

GOOD SHEPHERD SCHOOL BOARD MEETING  
THURSDAY APRIL 15, 2010  
GOOD SHEPHERD SCHOOL LIBRARY

The meeting was called to order at 6:45 p.m. and opened with a prayer from Father Helwig.

*In attendance: Father Helwig, Sean McCormack; Jill Aversa, Janine DiCaprio, MaKathy Donley, Catherine Gibson, Mark Glessner, Donna Hergenroeder, Melinda Joyce, Kathy Pillion, Derrick Rosenstein, Frank Sajer, Michael Whiteman.*

*Absent: Marla DeFrank, John Ford, Joe O'Neil*

Sean remarked that the Town Hall meetings for Middle States were overall, a successful method to take the pulse of the school community. The board thanked Mrs. Gibson for her leadership.

APPROVAL OF MINUTES: The February 18, 2010 meeting minutes were approved.

PRINCIPALS REPORT (handout\*)

Mrs. Gibson

*Enrollment:*

Current enrollment is 276. The school is accepting contracts for next year for currently enrolled students. There are waiting lists for kindergarten (4) and first grade (2)

*Selected classroom highlights:*

There will be two teachers for fifth grade— one will teach language arts, the other will teach math and science. Mrs. Gibson will check all grades' lesson plans and papers weekly. All teachers have been asked to communicate to parents on a monthly basis.

*Parent Surveys and Grade-Specific Town Hall meetings:*

Approximately 30 percent of the parents returned surveys; the information was collated and distributed. Teacher-specific received comments of particular issues were presented to the teachers along with their formal evaluations when Mrs. Gibson met with them to form goals and plans for next year.

Mrs. Gibson volunteered to summarize the survey comments pertinent to the principal and provided input as follows. Four major areas of interest were identified:

- a) Communication – sending weekly letters home; improved method of phone and email system
- b) Visibility – visiting each class several times a week
- c) Discipline – increasing documentation for both student and teacher misconducts
- d) Leadership – evaluating teachers and setting goals to address progressive teaching strategies and technologies; holding grade level meetings more frequently and formally; evaluating classes every month to monitor goals; requesting teachers to send home monthly communications about what will be studied; reviewing weekly lesson plans and a set of student work from each class.

*Technology Plan:* Mrs. Gibson and Mrs. Schultz are completing the first draft of a comprehensive needs assessment for Good Shepherd School as part of the wide area network implementation, which is required by the diocese.

*Next year's Calendar:*

Parent conference dates will be changed to coincide with report cards. There will be two built-in early dismissals to accommodate curriculum mapping in-service meetings.

*Staff updates:*

Mr. Fischer is a part time gym teacher. No other changes and all prior adjustments will remain.

*Health Report (handout)*

Informational letters were sent home to parents of the students in classes affected by a few cases of head lice and chicken pox.

*Special Guest Program:*

Mrs. Cawley arranged for a Holocaust survivor, Mr. Severin Fayerman (*A Survivor's Story*), to speak to grades four through 8 at the school on April 20 at 1 pm. Parents have been invited to attend. This special program is being funded through PEAK resources.

*Board Comments:*

Sean McCormack asked if Mrs. Gibson would communicate some of the above to the parents. She intends to summarize priorities of the town hall meetings and then send a communication home.

MaKathy Donley asked about the third grade meeting follow up: Mrs. Gibson would like to host a coffee with parents in the morning or afternoon and is working on logistics.

Melinda Joyce stated that the town hall meetings were effective and efficient to target and identify priorities. She congratulated and referred to Mrs. Gibson's comprehensive report to the board as the foundation of a school wide strategic plan.

Kathy Pillion asked about non-returning families. Leslie Cwalina is following up with families who have not replied to the "Intent to Return" request. There are openings in all grades except K-1.

Janine DiCaprio asked about the teacher "Intent to Return" reply deadline. A final report may not be available until May or June.

Kathy Pillion asked about part-time teachers: Mrs. Gibson is improving the efficiencies of teachers' schedules.

Frank Sajer asked about the actual number of students committed to returning in 2010-2011. (\*The handout is incorrect: There were 245 signed contracts returned with 31 families outstanding, representing 53 students per Mark Glessner at 4/16/2010.) School personnel will be following up with those families.

Sean asked the board to consider the growth of the lower school and anticipate a full middle school. Priorities are given to siblings at all levels. The school is designed for two classes per grade with formal music and After School rooms excluded.

PASTOR'S REPORT

Father Helwig

Father introduced the activities of a newly formed cohesive team of pastors, principals and parish managers from four West Shore elementary schools, and Trinity High School. The members convene to compare, contrast and share information. Topics include tuition projections, enrollments, and programs that are successful. Their second meeting will be April 16. In addition, the informal consortium will share advertising costs for selected radio spots throughout the year. The advertising contract is flexible and will be adjusted and timed accordingly.

COMMITTEE REPORTS

I. Policy & Education

Janine DiCaprio

*Bullying Program:* The committee finalized the bullying program and hopes to begin a soft rollout this year. Janine, Melinda and Linda Farley have included the concerns and remarks from Father and the staff in order to address general and specific needs. Details will be incorporated into the various programs for staff, students and parents. The free and comprehensive bullying program will include topics ranging from social development to online security and protection. The committee also recommends that teachers allow for ongoing, follow-up student discussions in the classes, such as religion.

Melinda will be conducting a training session at Trinity next month, and will then evaluate the best practices for adapting training to elementary levels. Frank suggested this program's message be incorporated into Mrs. Gibson's plan.

*By-Laws:* Sean will be distributing updated constitution and bylaws to the Board. Revisions will align with the existing diocesan template for school boards.

Nominations for new members will be solicited in the next two months. The diocesan policy states that paid employees or relatives of employees are ineligible. The new bylaws and constitution will be effective beginning in the 2010-2011 year. Jill asked the board to identify a replacement PEAK representative before her departure in June 2010.

II. Development & Finance

A. Finance (handout)

Mark Glessner

Expenses over income through the month ending February 28, 2010 were \$124,000 equivalent to the parish subsidy. Budgeted enrollment goal for the new school year is 285 or greater.

Expenses are on target even though supply costs increased due to the state budget's burden to the school earlier this year.

*Race for Education* collections will be coordinated by the PTO. Those who sponsor teachers may not write personal checks to the teachers. Teachers can elect to be reimbursed for classroom needs.

B. Development

Frank Sajer

*Foundation requests:* Grant information will be returned to Frank in May.

*Annual Appeal:* Frank suggested a potential annual appeal be coordinated with the 60<sup>th</sup> anniversary of the school.

*Athletic Support:* Frank is benchmarking other school's athletic foundations to coordinate parish-wide grants. He will be coordinating efforts with Derrick. Father Helwig commented that the sports programs in the parish are sponsored by the parish and not by the school.

III. Communications & Public Relations (handout)

Donna Hergenroeder

*Dinner Dance* event promotions are in place. Donna Hergenroeder reminded the event committee to be prepared to distribute thank you's to donors and sponsors in the next week's bulletin.

*Teacher WebPages*: Two teachers still have no web pages.

*School Notes*: Donna asked if the home page could be cleaned up by Mrs. Schultz.

*Alumni News*: There were two guesses on the "Mystery Alum" interview – Carol McGrade and Susan Povilaitis. Neither is correct and the mystery is still open. The best way to communicate GSS alumni news is via the school board email ([schoolbd@gsschpa.org](mailto:schoolbd@gsschpa.org), also listed on the website).

IV. Building & Maintenance

Frank Sajer

Grounds are being prepared for Springfest 2010.

UPCOMING ACTIVITIES

***April 24 Dinner Dance***

Emails and all variety of promotions are underway. In-kind donations are up from last year.

Donna is seeking a photographer to chronicle the highlights for the website and Witness.

The early ticket price discount of \$40 per person is extended to the faculty. All board, staff and families are encouraged to participate.

Formal set up will be Friday, April 23, and Saturday morning April 24.

Donna asked if the silent auction could be set up in advance. Father will permit early bidding and promotions and leaves that decision to the committee.

NEW BUSINESS – School Board elections will be coming up. Sean asked the board to consider potential new members.

PTO UPDATE – There was no PTO update as Ann Higgins was not at this meeting.

The meeting adjourned at 8:20 p.m.

*Next Meeting*: The next meeting is scheduled for May 20, 2010 at 6:30 p.m. in the school library.

Respectfully submitted,  
Donna Hergenroeder