

**St. John Regional Catholic School**  
**Board of Directors Meeting**  
**December 13, 2007**  
**7P.M.**

**Members Present:**

John Hanrahan  
Mike Currens  
Ann McDermott  
Rev. Kevin Farmer  
Rev. Keith Boisvert  
Karen Smith  
Jennifer Murphy  
Will Hyde  
Dick Graham  
Kate Powell  
Rev. Patrick Carrion  
Guthrie Quill

**Members Absent:**

Michael Goodwin  
Steve Marks  
Rev. Dick Murphy  
Bill Ballantyne  
Frank Lipscomb  
Barbara Onofrey

**Guests Present:**

Carol Powers  
Paul Fer  
Toni Edwards

The meeting started at 7:10pm

The Board Prayer was recited.

October 07 minutes were approved and will be put on website.

**Reports:**

- Faculty/Staff Council Report by Carol Powers
  - 12/10 meeting minutes will be forwarded to board members.
  - 12/11 met with principal regarding concerns
  - request for full time IT person-currently IT only 1day/week
    - 100+ terminals in the school
- Home and School Association
  - Fall fundraiser profit \$25,158.51
  - Halloween Carnival 10/26 – 500 in attendance
  - Frederick Keys- proceeding with program for 2008 season-need 12 team leaders
  - Volunteer Project exploring options for mandatory service hours -focus groups held
  - Upcoming events:
    - Catholic Schools Week-January 26<sup>th</sup>-February 1<sup>st</sup> Archbishop O'Brien will celebrate mass on Monday January 28<sup>th</sup>
    - H.S.A. meeting February 7<sup>th</sup> Sister Pat will speak
- Development
  - Letter of inquiry submitted to the Knott Foundation requesting support to underwrite cost of installing a comprehensive security system for the school.
  - Submitted grant request to the Delaplaine Foundation for continued support of the Capital Campaign. The Foundation has contributed \$170,000 to date to the Media Center.
  - Grant declined for youth literacy from Dollar General Corporation.
  - Greentree Homes renewed commitment for \$7,000 tuition contribution for 2008 Gala Auction.
  - 2007-2008 Annual Fund letters were sent out. Goal \$35,000 to benefit purchase of laptop computers for students and upgrades for teacher computers. All board members are expected to contribute to the campaign.
  - Open House November 7<sup>th</sup> resulted in high interest for pre-k and kindergarten programs.
  - Next Open House January 30<sup>th</sup> 9am-1pm during Catholic Schools Week.

- Principal Report

- Results received from University of Maryland Reading Research Project from Mrs. Giacco's first grade class.
- Community Outreach
  - Dress Down for the Cure October 17<sup>th</sup>. Money collected donated to American Cancer Society
  - October 12<sup>th</sup> mass collections and \$400 in proceeds from Mama Lucia family dinner paid for textbooks to be sent to Xavier Preparatory School in New Orleans by Mrs. Goldstein.
  - Donated items were sent to Sarah's House, a homeless shelter at Fort Meade.
  - Light of Hope service group participated in a sock hop with residents at Homewood.
  - The 8<sup>th</sup> grade participated in a bowl-a-thon November 16<sup>th</sup> that raised \$8,700 for Karson Brewster a sick 2 year old girl.
  - Twenty-one boxes of food collected for a food drive sponsored by the Student Council and delivered to families in need from our regional parishes.
- Faculty News
  - Mrs. Gramil had a teaching idea published in The Mailbox Magazine.
  - Mrs. Burke, media specialist, left SJRCS on November 20<sup>th</sup>. Ms. Swanson will be our new media specialist as of December 3<sup>rd</sup>.
  - We will have 10 interns from Mount St. Mary's in the spring
- Progress reports sent home on November 30<sup>th</sup>.
- MSDE Textbook Funding paperwork was submitted and approved by the state.
- Pre-K through 1<sup>st</sup> grade Coffee Talk was November 28<sup>th</sup> and was well attended.

- Finance

- Concerns were addressed regarding charges by Allegheny Energy and Hess Corporation for electricity. Dick Graham will pursue matter and report back to committee
- There is a gas co-op opportunity in 2008.
- It was discussed if there would be a lighting procedure in place for the cleaning crew and energy audit conducted.
- John Watt presented the final 06-07 operating statement. John Matera was pleased with the operations for the 06-07 fiscal year and it will be forwarded to the school board
- Funds were reallocated from the McSherry account to reimburse the school operating bank account for the statue of St. John.
- \$150,000 will be moved from the PNC account to Merrill Capital campaign account to draw better interest rate
- Committee approved budget for 2008-09 school year. Recommendations for tuition and enrollment were made. This budget will be forwarded to school board for approval.

- Facilities

- Mr. Pepper has taken the roll of 2<sup>nd</sup> shift facilities maintenance.
- Update was given regarding ongoing air infiltration problems in the gym and K wing.
- Jean Wright and Jim Ulmer are working together to apply for a grant for additional security.
- Plan in works to offset operating fuel costs by developing a software program with Control Systems regarding operating the boilers in the summer.
- Suggestions were mad to have an independent contractor conduct an evaluation of the HVAC system and provide a report of what is needed to address the current problems.
- The Frederick County Health Department inspected the kitchen and science lab on the second floor. The kitchen received a passing inspection. The science lab did not have hot water in the lab sinks. During the building process it was signed off as not being required at the time. The health department "will allow us to designate the instructors sink located in the science lab as the hand washing sink (because it has hot water). We must provide soap and paper towels and s sign designating the sink as such" in order to not receive a citation.
- Discussions were made about looking into the possibility for SJRCS to become a Green School.

## **Guests leave**

- **Old Business:**

- Any changes to board brochure should be brought to Bill Ballantyne's attention as soon as possible and then it will be published.
- Ann McDermott will head the transportation ad-hoc committee to give an analysis of location of students and possibility of future busing
- The finance committee will forward an updated financial pie chart for the website.
- The membership committee will send out a survey to all board members for input on member manual publication

- **New Business:**

- John Hanrahan will contact Mary Jo Huston regarding the procedures for principal review
- Strategic planning retreat schedule to be determined
- Budget review and vote - passed
- Tuition contract review and vote – passed
- Thanks were given to Dick Graham and the finance committee for their time and effort on the budget and tuition contract submitted.

The meeting was adjourned at 9:40pm

Respectfully submitted,

Jennifer Murphy  
Secretary