

**St. Dorothy School Development Committee**  
**Meeting Minutes: August 31, 2015**  
**(7:30 PM, Library)**

1. Opening Prayer: offered by Fr. Murphy
2. Meeting called to order 7:34pm Peter McGahey
3. Minutes: Development Committee Meeting minutes from 05/18/15 meeting approved
4. Reading of the Mission of the Development Committee:  
*The Development Committee focuses on relationship building and fundraising to support St. Dorothy School. We make recommendations to Fr. Murphy to raise funds and increase school enrollment, to seek ways to strengthen the educational experience of our children at St. Dorothy School and we work with the school community to provide leadership and support in implementing these recommendations and programs.*
5. Committee Meeting Attendance
  - a. Fr. Murphy (pastor)
  - b. Mrs. Sheehan (principal)
  - c. Mrs. Neill (faculty representative)
  - d. Kara Albanese
  - e. Dani Cahill
  - f. John Coneys
  - g. Stephen Frein
  - h. Stephanie Gillin
  - i. Kelly Gust
  - j. Bunny Habicht
  - k. Peter McGahey
  - l. Dolores O'Toole
  - m. Alan Pietrewicz
  - n. Mark Romano
  - o. Susan Short
  - p. Nick Caramanico (finance committee representative)
  - q. Joe Dougherty (parish manager)
  - r. Donna McGann (Home & School Association)
    - i. Retired Members: Tom Kilker
    - ii. New Members: Christine Schumacher and Stephanie Gillin
    - iii. Mrs. Neill replaced Mrs. Callahan as faculty representative
6. Committee Reports:
  - a. Annual Fund –presented by Alan Pietrewicz
    - Currently raised \$76,529.25
    - Suggestions welcome for Honorary Committee Chair
    - Donation avenues and marketing: speeches, bulletins, mailing, website
      1. Electronic donation via website available
  - b. Oktoberfest Update –presented by Kara Albanese

- Dates confirmed October 6<sup>th</sup>-10<sup>th</sup>
- The vendor, Earl Lynam, was contacted to inform of new parking lot design
- Set up may be later in evening on Sunday and full force on Monday, the 5<sup>th</sup>

c. School Update – presented by Mrs. Sheehan

- Current enrollment for start of 2015-2016 school year is 432 students, 274 families
  1. Kindergarten: 41
  2. 1<sup>st</sup> Grade: 57
  3. 2<sup>nd</sup> Grade: 47
  4. 3<sup>rd</sup> Grade: 50
  5. 4<sup>th</sup> Grade: 40
  6. 5<sup>th</sup> Grade: 52
  7. 6<sup>th</sup> Grade: 43
  8. 7<sup>th</sup> Grade: 46
  9. 8<sup>th</sup> Grade: 56
- Back to School Nights are:
  1. September 14<sup>th</sup> for grades K-4
  2. September 21<sup>st</sup> for grades 5-8
- Activates sign up table at BTS
  1. Suggested to be located behind audience seating
  2. Sign-up sheets in classrooms for teachers if this makes more readily available in addition to tables in gym before presentation
    - a. 1 sheet with activities listed and check boxes underneath -1 spot for contact info and check off what interests volunteer
    - b.

d. Home and School – presented by Donna McGann

- New Board Members
  1. President –Donna McGann
  2. VP –Marie Pat Romano
  3. Secretary –Jen MacNalley
  4. Treasurer –Eileen Muholland
- Updates to fund raising efforts and events
  1. No Christmas Bazar this year
  2. Trick or Trunk Event (to replace aforementioned)
    - a. \$15 a car
    - b. Oct. 30<sup>th</sup>, 2015 in the evening
      - i. Father Murphy to confirm no weddings scheduled for that night
    - c. 186 parking spots to fill

e. Marketing – presented by Mark Romano

- Website
  1. Advertising –not going to go on site but possible “Donor’s” list
  2. Outline presented to be updated, added to, edited and implemented
    - a. More added tabs to site that are able to be updated by committee heads

- b. Possible updates same day every week
      - c. Include pertinent school information (uniforms, lunch ordering, annual events, documents, etc.)
    - Newsletter
      - 1. Mailing lists updated, merged and streamlined
        - a. Work with "Vendor" to accomplish most update list mailing and resolve issue of parishioners, parents, alum and friends not receiving the newsletter
        - b. Use "Dummy" receiver in mailing list sent to committee member address and titled "Fall 2015"
      - 2. Fall Mailing
        - a. Out before end of Calendar year
        - b. Talk to Vendor about timing and then back out of schedule to create timeline and deadlines for design/information
  - f. EITC Information – presented by Peter on behalf of Dan O'Mara
    - Currently a victim of Harrisburg hold up
    - Dennis Cirucci, started this for St. Dot's and will be retiring this year
    - Committee shall attempt to identify and contact more candidates for the program(s) available
  - a. Other Business
    - Parking lot re-lined
7. Next meeting date: October 26, 2015 at 7:30 PM in the library
8. Meeting adjourned: 8:40pm