

*Good Shepherd School Board Meeting
Thursday, February 18, 2010
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, Donna Hergenroeder, Ann Higgins, Melinda Joyce, Joe O'Neil, Kathy Pillion, Derrick Rosenstein, Frank Sajer. Absent: Mark Glessner, Michael Whiteman

INTRODUCTION: Sean greeted the board with a brief overview of recently held committee meetings. He asked the elected members to stay after the meeting to discuss common objectives, as part of the middle states initiatives.

APPROVAL OF MINUTES: The January meeting minutes were approved as amended. (Fair Share price remains applicable to Catholics only.)

PASTOR'S REPORT – Father Helwig: The Finance Council approved the board's tuition recommendations.

PRINCIPAL REPORT – Mrs. Gibson: (handout)

Enrollment is 275 (down four from last month, in grades 5th and 6th).

Future Plans:

Principal goals for next year include: 1) keeping the number of core teachers, for the upper grades, to no more than four per grade, 2) holding 6th grade orientation for parents, as a welcome to middle school, 3) offering an enrichment program led by volunteers during and/or after school.

Current Activities:

Mrs. Gibson is meeting with teachers to develop initiatives for school and personal goals.

Mrs. Gibson is working with the Policy & Education committee to incorporate new discipline and bullying policies. Four teachers are registered for the February 25 Highmark High 5 Bullying Presentation.

Mrs. Gibson intends to send general communication letters home biweekly.

Health Report: Mrs. Asken reports that a rather vicious form of gastrointestinal virus was the cause of a majority of absences. She would like to receive any outstanding records for the required state dental and physical exams, and is asking parents in grades K, 3, 6, 7 to make sure they have turned in the paperwork. The yearly screening for vision, hearing, height and weight is underway.

Comments from board: Sean reported a 5th grade lunch parent was not at school this week, which caused some confusion for the students. He recommended an orientation for volunteers every year. Frank reiterated the problem from his similar experience and suggested a check-in system, as well as taking a head count for younger grades when they move from location to location. Melinda suggested that volunteers and teachers not only have a system to communicate, but clarify and define responsibilities such as who will escort the students to their classrooms.

Sean asked if there would be an opportunity to open a third class in the lower grades if opportune. Father noted that new plans would need to be made for budgeting space and resources. Frank inquired about the status of teacher evaluations. Mrs. Gibson is completing them this month. He and Donna inquired about general personnel guidelines, reviews and accountability. Jill shared the news about St. Joe's new preschool and will provide additional information at another meeting.

PTO UPDATE – Ann Higgins

- *Catholic Schools Week*: the recent PTO meeting wrap-up included kudos to special guest, Sister Lisa.
- *Friendly's Fun Night Fundraiser*: totals will be available next month.
- *Market Day*: pick-up was successful today. *Thank you, Mrs. Gibson* for helping distribute the products.
- *Talent Show*: will be Friday, May 14 and be organized by Brant Copeland and Ann Higgins. Student tryouts will be March 9 and 11 (Tuesday and Thursday).
- *Dinner Dance*: the board's needs for set up and clean up were presented to the PTO, and room parents received an auction solicitation letter for distribution to their class parents.
- *Race for Education*: Karen Seubert is coordinating the annual Race for Education fundraising campaign.
- *Springfest*: will be held May 7 and is coordinated by Terry McCormack, and PTO is seeking a co-chair.

Notes from the board: Kathy will hand off the Catholic Schools Week files to Sean so the board can start to make plans for new volunteers for next year. Melinda suggested that PTO centralize all volunteer opportunities in the calendar at the beginning of the year, along with updated links on the website. Volunteers can then contact the PTO or the school board email depending on who is leading each function.

COMMITTEE REPORTS

I. Policy & Education – Janine DiCaprio (handout)

The committee is considering two “bullying” policies—one for bullying as it relates to students, one for bullying as it relates to adults. Considerations include school culture, hierarchy, and the teacher's views. The teacher input will be incorporated into specific class-based trainings conducted by Mrs. Farley. Melinda and Janine will attend the March 2 staff meeting to offer a questionnaire in order to ensure that the training will address teachers' needs. The committee anticipates further police-sponsored training. Additionally, subsequent grant programs may be considered since it is believed that a layering process is best suited to foster a safe and healthy environment. *Additional comments*: Melinda suggested that Father use his homilies to address specific behaviors, which may need attention.

II. Development & Finance

A. Events – Marla Defrank

The parish received \$3,230 for the school during the Catholic Schools Week special collection in February. Dance tickets are available after Masses in the Parish Hall, in the parish office and by calling the number listed on the website. Creative silent and live auction items are coming in. Marla provided a letter for continued requests, accepted through April 1. The centerpieces and beverages are being donated. The menu is selected.

B. Grants – Frank Sajer

The response from the Stabler Foundation is expected by March 1. The Hall Foundation application will be submitted this month.

C. Finance: Mark Glessner was absent and there was no report.

III. Communications – Donna Hergenroeder

- *Email*: All need to reply promptly to queries.
- *Website*: Two teachers have no web page.
- *School Notes*: Only a few teachers are updating parents who have requested it.
- *Preparedness*: Parents anxious to hear tentative classroom plans (6/7).
- *Race for Education*: These funds traditionally have been dedicated to technology or educational classroom projects, not operating expenses. In recent years, contributors have heard mixed messages. Donna suggested that PTO make it clear how these funds may be used, and that when the campaign is complete, the school promptly report the sum collected, thank the donors, and state the intended uses. *Note from the principal*: Mrs. Gibson is working with Mrs. Schultz on a technological assessment for the upcoming Wide Area Network. These needs will be described in time for the April 27 Race for Education.

IV. Building & Grounds – John Ford

The committee is working to correct issues including basketball storage, kitchen de-cluttering, and exterior doors.

OLD BUSINESS

- ❖ Jill noted that the PEAK reception is scheduled for Friday morning, April 9.
- ❖ Marla is working with Mrs. Cawley for the March dress down contribution to Catie's Birthday Wish – a total goal of 1.4 million by April 23. (This amount equates to the expenses for a child's stay for a day at St. Jude Hospital.)
- ❖ Donna wanted to confirm that the school publicizes the amount raised in these special collections and the intended purposes so that donors would know and appreciate where their money was going each month.

The meeting adjourned at 8:00 p.m.

NEW BUSINESS: board closed session (see intro)

The next meeting will be Thursday
March 18, 2010, at 6:30 pm.

Respectfully submitted,

Donna Hergenroeder

2/19 dh
2/19 dh 9 pm
2/24 FH