



**Our Lady of Mercy School
PTG Meeting Minutes
Wednesday, January 14, 2015**

**Attending: Elke Schaumberg, , Kristin Pontarelli, Allison Chatowsky,
Sophia Beland, Kristen Biafore, Pam Swain, Scott Fuller**

The January board meeting took place on January 14th 2015 at 7pm.

I. Principal's Report

- Three year financial and technology plan was discussed
- Strategic plan that was disseminated was discussed
- Will use a "Balanced score card" – measures progress on strategic plan through different means
 - shows the progress we are making towards the goals outlined in the strategic plan
- Parking lot safety
 - Drop off/Pick-up procedures will be reviewed
 - Side street

II. President's Report

- Catholic Schools' week. Book fair will be opening up on Sunday, January 25th after the 7:30 mass until noon. Every day from 7:30am to 3:30pm. Parents will have the opportunity to come in from 7:30am – 8:00am and 2:30pm – 3:30pm.
- Packet assembly 22nd and 23rd for folders for Catholic Schools Week?
- Road Signs for Catholic Schools Week – Put signs in different communities
- Time change in Teacher Appreciation Luncheon from 12 to 1 to 1 to 2.
- Next PTG Meeting, Monday, February 2 at 7PM. Spring Fling Meeting Wednesday, February 4 at 7PM (Open Meeting)
- Volunteer Banquet – January 30th – Invitations went out in the mail
 - dinner to be held at Quidnessett Country Club

III. Ways & Means – Spring Fling

- Wooden kites are being made for Spring Fling by Kristin Pontarelli's father
- Kites will be hung up on fence along the playground to showcase business and family donations
 - laminated paper signs may also be displayed outside along the fence
- Paper kites will still be hung up inside of the building
- Program book was discussed
 - question was raised – is this an item that is necessary?
 - will weigh pros and cons and possibly search for a different way to showcase live auction items as well as businesses and families who donated to Spring Fling
- Funds in need – this will again be part of the event
- On-line items and funds will be looked at once again by Tracy, Kristin and Elke
 - Last year was the first year this was done

IV. Socials

- Ice Cream Social
 - 216 people have signed up
 - ice cream currently ordered for 240 people
 - extra tub would be \$177 – decision to get an additional tub in case kids want seconds of ice cream and/or we have more walk in guests
 - with DJ and extra tub we are over budget by \$200.00
 - we will have 5 tubs total
 - chocolate, chocolate chip, chocolate chip cookie dough, vanilla, vanilla
 - we will not be tipping the DJ because we are being charged for 3 hours and only having him for 2; we will tip Nana's Ice Cream – They will be scooping the ice cream
 - decorations and simple crafts have been purchased
- Father/Daughter Dance – Committee is running this event
- Mother/Son Event – Committee is running this event

V. Secretary

- Next year send out PDF of directory as soon as it is ready
 - families can send edits to their listing if necessary
 - gives new families quick access to the directory

Meeting adjourned at 9:15pm



**Our Lady of Mercy School
PTG Open Meeting Minutes
Wednesday, January 14, 2015**

Open Meeting took place on Wednesday, January 14, 2015 at 6pm and adjourned at 7pm.

“Discover the OLM Advantage”

St. Nick’s Village – Kimberly Izzi:

- Numbers were down from last year
- Very well received from participants – excellent feedback
- Advent wreath station was enjoyed by families

Catholic Schools Week – Begins – Sunday, January 25, 2015 – 10am – 12pm

- Updating flyers and bulletins
- Tracy M. has been working on promotional pieces for Open House
 - Radio advertisement
 - “Discover the OLM Advantage” – tag line
 - Second graders & Eighth graders
 - Mr. Fuller’s spot
 - Third grader
 - Website “take over day.” Radio station will have our school name and logo on their website for the day
 - Logo was updated but kept in the same tradition/integrity of the past logo
 - Folders were ordered with logo in Pantone 225
 - Letterhead & Business cards with logo were ordered as well
 - New logo was on the ad for the radio website
- Mr. Fuller, as part of his marketing package, six month pilot to get OLM name out through radio, print and video
 - piece of a long term plan to maintain, if not increase, enrollment – get message consistently out there
- School Choice at State House – Maureen Pagliaro is heading event – January 29th from 2-6pm.
 - Nice way for students to see the state house
 - Students wear their uniforms

- Teacher Appreciation Luncheon will be from 1-2

Spring Fling

- Looking to form a committee
- First meeting may be the first week of February
- Community support is needed
- Kites for kids will continue
 - Wooden Kites displayed outside of the school
 - Kites will go home with a “Thank You” on the back
- Silent auction items – Discuss how many we should have
 - Look for patterns of items that did well

PTG Calendar of Events

- Board will take a close look at the calendar of events for next year’s planning
- Events bring the community together

Mr. Fuller

- Stakeholders – parents, teachers and students
- Outstanding accounts receivable, lack of long range strategic planning & lack of technology are the biggest detriment to the Catholic School Community
 - Plan to address these issues
- Budget – What are needs and wants of the teachers? Necessary components to compete with other schools in the areas
 - Technology - Wireless – Bids out to three different vendors
- Marketing piece seems to be on track
 - Enrollment is targeted
- Focus groups will be running again this spring. Some topics:
 - Homework
 - Uniforms
- Ice Cream Fridays – Came about from an idea from a student. Students are loving it!!!