

# 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**

December 15, 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. Brian Kelly – Board Member

Mr. Russ Clavette – School Board Chair

Mr. Jeff Wrigley – Board Member

Mrs. Diane Charland – Board Member

Mr. Ryan Loubier – Board Member

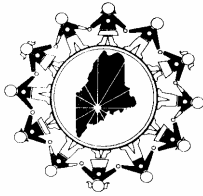
Mr. Gerry Poissonier – Board Member

Mr. Jim Mathieu – Board Member

## **Agenda Items**

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

*Our mission:  
Our school offers a Catholic atmosphere to provide quality education  
and spiritual development to our students and their families.*



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## Preschool/ Aftercare Report

- I received a call for the fall and had Tessa send out a registration packet.
- Our parents did an excellent job with donating for the Activity Baskets and muffins & donuts for the Christmas Fair. I spoke with a chairperson about next year having the preschool help with the bakery.
- The preschool is taking part in a "I got caught being good" program to raise money for gifts for a family in need this Christmas season.
- Our preschool and aftercare program have their Christmas parties planned for the last week of school before vacation.
- The biggest question that many of my families have asked the past two weeks is if there will be a follow up on the H1N1 shots the children received in November. I spoke to Mrs. Wheeler and she is checking into when and if they will have a follow up vaccine.
- We are preparing for tax season for our families and will begin putting together a budget for next year in the following months.
- Kerry and I spoke this week about prospective children going on to school in our grade K and will pursue this after the holidays.

Respectfully submitted,

*Mrs. Souviney*

## Development/PR Office Report

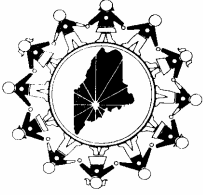
- Updating of website
- Working on promotion of Book Fair
- Positive media coverage through Diocese Website
- Continued to collaborate with Mrs. White, the librarian, on this year's book fair at Barnes and Noble Bookstore in Augusta
- Spoke with Janice Souviney, Director of Preschool, on prospective kindergarten families
- Promotion in the media i.e. Morning Sentinel, Two Cent Times, Townline and Chamber newsletter for Thanksgiving Dinner, Ladies Night Out, Christmas Fair, Christmas Concert and Barnes and Noble Book Fair
- Thank you notes for many gifts received from families In Memoriam
- Morning Sentinel Holiday Songbook distributed through newspapers were filled with 18 pieces of St. John School students' artwork
- Meeting at Morning Sentinel for Catholic Schools Week insert
- Continue to work with Homeroom Parents fostering lines of communication
- Lands End school pride orders continue to grow
- Continue to work with Marketing committee on Three Year Plan and guidelines for Retention Team
- Design and development of "Holiday Postcard" to alumni
- Design of Ad for Catholic Schools Week in Harvest Magazine

### Future Plans

- Continue update of alumni, work on ideas of connecting through i.e. postcards, Christmas cards, and congrats on honor roll
- 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

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- Pursue a "follow up" with St. John students who were featured in Diocese "Harvest" magazine

Respectfully submitted,

*Mrs. Smart*

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