

**Good Shepherd School Board Meeting**  
**Thursday, October 15, 2009**  
**Good Shepherd School Library**

The meeting was called to order at 6:30 p.m. and an opening prayer was offered.

*In Attendance: Sean McCormack, Marla DeFrank, MaKathy Donley, Catherine Gibson, Ann Higgins, Melinda Joyce, Joe O'Neil, Frank Sajer, Michael Whiteman*

*Absent: Father Helwig, Jill Aversa, Janine DiCaprio, Mark Glessner, Donna Hergenroeder, Kathy Pillion, Derrick Rosenstein, John Ford*

The Board approved the September 17 minutes as presented.

Pastor's Report

No report. Father Helwig was unable to attend the meeting.

Principal's Report

Mrs. Gibson

The following was noted:

- Enrollment is 286 students.
- 8<sup>th</sup> grade students may now wear their gym uniform all day on gym days. They must wear black sweatpants.
- 6<sup>th</sup> grade students do not have cubbies in homeroom. Mrs. Gibson is working to resolve.
- Recess: written rules will be available to all volunteers to facilitate their role and add to safety of children. Only nerf balls will be allowed. No dodge ball or throwing of balls at other children will be allowed. No tackling each other will be permitted. Rules will be posted on the website under the "volunteers" section.
- Student Council would like to purchase funnel ball stands for recess. Request would need to be approved by Father Helwig.
- Dress Down Days require payment to participate, which goes to a designated charity. Will consider looking at other donation methods (can goods, etc.).
- A volunteer has been found for Market Day. One of the complaints of the program was the small window for picking up the orders. Will consider extending pickup times.
- Higher Education Service has provided information to Mrs. Gibson as an option to the current system for collecting tuition. Mike Whiteman was provided with the information to review.
- Mrs. Gibson notes workbooks have not been received but are expected shortly since the State budget has been passed.
- Joe O'Neil inquired if an adequate pool of substitute teachers is available in light of recent teacher absences and the potential impact of the H1N1 flu. Mrs. Gibson indicated that a sufficient number of substitute teachers are available.
- Joe O'Neil inquired if either a fire drill or a lock down drill has been performed to date. Mrs. Gibson indicated they are scheduled.
- Melinda Joyce inquired about the format for teacher conferences for the upper grades. Conferences were not held for some of the classes. Mrs. Gibson indicated if parents have concerns they can always contact the teacher to setup a conference. She also said they are

looking to wait until the end of the first marking period to set up the conferences in future years. With the trimester format, the October conferences appear to be too early.

- Mike Whiteman wanted to check on the status of a few outstanding items:
  - Mrs. Gibson indicated she needs to look into the reason for the attrition of students from last year.
  - Mrs. Gibson indicated she needs to poll the teachers on the idea of a summer camp and will advise Mike Whiteman.
- Mike Whiteman asked if there were criteria for service hours. MaKathy Donley will provide Mrs. Gibson with Trinity's criteria, which she will review and post to the website.

### Committee Reports

#### Policy and Education Committees

Melinda Joyce

- Committee met on 9/28/09 after Melinda met with Mrs. Gibson regarding a bullying program, which could be rolled into a PTO program. Various existing programs are being reviewed.
- The Volunteer Policy was reviewed and it was agreed by the committee it was not advantageous to adopt fines or fees for non-participation at this time.
- Volunteerism, pertaining to finding room parents for the upper grades, was particularly difficult.

#### Finance and Development Committees

Marla DeFrank

- No financial report was presented: Mark Glessner was unable to attend the meeting.
- The pancake breakfast raised \$1,283.
- Father Helwig has approved a loose plate collection for 2/07/10 to support the school (no envelope).
- Father Helwig has approved Coffee and Doughnuts being provided during the summer months after the 9:30 Mass to hopefully increase SCRIPT sales.
- The following approach was provided for the long-term sustainable contributions:
  - Frank Sajer will spearhead EITC, Endowments and Grants.
  - Mark Glessner will enroll GSS in the SECA (state) program (deadline 11/15).
  - Mark Glessner will look into enrolling GSS in the FECA (federal program (deadline 1/15).
  - Parish Dance to be scheduled for 1/30/10 or 2/7/10 to tie to Catholic Schools Week.
- Frank reported a named scholarship has been identified.
- Frank has scheduled a presentation for 11/18/09 at the PNC Board Room on Carlisle Pike to present potential giving opportunities to members of the parish associated with finance, investments, estate planning, etc.

#### Communication Committee

Donna Hergenroeder

- No Report from Donna who was unable to attend.

Building and Grounds Committee

John Ford

- Frank Sajer and Joe O'Neil reported on the following projects:
  - Prioritizing items for capital expenditures
  - Preparing a replenishment survey

PTO Update

Ann Higgins

- 10/30/09 – Halloween Party
- 11/04/09 – Fundraiser at Color Me Mine, 25% spent will go back to the school.
- 11/06/09 – Grandparents Day
- Kids Smarts Program was successful.
- Dues have been collected from 120 families.

Old Business

None.

New Business

- It was brought up through feedback from teacher conferences, that some classes are allowing tests to be retaken to improve a grade. Group tests are scheduled as well. Mrs. Gibson indicated that one of the presentations as part of the in-service training at the Diocese suggested that learning is the ultimate goal and repeated test taking would help to reinforce the learning of a concept. She stated that she would need to reinforce with teachers that this is not an acceptable teaching method. In the instance of a class as a whole doing poorly on a test, it would indicate the material was not mastered by the class and a re-test could be appropriate.
- Regarding curriculum mapping, as was suggested in the strategic plan for the Middle States Evaluations, Mrs. Gibson indicated it is actively being pursued.

Next Board Meeting scheduled for 11/19/09, 6:30 p.m. in the school library.

Meeting adjourned at 8:05 p.m.

Respectfully submitted,

Joe O'Neil

Original 10/21/09  
Revised 10/26/09  
Revised 10/29/09 FrH