

**Good Shepherd School Board Meeting**  
**Thursday December 17, 2009**  
**Good Shepherd School Library**

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

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

APPROVAL OF MINUTES

The board approved the November meeting minutes.

PASTOR'S REPORT

Derrick Rosenstein

Derrick stated that Father would present a school organization chart at the next meeting.

Sean noted that updated by-laws and committee pairings also would be finalized.

Sean reminded the board that Michael is available to present a financial overview of policies and budget to anyone or any school group. If interested in learning more, please inquire with Sean to arrange a meeting.

PRINCIPAL'S REPORT (handout)

Catherine Gibson

*Updates and Programs:*

- Enrollment is 285 students.
- *Recess* will continue outside during winter even for a shorter duration if necessary. Mrs. Gibson requested that students bring appropriate outerwear and offered the option for girls to change into gym pants (for recess only). She will be asking parents and teachers to help provide additional games or activities for the rotating indoor recesses.
- *Social Studies*: Mrs. Gibson is teaching 6<sup>th</sup> grade social studies and Mrs. Paduano is teaching social studies to both 7<sup>th</sup> grade classes. Mrs. Paduano continues religion instruction to class 7A. Mr. Fischer is teaching 7B religion, and assuming one of Mrs. Gibson's recess periods. All staff hours remain the same.
- *Sixth grade*: The morning homeroom teacher is Mrs. Schultz; the afternoon homeroom teacher is Mr. Fischer. Cubicle storage will be improved after Christmas break.
- *WAN (Wide Area Network) grant*: This diocesan project helps complete our school offerings and includes installation, web and video conferencing, web and spam filtering, Study Island, Discovery Education, and training. Installation will begin in February for application the next school year.
- *Catholic Schools Week (CSW)* begins January 31 with the *School Open House* from 1:00 to 3:00 p.m.  
Registration packets will include next year's tuition schedule.  
Mrs. Gibson is considering print and broadcast advertising.  
The deadline to nominate alumni for *the Distinguished Alumni Award* is December 31, 2009.
- *Health Report*: Mrs. Asken reports that 127 students received the H1N1 vaccine.  
The second inoculation will be given December 18.
- Frank asked about Principal observations in the classrooms. Mrs. Gibson will complete formal evaluations in January.
- As a follow up, Mrs. Gibson noted that fire drills and lock downs are on schedule.

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COMMITTEE REPORTS

**I. Policy and Education**

Janine DiCaprio, Melinda Joyce

- Janine summarized cyber bullying and internet resources for the board's consideration. They include programs from the Attorney General, Dauphin and Cumberland Counties, Swatara Township, National Center for Missing and Exploited Children, and a variety of on-line safety programs. Janine will work with Sean and Mrs. Gibson to select a possible internet safety program for students and/or parents.
- *PEAK*: The art room has received full sponsorship. For information about the remaining five rooms open for sponsorship, please contact Jill. The education committee is planning an April event for the PEAK sponsors to thank them for their continued generosity.

**II. Development and Finance**

A. *Events and Grants*

Marla DeFrank, Frank Sajer

- Marla reported that "Save the Date" announcements are now posted for the *April 24, 2010 Spring Dinner Dance*. The work of volunteers and committees is underway and includes – silent and live auction donations, solicitation letters to area business', menu selection, auction software, big-ticket packages and raffle items. Tickets will be available in January with an early purchase discount. To update the school and parish community, Derrick will post details to the school website as they come in.
- Frank and Derrick are completing a grant request for financial scholarships to the *Stabler Foundation* with the likelihood of a February turnaround. After laying the groundwork, Frank anticipates that future paperwork will be automatic for each grantor's timeline. He asked the board for leads, and assistance with proactive grant budgeting.
- *Hall Foundation*: Frank is working with Mark and Derrick on an appropriate impact statement for use of this prospective grant.

B. *Finance (handout)*

Mark Glessner

- Expenses in excess of income YTD through October 2009 was \$18,200
- Mark and Derrick are revising the SECA (state) application in time for the January 7 filing. They also will be working on the CFC (federal) application for the January 15 filing. The designation for the State and Federal employee programs, if approved, would be available for the 2010 United Way/charitable giving campaigns.
- The development goal for the school year hovers around \$70,000. Mark emphasized the need for improved long and short-range development planning that would extend past a member's term. He anticipates that fundraising continuity and coordination will be enhanced with the aid of the new organization structure.

**III. Communications**

Donna Hergenroeder

- Donna thanked faculty and staff for their prompt replies to parent inquiries. She suggested an initiative that would email school news to parents who are interested in receiving automatic updates.
- The board suggested that the school use secure logons to: 1) order hot lunch, 2) obtain class directory information and, 3) consolidate classroom news from one room parent coordinator.
- Mrs. Gibson is considering these and all applications, which appropriately expand communications.
- Sean asked Mrs. Gibson to remind teachers to update their web pages, which help prospective parents.

**IV. Building and Grounds**

Joe O'Neil

- The committee thanked Mr. Archfield for snow shoveling, and Matt Bates for assisting with the fence maintenance.
- Frank inquired about re-evaluating the possibility of one of the townships installing blinking lights. Joe will ascertain the feasibility of obtaining and maintaining the devices.

**NEW BUSINESS**

- ❖ Marla offered to coordinate a first “Annual Dress Down for Catie O’Brien”. An upcoming dress down will apply to Catie’s April birthday wish for St. Jude Hospital. Mrs. Gibson suggested linking the foundation website to the school’s, and is considering inviting Mr. O’Brien to address the student council.
- ❖ Kathy suggested combining the 2009-2010 8th grade classes’ school gifts, which will approximate \$1,800. She will get feedback from the 8<sup>th</sup> grade and Mrs. Gibson for donation ideas.
- ❖ The board extended its appreciation on behalf of the school to Kathy for her consistent, thorough work in completing another school directory. The *Race for Education* committee will be able to use the same software she used for the directory.

The meeting adjourned at 8 p.m.

*The next meeting will be Thursday,  
January 21, 2010 6:30 p.m. in the library.*

Respectfully submitted,

*Donna Hergenroeder*