneer.

The Church bulletin and Wednesday memo will include information on this event and January 2008 is the target date for selling tickets. The Committee is looking for sponsors/donors to support publicity for the event. Diana suggested that we purchase a banner that could be put up over Rte 106. Mary will get cost information for this. Denis stated there is a budget of approximately \$2,500 for Family Fun Night that can be utilized for the Spring Gala. The next meeting is scheduled for December 6, 2007.

#### Finance:

Please refer to the financial update section.

#### Strategic Planning:

The committee had a meeting with Mrs. Riley and will begin developing strategic goals and a form to assist the Administration in determining priority projects.

The next meeting is scheduled for November 29, 2007, 6 PM at the school.

#### SPA:

The SPA meeting was held on November 14, 2007. Cookie dough is scheduled to arrive on November 15, 2007. Total sales (by unit) were down but net income actually increased due to higher sale prices.

#### Facilities:

Mrs. Riley stated that the Emergency Response Team is going thru all protocols in the emergency manual. The next drill is scheduled for November 28<sup>th</sup> or 29<sup>th</sup>. It will be a lockdown drill. The school has sent its manual to the Mansfield Police and Fire Departments for their input.

Denis suggested that we look into an automatic call system to notify parents during an emergency. This issue was referred to him by another parent. Mary relayed that she recently started working on a Disaster Preparedness Committee for Norfolk and Bristol County and will provide us with input based on that committee work.

Jeff Cahill relayed the following:

- Dave Santoro offered to assist in the installation of blinds for Mrs. Riley's office and the library (accreditation recommendation).
- Costs for portable staging range from \$3,000 to \$6,000 and have been passed to the Principal and Pastor for consideration.
- The maintenance crew is gearing up for the ice and snow season. It was decided not to proceed with installing speed bumps at this time. Cones have been placed in designated areas to prevent cars from speeding.
- The gym floor is scheduled to be cleaned this year, possibly during April vacation. There was a concern that the gym floor was extremely slippery. Jeff will look into possibly using a dry mop to see if this might help.

#### Legislative:

PACE meeting was on October 16, 2007. Cindy distributed a September 2007 PACE update memorandum. The following are highlights of the meeting:

- Advocacy Day at the State House is scheduled for March 11, 2007. We need 5-10 parents for this trip.
- Berma stated the bulk of the concerns from the Focus Group was reaching out to parents for more parent involvement.
- Pace and the Jewish Advocacy group hired an attorney to define what a "Neutral Site" for special education is. The definition was sent to the Dept of Education (DOE) for approval. If DOE does not approve the language it will be submitted as legislation.
- Anti-Aid amendment suit has failed in Court; therefore the language in the MA Constitution will not be changed. The Pioneer Institute approached PACE regarding their interest in working together to develop and present a tax credit program to the Legislature. The Institute would pay all legal fees associate with the project. PACE would need strong parent support if this initiative was put forward.

The committee met with Mrs. Riley on November 6, 2007 to discuss her priorities. Bernice will be sending out PACE E-alerts to all parents on behalf of the committee. Cindy will continue to handle this on the weekends.

The committee will be reviewing the DOE website to determine which grants we can access without the public schools. We will also be familiarizing ourselves with the DOE guidance document to determine what our students are entitled to. Mrs. Riley will follow up with the

Mansfield Public School in regards to the nursing grant. A committee member will join Mrs. Riley at a meeting with the Assistant Superintendent of Schools as it relates to grants.

**Enrollment:**

The committee had a conference call with Mrs. Riley and Julie. It was determined that there was not enough time to schedule an open house for November. They will look at doing this next year.

The next meeting is scheduled for November 26<sup>th</sup> to discuss Catholic Schools week. They were reminded to include Catholic Schools Week coordinator Rhonda Richards in their deliberations.

**Open Discussion:**

Diana asked everyone to consider E-mailing committee updates to all members prior to the scheduled meeting. Members can review the updates and the Council can handle specific action items during the scheduled meeting.

Fr. Steve led the group in a closing prayer.

The meeting adjourned at 9:30pm.

Respectfully submitted,  
Cindy Deltano  
Secretary

### **Communication/Public Relations/Marketing**

Our mission is to increase awareness of St. Mary's Catholic School within the Parish, the diocese and the surrounding public communities. Through various media outlets, we work to inform all communities about the spiritual, educational and enrichment activities and accomplishments of the School. We also have the responsibility to establish relationships between St. Mary's Catholic School, the Parish and the local communities in order to carry out various civic and community service related projects.

### **Development**

Our mission is to produce resources and funds for our school to effectively carry out its mission of providing a quality education through annual Special Events. Our development program is one of planned growth flowing from the School's strategic plan. The plan includes inviting our Parish family and corporate community to invest in our current and long-range goals over the next several years.

### **Enrollment**

Our mission is to ensure that the recruitment and admission process at St. Mary's Catholic School is consistent, equitable and transparent. We seek to assist in recruiting sufficient numbers of qualified students. The enrollment committee's function shall also include the collection and interpretation of admissions data with an eye to discerning trends.

### **Facilities**

Our mission is to identify and address issues concerning the physical structure of St. Mary as well as ways to best utilize the space.

### **Finance**

Our mission is to insure the financial stability of St. Mary's Catholic School by assisting and advising the school administration in any and all financial matters. The committee's specific tasks include but are not limited to long range planning, budgeting, ensuring the availability of student financial assistance, revenue/expense and other financial analysis, accounting procedures review, and capital planning. In addition the committee will assume, at the request of the administration, any additional tasks that relate to the finances of the School.

### **Legislative**

Our mission is to educate the St. Mary's Catholic School community about the Parents Alliance for Catholic Education (PACE) organization and the public policy matters, as prioritized by PACE, that impact their families, teachers, and schools.

### **Strategic Planning Committee**

Our mission is to identify, evaluate, and address the long-term needs of St. Mary's Catholic School so that it may continue to provide an excellent educational, spiritual and social atmosphere for the children of the school. We will assist the administration with all matters regarding the development of long-term goals for St. Mary's Catholic School. This includes, but is not limited to, the development and annual review of the five-year, long-range, strategic plan document, development and review of the strategic planning process, and assisting administration with matters related to achieving and maintaining accreditation.