

**Good Shepherd School Board Meeting**  
**Thursday November 19, 2009**  
**Good Shepherd School Library**

The meeting was called to order at 6:30 p.m. and opened with a prayer from Father Helwig.

*In attendance: Father Helwig, Sean McCormack; Jill Aversa, Marla DeFrank, Janine DiCaprio, MaKathy Donley, John Ford, Catherine Gibson, Mark Glessner, Donna Hergenroeder, Joe O'Neil, Kathy Pillion, Derrick Rosenstein, Frank Sajer, Michael Whiteman. Absent: Melinda Joyce*

PUBLIC COMMENT

To accommodate several parents' requests to attend the meeting, Sean McCormack added the public comment section to the agenda.

A discussion followed during which the parents presented their expectations and Mrs. Gibson reassured them and the board of her concern over the matter and her intention to address it in the near future.

APPROVAL OF MINUTES The board approved the October meeting minutes.

PASTOR'S REPORT

Father Helwig

Bishop Rhoades has accepted Sister MaryAnn's invitation to the school's Christmas pageant.

*Parish Manager Report (Derrick Rosenstein)*

Derrick applied for and joined the Central Pennsylvania Energy Consortium of non-profits to capture an anticipated energy savings of 15 % over what we would have paid if we stayed with PPL.

PRINCIPAL'S REPORT

Mrs. Gibson

*Schedules and Updates*

- Enrollment is 284 students. Mrs. Gibson presented a brief follow up of attrition trends from recent years. On average, movement is seen in middle school beginning at 5<sup>th</sup> and 6<sup>th</sup> grades. She interviewed several former parents and shared their reasons for moving which included the need for increased learning support resources and teacher communications.
- Requests directed to the buildings and grounds committee included: 1) foyer granite stone needs finishing, 2) fence at Market Street needs repair, 3) field drainage needs modification. Additionally, Jill mentioned 4) the restroom flushing mechanisms.
- The illnesses and absences from flu-like symptoms were seen in 1/3 of the student population during October, but returned to normal levels by November. The H1N1 vaccine will be administered November 20 to those who request it. Mrs. Gibson noted her appreciation to faculty and staff for helping during these illnesses and vaccinations.
- The teachers initiated a review committee to determine service hour criteria.
- Mrs. Gibson will be coordinating with Camp Hill officials to meet requirements for evacuation, lock down and fire drills.

### *Programs and Kudos*

- The Market Day Fundraiser program is quickly re-gaining popularity with a portion of proceeds returning to our school. The restaurant quality food is easy to order and, through student and volunteer help, convenient to pick up. Mrs. Gibson noted her appreciation to Mrs. Cawley for helping the new volunteer coordinator, Mrs. Isabel Warrell, and all volunteers.
- Students are practicing for the Christmas Pageant and preparing for the Bishop as a guest.
- Mrs. Gibson surveyed teachers for their input on summer camps, and they acknowledged summer classes would be limited to a tight schedule in June and August. Michael Whiteman offered to continue researching and survey suitable programs that would meet our demographic needs.
- Mrs. Gibson suggested seeking nominations for a new, distinguished alumnus award. The recipient would receive a framed certificate from the National Catholic Education Association (NCEA) and be awarded at next year's opening Mass.

## COMMITTEE REPORTS

### **I. Development and Finance**

#### *A. Events, EITC and Scholarships*

Kathy Pillion, Frank Sajer

- The 50s style Dinner Dance fundraiser will be Saturday April 24, 2010. The organizational committee will begin recruiting for specific tasks the next few months. Appalachian Brewing has agreed to cater the event and the live band from the inaugural 2009 event is on schedule to headline entertainment. There are exciting plans for this annual fundraiser so the community will be advised to stay closely tuned.
- Frank obtained an exhaustive list of all state EITC contributors to find and focus on companies in our region. These reports have been issued to the committee for consideration and review. Frank is waiting for materials from the diocesan development director before he presents an EITC program to the attorney/accountant population.
- Frank is exploring a local organization's support (Hall Foundation) for faith-based education.
- The idea of a new retention scholarship is being considered which would allow a portion of scholarship funds to be applied to the awarded student's upcoming school year upon their return to Good Shepherd School.
- Frank is seeking permission for a Parish Hall event during Catholic Schools Week, which would include displays of development opportunities.
- A joint fundraiser with St. Theresa's School may be in the works. Frank introduced both schools to the fall fundraiser concept by proposing a joint PTO function held at the Parish Hall. Once approved by the PA Liquor Control Board, vineyards and/ or distributors will be asked to donate and pour their wines. These selections would be paired with food donations from local restaurants.

*B. Finance (handout)*

Mark Glessner

Revenue exceeds expenses \$20,000 as adjusted for the quarter ending September 30.

Mark and Derrick are completing the application process for the State Employee Combined Appeal (SECA) and the Combined Federal Campaign (CFC) so state and federal employees can access and direct their United Way contributions to Good Shepherd School for the upcoming 2010 campaigns.

**II. Policy and Education**

Janine DiCaprio

The committee is considering adding a cyber bullying policy. Janine offered recommendations based on her research of a variety of schools and the diocese. The committee will obtain examples of programs and will report to Mrs. Gibson.

**III. Communications (hand out)**

Donna Hergenroeder

*Internal Communications*

- Parents are looking for prompt email and phone feedback from staff and faculty.
- Parents are looking for consistent application and distribution of School Notes.

*Internal PR /Marketing*

- Parents seek specific information and direction from the monthly newsletter.
- Mrs. Asken seeks classroom updates and activities from the teachers.

*External Communications/ Marketing*

- Prospective parents appreciate reading updated teacher web pages.
- The New Alumni Corner will be featured on the website with quarterly interviews.

PTO UPDATE

None

OLD BUSINESS

Action items from previous meetings were discussed and concluded during committee reports.

NEW BUSINESS

John Ford

John Ford noted a special thank you to Miss Casey and her 2<sup>nd</sup> grade students for their ongoing communications of gratitude to the school volunteers. The volunteers enjoy and appreciate the cards, activities and refrigerator art.

The meeting adjourned at 8:15 p.m.

The next meeting will be Thursday, December 17, 6:30 p.m. in the school library.

Respectfully submitted,

Donna Hergenroeder