

**HOLY TRINITY SCHOOL BOARD
MEETING MINUTES
September 8, 2009**

Board Members (x = in attendance)

x Steve Riedl, President	x Rick Allegretti	x Jim Murray
x Margie Donnell, Vice President	x Rich Seeman	x Mary Ellen Schutt
x Paul Szalek	x Mike Porter	x Bill Schultheis
x Milo Phelps		
x Fr. William DeSalvo, Pastor	x Dr. Charles Terry, Principal	

Invited Guest(s) Stephanie Grimm from PSO

- A. CALL TO ORDER AND OPENING PRAYER 7:30 – 7:35 pm**
Called to order 7:37 pm
Challenge from Fr. DeSalvo: Do something out of the ordinary for someone in Blessed Virgin Mary's name in honor of her birthday and say why.
- B. ROUTINE MATTERS 7:35 – 8:05 pm**
1. Attendance/Introductions
 2. Approval of Minutes from last meeting Moved (M), Seconded (S), and Voted (V): approved unanimously given typos are corrected
 3. Acceptance of Agenda M, S, and V: approved unanimously
 4. Welcome to new Holy Trinity students and their parents and families: Mike P asked for summary of info; feedback so far is positive, will report back to Dr. Terry before next HTB Meeting; not all have email so an opt-in letter was proposed; concept was accepted by Dr. Terry but with an opt-out letter instead
 5. Recap of the Board's 'pre-season' discussion held on 1 Sep 09:
 - Came up with high level goals
 - Making sure we work within budget
 - Improving communications
 - Roles and responsibilities
 - Advertising HTS, wanting to be more effective within the community
 - Marketing ideas to be discussed later by Paul S
 6. Approve new board appointments/officer level positions
 - a. SRiedl was asked to stay on but was happy to step aside if someone else was interested in stepping up for Pres and VP
 - b. Steve Riedl as President---M, S, V: unanimously passed
 - c. Margie Donnell as Vice President---M, S, V: unanimously passed
 - d. Mary Ellen Schutt as Secretary---M, S, V: unanimously passed
 7. Faculty/Staff Appreciation Dinner – Preliminary Planning
 - a. To be held on Tuesday, 11/10/09, Father and Margie Donnell to mention to Sue McCowan for space reservation, 6:45 pm social, 7 pm dinner, Rick A to do invitations like last year, he just needs particular details; Dr. Terry to provide addresses; other planning via email exchange, no further meetings seen to be necessary
- C. EX-OFFICIO REMARKS (Dr. Charles Terry, Principal) 8:05 – 8:30 pm**
214 total now (26 students in preschool, 188 in k-8); all schools in same predicament with others based on Dr. Terry's check within DuPage area;

HOLY TRINITY SCHOOL BOARD
MEETING MINUTES
September 8, 2009

some schools in Diocese are up from '07-'08 school year; for us, 234, then 251, and now 214; many people asking for Registration fees be refunded due to economy, loss of jobs, etc., which we did; less advantaged areas are down 30-35% so much worse than us; we needed to reduce preschool by 1 position after our May meeting discussion due to drop-outs; some preschools may close, Diocese says we must break even or be profitable and cannot provide financial aid to preschool families; lost total of 21 students from school: 14 to public school, 1 to India, and 6 to other Catholic schools (1 to St. Barbara's in Brookfield-- closer to parent's home; 2 to St. Mary's due to school's proximity to home and parents no longer needed preschool; 1 to St. Dominic's in Bolingbrook; and 2 to Notre Dame---parents upset with receiving Business Manager's letters of debt); Dr. Terry would follow up with all parents of departing students with calls as well as Sue Netzel and Mary Safko; 7 cited money and were offered financial aid; 2 due to issues of bullying which had been being dealt with throughout year; 1 left since parents had differences with Dr. Terry; services in special education not available at HTS were required for one student;

>> Science Curriculum in grades 5-8 changed to an integrated approach; Peggy Mack was reassigned since last May so she is additional Science Lab aide; will buy more science modules over the next few years; Diocese rolled out changes to the curriculum and we match that now; early feedback from teacher(s) has been good; experiments and lab work a current focus; standardized testing results should improve in the science area; should catch up to the public school curriculum in 3-4 years, and this is typical for Catholic schools now; can't do anything more for 8th graders who'll only get one set of modules changed before they graduate;

>> we will get a share of Stimulus funds for No Child Left Behind program; District 201 has been fair to us; this will be highlighted on Curriculum night on 11/1/09 w/parents; Mike Porter suggested outreach to parents to help ease transition;

>> 1st grade has 27 students now and an aide assigned (Sally Knapp) to Miss Bober; Dr. Terry will consider making Sally Knapp available to 2nd graders later;

>> Diocese is surveying parents, students, staff, and parishioners, it went out last week in stages; results will be compiled and actions determined by end of March 2010;

>> Homework Club established for grades 5-8 first, monitored by Nicole Noverini, this 'club' may be extended to lower grades later; looking at homework administration for the modern days;

>> piano lessons now being given; there're more students than can be handled at this point; minimum grade is kindergarten;

**HOLY TRINITY SCHOOL BOARD
MEETING MINUTES
September 8, 2009**

>> Spanish and French II being taught now this year by Laurie Dvorak; Hinsdale and Montini have called with comments on their kids' great proficiency; in response to MDonnell's question, offering Chinese is not being considered at this time, we're concentrating on French;

>> Summer school did not fly this year due to lack of interest; summer camp went well;

>> BSchultheis asked if an immersion setting for language learning is being considered, answer: it's not being done yet;

>> Dominican (?) sisters coming this Sunday for Jump for Joy and adoration session to focus on vocational discernment, there are incentives for participating;

>> outstanding participation by PSO; transition day positive, opening day coffee went well, there was a welcome-back coffee for new families; first meeting is this Thursday [9/10/09] in St. Michael's Conference Room, between 40-50 people volunteered for various activities;

>> Athletics...Christ the King in Lombard closed their school in June and it is now a temporary gym location for us [Zion increased its rate for us this year to \$199/student to play volleyball], we can store equipment there; Booster club meeting Thursday night at 8 pm;

>> wrapping paper sale on Monday, 9/14/09;

>> 5-6th graders combined for a few subjects (language arts, science and social studies based on feedback form parents, teachers [math, religion, French not good subjects to blend classes], action taken from an educational point of view, not financial;

>> moving away from food treats for birthday celebrations due to allergies, swine flu, etc., will discuss alternatives at PSO meeting;

>> budget deficit reduction...was floored by email from Father in late July that a deficit of \$30-40k was expected; algorithm used in Aug 08 did not reflect the pension fund contribution increases, utilities increases, and 2 unannounced insurance bumps, we had higher than normal number of people who did not pay their tuition balances; towards end of September/early October, he will send letter to students for a one-time donation, especially to folks who are non-parishioners (Father DeSalvo stated the parish school was source of the deficit; \$80k given so far to offset the \$140k deficit; bills are almost all paid); consequently, Dr. Terry reduced school's budget by \$40k to align with what Business Office was saying; Rich Seeman said P&L [Profit & Loss statement] was needed but SRiedl says it's not predictive, RSeeman said actual expenses need to be used from previous months...SRiedl and RSeeman to sit with each other and Mary Safko (Business Mgr) to work out solution so we don't have a repeat performance;

**HOLY TRINITY SCHOOL BOARD
MEETING MINUTES
September 8, 2009**

>> driving people to website, newsletter posted on Fridays; Dr. Terry wants the Board to do more marketing in the fall so a plan can be in place by December; MPorter will help with a FAQ sheet to include with Dr. Terry's letter to students' parents;

>> Dr. Terry wants the Board to refer individuals to the principal or teachers for complaints and not to field the complaints itself. (8:51 pm)

D. STANDING COMMITTEE REPORTS 8:30 – 8:50 pm

1. Community Relations/Marketing Paul Szalek
 - a. Will call Dr. Terry to set up meeting with him for next week
 - b. Advertising (School Video) Rick Allegretti
 1. RAllegretti wants some footage with the Adoration chapel in the background, and to post the video on website, and use mailer; classrooms, teachers to be filmed on Friday 9/11/09
2. Finance Steve Riedl
 - a. Nothing further than above info.
3. Strategic Planning Mike Porter/Steve Riedl
 - a. Website getting positive feedback so far, newsletters are online; staff bios due to MPorter 9/9/09; suggestions on FAQs solicited; an updated web browser may be needed; hosting may be done in-house in future; smart boards will be purchased with Market Day proceeds
4. Technology Mike Porter
5. Special Funding Margie Donnell
 - a. Dinner Dance (February 12, 2010)
 1. The Drake Hotel in Oak Brook is closing at end of year so our site may be different this year; 9/15 dinner dance kick-off meeting scheduled, Rich Seeman to get MDonnell her sneak peek sheets; we may go back to having a DJ rather than live band
 - b. Chicago Charitable Games – Reports from May 24, 2009, and June 14, 2009 events --- worked really hard but only cleared \$5k due to poor economics, saturated market, venue not so great, several events per weekend; no future dates set at this point
6. Athletics Rich Seeman
 - a. Nothing to add from Dr. Terry's report; will check with Ms. Hannick; boy's volleyball not going this year; golf outing upcoming, please sign up. Will Youth Ministry offer daytime care during golf outing? Dr. Terry/Father to check.
7. Jim Murray on Christmas tree Sale – will post pre-order form on website, this year we will not have as many high trees as last year.

E. LIAISON REPORTS 8:50 – 9:00 pm

Heritage of Faith Campaign: High response rate to recent survey; Church and Center will be taken care of somehow; received \$200k in new gifts from letter of July solicitation; plan to be rolled out in October; a golf outing to build community will be held 10/2/09; concert on 10/10/09 by Larry LaLonde to help.

**HOLY TRINITY SCHOOL BOARD
MEETING MINUTES
September 8, 2009**

PSO: First meeting this Thursday, by-laws to be finalized; created a mentor program: new families matched with 'old' families for questions. Sneak peek provided a lot of volunteers; fun fair and father-daughter dance will be held for sure

F. COMMENTS FROM THE COMMUNITY

9:00 – 9:15 pm

Dave ...: Communication and website are key; suggested scavenging old books and other items to help with funding the science curriculum;

There'll be 3 days of gym this year? In winter, she'll run health classes in combination with gym classes, schedule TBD; Younger kids will have PE on Fridays; there's concern kids will not be going out in winter and they do need phys activity.

Homework club is not substitute for help from teacher; there were assurances it was not meant to be.

We are done with Robert Crown Center; family health incorporated into religion instruction per the Bishop's direction; teachers will make materials available at the appropriate time.

The \$75 lunch fee is for what? Teachers get lunch supervision stipend but not for science fair, yearbook, etc.

\$20k deficit due to rental of athletic facilities plus all normal expenses
Now cost is \$199 per student; \$90 of the \$199 is funded by school, the Booster Club needs to make up the rest; kids to get the benefit are expected to get involved in the fundraising.

How are utilities managed? Diocese brokers all agreements with utility companies, insurance policies need readjustments for new construction and the old convent that no longer exists; school area prorated; HVAC [heating, venting, and air conditioning] still is being adjusted, just like homes

Are there plans for Halloween and Christmas parties for the school rooms?
Dr. Terry: it's up to the room's teacher; the Halloween parade of costumes will likely continue, and a dance for the older kids is likely.

RAllegretti to Dr. Terry: regarding blending 5 and 6th grade sections of some classes...he would've preferred early communication of this change and not after the fact so he could've explained the decision to his wife, kids, others...Dr. Terry thinks 5th graders will actually be subjected more to higher level demands than the opposite [i.e., 6th graders being taught at a less demanding level], Father says leveling will be possible; the chosen blended-

**HOLY TRINITY SCHOOL BOARD
MEETING MINUTES
September 8, 2009**

grade subjects are not so grade-specific; 3 parents have already talked with him on this, and he is asking teachers to monitor situations and asks parents to talk to him directly, and teachers to give him feedback; SRiedl highlighted the issue of concern will repeat over the next few years due to roll-over; RAllegretti suggests from a change management point of view for Dr. Terry to use the Board to help him advocate the change and get the right info out. MPorter suggested to Dr. Terry for him to tell us what he needed from the Board so that the Board could be better positioned to help him.

G. FUTURE BUSINESS 9:15 – 9:20 pm

1. Agenda Items for the Next Meeting
 - a. Christmas trees
 - b. Communications

2. UPCOMING MEETING/EVENT DATES
 - a. Tuesday, September 15, 2009 -- Dinner Dance kick-off meeting
 - b. Tuesday, October 13, 2009 – October Board Meeting 7:30pm
 - c. Tuesday, November 10, 2009 -- Faculty/Staff Appreciation Dinner
 - d. Tuesday, December 1, 2009 – December Board Meeting 7:30pm
 - e. Tuesday, January 12, 2010 – January Board Meeting 7:30pm
 - f. Tuesday, January 26, 2010 -- Dinner Dance planning meeting
 - g. Tuesday, February 9, 2010 – February Board Meeting 7:30pm
 - h. Friday, February 12, 2010 -- Dinner Dance!
 - i. Tuesday, March 9, 2010 – March Board Meeting 7:30pm
 - j. Tuesday, April 13, 2010 – April Board Meeting 7:30pm
 - k. Tuesday, May 11, 2010 – May Board Meeting 7:30pm

H. PASTOR’S COMMENTS (Fr. William DeSalvo) 9:20 – 9:30 pm

Pastor is charged to set out what the Board is and what it is not; pray to change ourselves in relation to the Church, not for the Church to adjust to us; expectations of a Board are very definite and given by the Church; school boards exist only to further the purpose and ministry of the Church; highlighted pgs 4-6 & 8 of contents of the Diocese’s school board manual; keeping schools Catholic is very hard, and Father is glad the Bishop is working to strengthen Catholic schools; look at what we can do for the Church and school in terms of charity to be supportive of the staff; a school board is neither a governing board nor a grievance board. Defer those issues to the principal or teachers or other parents as appropriate.

I. ADJOURNMENT AND CLOSING PRAYER 9:30 pm

Adjourned at 10:15 pm after praying.