

Good Shepherd School Board Meeting
Thursday, June 17, 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, John Ford, Catherine Gibson, Mark Glessner, Donna Hergenroeder, Melinda Joyce, Joe O'Neil, Derrick Rosenstein, Frank Sajer. Absent: Marla DeFrank, Kathy Pillion, Michael Whiteman.

APPROVAL OF MINUTES: The May 20 minutes were approved as amended (revision below).
IV. Building & Maintenance (Joe O'Neil)
2. Bus evacuation drills need to be performed to accommodate state regulations.

Guest, Connie Sajer, presented information for a Highmark's Healthy High 5 grant.

PASTOR'S REPORT (Father Helwig)

School Board Election Results:

Father Helwig announced the following three members elected to serve on the 2010-2011 School Board:

- Chris Fencel
- Jean Lindholm
- Stephanie McAuliffe

Father explained he would maintain the cycle sequence and make adjustments to fill the one additional elected opening, which resulted from the adherence of the anticipated bylaws. There will be three new appointments and one additional elected representative for the school year beginning 2010-2011.

Approval of By-Laws: Sean McCormack will distribute the revised constitution and by-laws, which will be effective beginning with the start of the school year 2010-2011. Sean noted this is the last meeting of the current board and recommended that June be the first month for new members in the future. This would facilitate the election of officers and expedite assignments in time for a new school year.

Thank You:

Father Helwig thanked those leaving the board for their input and assistance.

Father expressed his thanks and appreciation to the PTO for their work and financial contributions over the years, and noted how this support has been helpful to the school's operating budget.

PEAK: Father Helwig, along with Sean McCormack, will distribute solicitation letters this summer.

Discussion:

The board offered feedback regarding concerns Father raised about the Highmark Healthy High 5 outdoor equipment proposal.

PRINCIPAL'S REPORT (Mrs. Gibson)

Enrollment and follow up:

The enrollment for the 2010-2011 school year is 271.

Mrs. Gibson has an exit survey for departing families.

Mrs. Gibson will meet with a Middle States representative to follow up on the winter town hall meetings.

Class Updates:

Mrs. Gibson hired a new science teacher for grades sixth through eighth (Jacqueline Zulli).

The music classroom will relocate toward the end of the hallway to accommodate the two 5th grade classes that are being moved together in the middle of the hallway.

The teachers' letters to parents are ready and the new schedules are complete. Information will be mailed home this month.

Building Updates:

WAN wiring has been installed throughout the building. Computers will be connected and the remaining technology in place by August 1. Windows and blinds have been cleaned. A section of the faculty room rug will be replaced and adjustments made to prevent problems.

Principal Goals

1. Daily Prayer -- Mrs. Gibson wishes to start each day with prayers in the gym before dismissing all so that students and teachers can pray as a community in one place.
2. Informal Parent Meetings -- Mrs. Gibson would like to host informal, conversational parent meetings once a month before or after school.
3. Teacher Group meetings -- Mrs. Gibson continues her emphasis on building community among teachers and would like to establish monthly, small group meetings. These would be in addition to regular faculty meetings so that classes with multiple teachers could coordinate plans.
4. PTO participation -- Mrs. Gibson would like to see more parent attendance at PTO meetings and will work with the officers regarding ideas for guest speakers or possible sitting services.

Health Update:

The Camp Hill School District is expanding the list medications that will require written approval. Cough drops and throat lozenges are not categorized as medicine, and will not be provided through the nurse's office on a regular basis.

Post Report Discussion:

- After board recommendations, Mrs. Gibson decided to expedite the mailing of the exit surveys (to July) to the 18 families who left since September 2009. She will follow up with phone calls if needed and report her summary at a future meeting.

- Mrs. Gibson clarified that there are no longer any waiting lists for kindergarten or first grade, and openings are available in all grades.
- Jill Aversa suggested the monthly parent meetings be grouped according to grade levels.
- Mrs. Gibson explained that the new French lessons would be offered to first through eighth grades, 45 minutes each week. As a part-time staff member, the French instructor Mrs. O'Neil, will divide her duties three days a week among French, library and kindergarten assignments.
- Joe O'Neil asked if the new science teacher would have a homeroom. Mrs. Gibson said Mrs. Zulli is part-time and therefore no homeroom will be assigned to her.
- Father relayed that Mrs. Gibson will be coordinating fundraising requests and developing a category with priority list. For example, yearbooks may be included with tuition. Mrs. Gibson will consolidate fundraising requests for additional items such as specialty t-shirts sales.
- Frank Sajer suggested "free" dress down days.
- Melinda Joyce suggested publishing the operating deficit information on a regular basis.
- Derrick Rosenstein said it would be worthy to note that the school's largest expense (personnel) is not covered completely by tuition.
- Sean McCormack expects that increased PTO participation may offset some minor costs especially if the news of donations and expenditures is published regularly.

This led to a discussion about the need to coordinate fundraising activities.

- Janine DiCaprio mentioned that parents express a burden of multiple classroom requests and contributions. She suggested that PTO re-examine the activities and gift-giving solicitations. Jill Aversa said the homeroom coordinator under the direction of the PTO could address this.
- Melinda Joyce recommended that planned "dress down" days be announced at the start of the school year. Donna Hergenroeder said it would be nice if the student council would publish the revenue and beneficiaries of each dress down day.
- *Race for Education* donations have been solicited with the statement that funds will "specifically upgrade and enhance scholastic and technological capabilities". The PTO and school board need to determine if this correspondence is still accurate. PTO received \$13,000 in donations during the 2010 Race for Education fundraising drive. Mrs. Gibson will be following up with PTO officers regarding communicating to the parents about those funds.

Before leaving the meeting, Mrs. Gibson thanked the board members for their support this year.

COMMITTEE REPORTS

I. Finance (Mark Glessner/ handout)

Expenses over income, for the eleven months ended May 31, 2010, were \$258,450, which is within diocesan limits. (The diocesan subsidy benchmark is 27% of the parish income or

\$283,500 for 2009-2010.) However, the parish is expected to cover an additional \$36,000 to balance the budget. Total parish support of our parish school program for 2009-2010 is projected to be \$319,500.

Mark noted that the fundraising income from 2009-2010 includes: 1.) Script Cards, 2.) Giant A+, 3.) PTO contributions, 4.) Market Day, 5.) After School Care, and 6) Dinner Dance Event.

The 2010-2011 budget, which was accepted by the school board, is based on a student population of 285. Revenue is generated from tuition, the parish subsidy, and fundraising. The 2010-2011 fundraising budget is \$98,500. The above fundraising income activities generated approximately \$67,000, so there is a short fall of \$31,000. The overall parish subsidy is expected to be \$319,500, which is \$36,000 over the diocesan benchmark.

II. Development (Frank Sajer)

Both the Stabler and Hall Foundation grant requests by the school board were denied. Frank suggested the development committee apply again.

The diocese distributed a lobbying campaign for legislators' support of EITC tax credits. (See "Operation Restore" on the school website, www.gsschpa.org.)

III. Communication (Donna Hergenroeder)

End of Year Wrap Up: Melinda coordinated tokens of appreciation for the teachers. Donna read thank you letters addressed to the board from Miss Casey and Sister Mary Ann Lawrence.

The following will be posted in the upcoming parish bulletin:

"The school board wishes to extend a sincere thank you to all the parishioners who support the school through volunteering, supporting the fundraising events, or simply keeping in touch reading the school website, www.gsschpa.org. See you next year."

Principal Communication: Sean reiterated that parents appreciate regular principal updates.

PRINCIPAL REVIEW: The board convened to review the principal's performance and completed a summary for Father Helwig according to diocesan directives.

OLD BUSINESS:

- Sean will distribute the final by-laws and calendar with bi-monthly meeting dates. Committee meetings will be held alternate months.
- Father will share his decision about the permanent outdoor equipment this month.

PTO REPORT: There was no report as no PTO representative attended the meeting.

NEXT MEETING: The next meeting will be Thursday, August 19, 2010 at 6:30 p.m. in the school library. Father will invite the new members.

John Ford expressed his gratitude for serving on the board and thanked the members for their friendship and wisdom. He offered his continued service and counsel as a non-board member.

Sean McCormack thanked the board for their leadership.

ADJOURNMENT: The meeting adjourned at 9:35 p.m.

Respectfully submitted

Donna Hergenroeder