

## *Good Shepherd School Board Meeting*

*Thursday, May 20, 2010*

### *Good Shepherd School Library*

The meeting was called to order at 6:35 p.m. and opened with a prayer by the Vice-Chair, Marla DeFrank.

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

*Guests:* Susan Hubley, Stephanie McAuliffe, Connie Sajer

#### Prefaces:

*Dinner Dance:* Sean thanked Marla DeFrank for chairing our second successful annual Dinner Dance. He said that despite a challenging economic year for many, the school community strongly supported the event. Sean thanked Brian Hess and Lori Aloisi for creating and spearheading the auctions and Patty Grady for her time with the decorations.

*Board Service:* Sean thanked John Ford for his service the past six years as his term will come to a close this year.

*Grant Presentation: 6:40 p.m. - 7:05p.m. (handouts)*

Sean introduced the guest presenters who are experienced with the grant process and our physical education programs.

Mrs. Hubley gave the background of the Highmark Foundation's Healthy High 5 grant opportunities and focused on the SPARK program: "Sports, Play, Activity and Recreation for Kids." (See [www.paspark.org](http://www.paspark.org) for details.) Good Shepherd School was awarded \$9,833 last year for the indoor physical fitness component of SPARK, a nationally recognized program for noncompetitive activities with free training and support. Mrs. Hubley stated schools could apply for \$10,000 per year for teachers and equipment.

#### APPROVAL OF MINUTES

The minutes from the April meeting were approved unanimously.

#### PASTOR'S REPORT (Father will provide report at the end of the meeting)

Melinda complimented Father and the Religious Education program for the well run 8<sup>th</sup> grade Confirmation.

#### PRINCIPAL REPORT (Mrs. Gibson)

*Enrollment and Class Updates:*

- The school has obtained 270 signed contracts for the academic year 2010/2011.
- There are 18 non-returning families representing 25 students.
- Mrs. Gibson will inquire with each family to obtain exit information.
- There will be two classes from K to 5<sup>th</sup> grades, and one each of 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades.
- Mrs. Gibson suggested that our high visibility field has proven to be a positive marketing tool with interest garnered from Springfest, Race for Education, and Track and Field Day.

*Schedules and Calendars:*

Books for next year have been ordered and supplies are being organized.

Mrs. Gibson will put an emphasis on incorporating multiple subjects and ask teachers to collaborate pertinent activities when applicable.

Using PEAK funds, she ordered technique books for the teachers to read this summer including “Discipline with Dignity, 3rd edition” and “Fifty Strategies for Discipline”. She will conduct follow up discussions at faculty meetings.

Calendars will be written once the PTO and parish organization’s activities are finalized. Student class assignments and homeroom teacher information will be mailed to parents at the end of June. Parents also will be able to access calendar information through the school website.

*Subject Material:*

Mrs. Joyce Reddington presented a format regarding steps needed for curriculum mapping at a diocesan workshop. Mrs. Gibson hopes to map one subject per year to help connect material from grade to grade. A map of skills will be given to parents when completed.

ITBS results have been returned today and will be sent home with report cards or mailed the end of June. Teachers will evaluate the weaker areas in order to focus on improvements.

*Health Report:* The annual health screening is complete. Students in grades 3, 6 and 7 are required to submit dental and physical exams to the school nurse before the start of the new school year.

*Discussion:*

- In response to a question about the upper school commitments, Mrs. Gibson shared this update: for 6<sup>th</sup> grade, 18 students returned contracts; for 7<sup>th</sup>, 17; for 8<sup>th</sup>, 26.
- Michael Whiteman asked about tracking ITBS class scores per subject, as a potential way to evaluate teachers from prior years. Mrs. Gibson said this type of

evaluation is possible. In addition, he asked for a report on tuition in arrears, which she provided.

- Marla DeFrank suggested that, in addition to a phone interview, Mrs. Gibson provide an exit survey, and ask specific questions. These results would be quantifiable and would help with long range planning. Mrs. Gibson said that was possible to do.
- Janine DiCaprio asked about the current staffing schedules. Mrs. Gibson is evaluating them. Donna Hergenroeder inquired about staffing efficiencies in preparation for the budget as well as PT or FT clarification. Mrs. Gibson said that “six full time classes with one prep” constitutes a full-time employee. She is aware of the upper school inconsistencies and plans to meet with Father to discuss corrections for next year.
- Sean McCormack asked about curriculum mapping in terms of high school preparedness. Mrs. Gibson has been meeting with other principals in addition to communicating with Trinity’s principal. McKathy Donley noted that Trinity offers articulation meetings for 8<sup>th</sup> grade to assess patterns of weaknesses and strengths.
- Joe O’Neil asked when parents would know teachers assignments for next year. Mrs. Gibson said it would be determined and announced to the parents before school is over this year.

The board thanked Mrs. Gibson for her update letters to parents. They thanked her for her efforts to meet with parents and accomplish specific, positive actions throughout this transition year. Melinda Joyce asked Mrs. Gibson if the teachers would be willing to highlight their class activities too, either as a letter, on their webpages, or by email.

#### *PTO Update:*

There was no PTO update as Ann Higgins was absent. The board extended a sincere note of thanks to the PTO for their successful organization of the 2010 Springfest. There was a generous community spirit of fun and sharing.

## COMMITTEE REPORTS

### 1. Policy & Education (Janine DiCaprio)

#### *Bullying Policy:*

Sean thanked Janine for spearheading the effort, examining the data and performing the research. Janine thanked Mrs. Gibson for allowing the faculty to participate in training.

Donna asked if there would be program costs. The development committee will simultaneously pursue the bullying portion of the grant to accommodate additional needs. Although part of the Healthy High 5, the bullying grant is separate from the recreational fitness portion.

John asked the board to consider including mandated family counseling. The board discussed the implications of mandating counseling versus enforcing that service for a serious threat to a student and decided to compile a resource list for distribution.

The bullying policy is worded to allow flexibility of the principal to tailor punishment to the event. Mrs. Gibson will provide a formal checklist, which would include family counseling and whether it would be recommended or offered. Sean summarized the process stating this policy will continue its development over time in preparation for the next phase, which will examine adult bullying issues. These include ways to manage appropriate communication among parents, teachers and volunteers.

John moved to adopt the proposal as written. Melinda seconded the move. All members approved the bullying policy as written (handout).

*Constitution and Bylaws Revision:*

Sean distributed a draft of the revised constitution and by-laws, which align the school with diocesan guidelines. Noted inclusions are the conflict of interest statement that disqualifies employees or relatives of employees from board membership.

Sean included a Long Range Planning Committee similar to the diocesan description and solicited preliminary board feedback on all revisions.

*Elections and Nominations:*

Father Helwig will provide a nomination form to be distributed next week. He clarified that we are now in Year 2, Cycle 3 with three elected and two appointments for one more year. Next year (academic 2010/2011) begins Year 1 with three appointed members, two elected. Nomination forms will be posted on the websites, announced in the bulletin, and sent home to parents. Melinda suggested sending an email to parents and offered to draft a solicitation describing some of the responsibilities of the board and its committees.

## II. Development & Finance

A. Finance: There was no finance report, as Mark Glessner was absent.

B. Development (Marla DeFrank)

*Dinner Dance:* Marla reported that the Dinner Dance revenue projection is close to \$13,000. This year, more sponsors contributed financially to offset event expenses. She thanked Brian Hess's company, Envision, that distributed auction information

via emails to guests. Although well received, Marla suggested we offer an unsubscribe function if parents did not wish to receive mass E-mails.

Marla will write the auction donors requesting them to satisfy their commitments.

*Grant Updates:* (Sean McCormack for Frank Sajer)  
Stabler Foundation – the board will be notified in two weeks.  
Hall Foundation – our request will be on their June agenda.

*PEAK:* There was discussion about whether PEAK should continue as is or with changes. These included questions about 1) tiered sponsorships, 2) soliciting teachers to identify specific classroom needs in advance. Mrs. Gibson said she would ask teachers to provide their requests in the beginning of the year. At this point, there is a vacancy of the PEAK leadership beginning in July.

### III. Communications (Donna Hergenroeder)

*Webpages:*

All teachers have webpages, with the exception of a part-time teacher. Donna said updated pages have helped prospective parents make decisions and when teachers keep them current, it helps the board with recruitment. She suggested teachers include classroom news, their own qualifications, certifications, training or accomplishments.

*Website:*

Donna commended Derrick for his efforts this year to start the new website and maintain the information with updates on a regular basis. She thanked Mrs. Gibson for the bi-weekly letters to parents.

Sean asked Derrick if he would consider using directions “to/from” which would be controlled by the school, as opposed to the Google Maps function.

*Correspondences:*

Melinda asked the board to send thank you letters to volunteers for the Dinner Dance: Lori Aloisi, Patty Grady, and Brian Hess. Marla said Mrs. Gibson had already done so.

### IV. Building & Maintenance (Joe O’Neil)

The board addressed the following concerns:

1. Clearly mark numbers on all doors.
2. Perform bus exiting drills– what rooms use what exits to buses.
3. Post room specific evacuations in each classroom.

OLD BUSINESS

The principal evaluation is due to the diocese by June 15. The board will provide a completed evaluation for Father Helwig at the next regularly scheduled meeting, June 17. Father will incorporate his review and discuss the evaluations with the principal. Sean offered to scan and email the diocesan principal form to the board in advance of the next meeting.

#### NEW BUSINESS

##### *Grant Follow Up:*

Melinda asked if the board could establish a deadline to obtain any information necessary to apply for the new Highmark SPARK grant. Father replied that he has what he needs to proceed and will conduct an evaluation with the existing building and grounds committee. He told the board that he would have feedback on the grant proposal request at the next board meeting, June 17.

##### *Charities:*

Marla said that the school dress down for Catie's Wish Foundation raised \$953 and as such, the school will receive an inaugural display banner in appreciation of our gift toward the annual \$1.4 million goal. This marks our second consecutive annual contribution.

##### *Elections:*

Father suggested that elections could be accomplished electronically if need be, perhaps by email. The meeting adjourned at 8:55 p.m.

Respectfully submitted,  
Donna Hergenroeder  
5/24/10  
6/1/10 FH

The next meeting will be  
Thursday, June 17, 2010 at  
6:30 p.m. in the school library.  
This will be the last meeting of  
the board members whose  
terms expire or who are  
abiding by the revised bylaws.