

# St. John Regional Catholic School

15 South Garand Street, Winslow, Maine 04901  
Tel: (207) 872-7115 Fax: (207) 872-2500  
E-mail: [SJCS@stjohn.pvt.k12.me.us](mailto:SJCS@stjohn.pvt.k12.me.us)  
Website: [www.stjohnschoolwinslow.org](http://www.stjohnschoolwinslow.org)

Rev. Philip A. Tracy, Pastor

Mrs. Valerie Wheeler, Administrator

## **School Board Agenda**

November 17, 2009, 6:00-7:30PM

## **School Board Members**

Fr. Phil Tracy – Parish Administrator

Mrs. Val Wheeler – Administrator

Mrs. Janice Souviney – Child Care Center Director

Mrs. Kerry Smart – Director of Development & PR

Mr. Bob Bizier – Board Member

Mr. Scott Giroux – Board Member

Mr. Russ Clavette – School Board Chair

Mr. Jeff Wrigley – Board Member

Mrs. Diane Charland – Board Member

Mr. Ryan Loubier – Board Member

Mr. Gerry Poissonier – Board Member

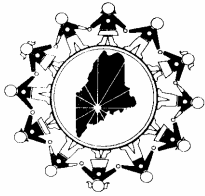
Mr. Jim Mathieu – Board Member

## **Agenda Items**

- I. Opening Prayer (Fr. Tracy)
- II. Announcements (Mr. Clavette)
  - a. New Board Member
- III. Reports (Board)
  - a. Administrative Report Discussion (Mrs. Wheeler)
  - b. Child Care Center Director Report Discussion (Mrs. Souviney)
  - c. Director of Development & Public Relations Report Discussion (Mrs. Smart)
- IV. Review of Budget (Board)
- V. New School Principal Position (Board)
- VI. Grade Expansion Update (Fr. Tracy)
- VII. Pastors Remarks (Fr. Tracy)

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## Administrative Report

- Pumpkin carving night was held on October 23<sup>rd</sup> and it went very well. The families truly enjoy that time to get to know one another.
- We had several new parents attend the Protecting God's Children workshop. We have also held two different informational nights for parents to learn more about Think First stay safe program that we teach to the children each year. Teachers will be teaching the program during the weeks of November 9- 20. Those board members who have not attended Protecting God's Children should be on the look out for the next available class to attend. Even though many of you do not volunteer in our school directly, I believe as board members you should be aware of the program that the Bishop has mandated to be taught in the schools.
- Parent teacher conferences were held on October 28<sup>th</sup>. This date falls in between the trimesters and it gives parents and teachers the opportunity to share how they think things are going and have questions answered.
- We held a fairy tale celebration on October 30. Children learned about many fairy tales and each class dressed in costumes to represent a special fairy tale that they had read and discussed in class.
- Our shot clinic was held on Tuesday November 3. We thank the parents for their patience. The nurses from VNA arrived at 7:50 and set up in my office and begin with preschoolers at 8:00. They were finished by 11:00. They were able to give seasonal vaccines, H1N1 intranasal vaccines and for our at risk children they were able to offer H1N1 shot vaccine. They did not have a date for their second dose clinic but their intention is to finish up there first clinics and then begin the process over again for those children needing a second dose of the vaccines. We had many volunteers helping out in the observation room and taking temperatures and helping to keep people informed.
- A fund raiser/social event was held November 5<sup>th</sup>. Patty Brown coordinated this event and it was a wonderful evening and very festive because of the newly fallen snow although this may have affected attendance. We had several vendors ranging from purses to Avon. Orders will be left open for another week.
- We will be celebrating mass on Wednesday November 18. Then on Thursday we will be serving a complimentary Thanksgiving lunch for the school children. We will be closed the whole week of Thanksgiving. Teachers will have a teachers workshop day on that Monday but the school will be closed for the rest of the week.
- **The school messenger program** has begun in Brunswick already and I have received word from the principal that they love it. They will be setting up a special training for our school in the near future. We will also be given paperwork for parents to fill in for us to use as their desired contact information.

Respectfully submitted,

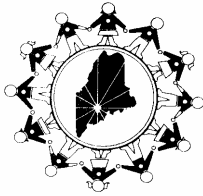
*Mrs. Wheeler*

## Preschool/ Aftercare Report

- We have been implementing our plan of involving the preschoolers more with the school, grades K - 5. On Oct. 26 we met with our 1st grade buddies (in their room) for leaf activities. We have turkey activities planned for Thur., 19th, and a special Dec. activity centered on The Polar Express book. Mrs. Gard's class met with their 2nd grade buddies for pumpkin activities, in the 2nd grade classroom.

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- Madam Sirois sang to all the preschoolers on Oct. 28, again involving school staff interaction with our preschoolers. We are now working on our Christmas Concert songs that Sarah prepares for us and joins us to practice.
- Halloween parties were a success in both preschools and the aftercare program.
- On Tues. 3rd, the preschool participated in the Flu Clinic; we had 17 children out of 48 that chose to have their children vaccinated.
- We have sent out forms for Nov. 23, for daycare (it is a teacher in-service day) and the 1/2 day of school on Dec. 4th for aftercare children.
- The preschool already has a good start on the Christmas Fair Activity Baskets that our parents fill and donate. We have parents signing up for the Muffin/Donut Morning (Sat. 5th) for the fair, the preschool is responsible for donating and selling donuts and muffins Sat. morning. What we can't sell we donate to the bakery table.

Happy Thanksgiving to you all and your families!

Respectfully submitted,

*Mrs. Souviney*

## **Development/PR Office Report**

- Updates ready to send for website
  - Working on promotion of Book Fair
  - Attended workshop/meeting at Barnes and Noble Book Store
  - Flu Shot Clinic
  - Ads in Business Journal and "How to Guide" in Morning Sentinel
  - Thank you notes for gifts received from families In Memoriam
  - Implemented new thank you note with school picture
  - Promotion of Ladies Night Out and Pumpkin Carving
  - Lands End school pride order forms with books went home to families
  - Continue to work with Marketing committee on Three Year Plan and guidelines for Retention Team
  - Compilation of Alumni Databases and working on development of postcard
  - Work with Harvest Magazine on ad for Catholic Schools Week
- Future Plans*
- Work on a newsletter for potential parents and/or alumni
  - Continue to work on growing donor database
  - Calendar for Spring – Catholic Schools Week, Open House, Countries Night and reach out to potential kindergarteners
  - Working with marketing committee in development/implementation of three year plan
  - Mailing to alumni and donors with Christmas Card
  - Analysis of fundraising and future streamlining of fundraisers

Respectfully submitted,

*Mrs. Smart*

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