

**HOLY TRINITY SCHOOL BOARD
MEETING MINUTES
October 13, 2009**

Board Members

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|--|---|-----------------------------------|---|---|
| Steve Riedl, Pres. - <i>expected absence</i> | x | Margie Donnell, Vice President | | Rick Allegretti - <i>expected absence</i> |
| Jim Murray - absent | x | Milo Phelps | x | Mike Porter |
| x Bill Schultheis | x | Mary Ellen Schutt, Secretary | | Rich Seeman |
| x Paul Szalek | | | | |

Fr. William DeSalvo, Pastor

Dr. Charles Terry, Principal

Invited Guest(s) Steph Grimm, Meeghan Schlacks

A. CALL TO ORDER AND OPENING PRAYER 7:30 – 7:35 pm

Meeting started at 7:38 pm.

B. ROUTINE MATTERS (Margie Donnell for Steve Riedl) 7:35 – 8:15 pm

1. Attendance/Introductions/Welcomes – Laureen and Tom Rizzi, new HTS parents
2. Approval of Minutes from last meeting M,S V: passed unanimously given additional correction from Dr. Terry
3. Acceptance of Agenda – Motioned, Seconded, and Voted (M, S, V) --- passed unanimously
4. Report out on Board Members' calls to new HTS families (All minus those who reported in Sept) --- nothing new added
5. Faculty/Staff Appreciation Dinner – Continued Planning - hosted by both School Board and PSO this year, Margie D will get decorations from Marge Regan and recycle, assignments to come on donated items, Margie D needs head count for food prep/decisions; Rick Allegretti provided a report *in absentia* that he has sent out the invitations to the dinner.
6. Board Meeting Attendance Requirements – A reminder that 3 absences only are allowed by Board members per our by-laws; there was a discussion of making a mandate for parents to participate in at least one meeting/year. We had consensus decision to have no mandate, but leave it as a recommendation to parents from the Board, Dr. Terry and the PSO.

C. EX-OFFICIO REMARKS (Dr. Charles Terry, Principal) 8:15 – 8:35 pm

>> Kudos to the HT faculty for handling things for 9 days out of past 2 weeks (and during testing, too!), and especially to Nicole Noverini for how she handled issues that arose in Dr. Terry's absence and communicated back to him the issues and outcomes; he noted this faculty/staff group this year works well together, kudos to Sue Netzel as well;

>> Standardized testing went well, the faculty will discuss later in December whether whole school should continue to be tested, or just the mandated grades of 3rd, 5th, and 7th; we tested all to have good baseline data, and the amount of testing was significant; data results to come back at end of November, Board was

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asked to weigh in on scope of testing; teachers/staff use data to guide their instruction during the year, and the increased cost to test all is fairly negligible;

>> Handed out draft of student/parent handbook, which will be finalized in next couple of weeks, substantive suggestions sought, wants to finalize by 12/1/09 and will be online indexed and user-friendly; Board simply providing mark-ups is okay;

>> Volunteer handbook is being written currently; kudos to the PSO executive board which is exceeding his expectations: the enthusiasm and the number of people involved are significant;

>> Catholic Schools Week is coming the last week of January 2010; asked School Board for their input; Montini High School representatives will come in on Friday, 10/16/09, at Dr. Terry's request since so many of our students go there for their high school education;

>> Sr. Helen Jean from the Diocesan office is retiring soon, and will help her successor transition into the job;

>> Recommendations of the diocesan-hired consultants will come soon and be discussed 11/24/09, re: what closings, consolidations might come, etc. Parish schools are desired to be at 90% capacity; [Father said schools were designed for post-WWII baby boomer days and the Bishop wants to build up strong schools; schools west and south of here need to remain due to the mission of the Church and the Bishop says that's where schools need to be; one model won't work everywhere equally; HTS fares in the middle and is not on the critical list, we're not poor and not rich; Father expects the Bishop will wait to make major changes, not making changes quickly but deliberately and with a plan;]

>> Handed out a copy of the flier for the Partners in Education night 11/9/09 at St. Chas. Borromeo Pastoral Center in Romeoville, IL; Dr. Terry and Father will receive Diocesan and Holy Trinity Parish results of the survey from last year; we're entitled to have 6 people go, typically from the School Board and the PSO reps, program starts at 6:00 pm, ends at 9:30 pm;

>> Wrapping paper sale netted a little less than \$6000 profit (\$5818.55);

>> \$786 in profits from the book fair, therefore \$1500 of books for library,

>> Ms. Hannick applauded for her work; restaurant cards will be on sale again for the volleyball team to help make up deficit of the \$99 differential between what the school can afford to pay and what the program costs per student;

>> The faculty is in process of deciding on healthy snacks for Halloween,

>> Some kids are known to be getting 'cadillac' lunches (e.g., McDonald's food being brought into the school at lunchtime by the parent); this has an effect on other kids getting the more 'humble' lunch; it's happening in 3 different classes,

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and Dr. Terry wants to get word out tactfully not to do this or to minimize its occurrence;

>> Teachers are teaching science w/field trip proposal for 3rd-4th grade kids.

D. STANDING COMMITTEE REPORTS

8:35 – 8:50 pm

1. Community Relations/Marketing Paul Szalek
 - a. Initiative to have open library for reading session to introduce them to the school, needs to work with Dr. Terry to coordinate
 - b. The 'blue brochure' that markets Holy Trinity needs updating per Father, would like it to be done early and 'genericized', then tailored via an insert or specific section for the upcoming year, targeting being ready beginning of December; waiting for January or Spring is too late.
 - c. Advertising (School Video) Rick Allegretti
Report made in absentia via an email: He shot footage of the school and Sr. Joseph Andrew of the Dominican order several weeks ago. He's in the process of setting up a time to get more footage and an interview with Dr. Terry. He'll coordinate schedules directly with Dr. Terry.

2. Finance Margie Donnell for Steve Riedl
 - a. Parish Finance Committee met last night and will meet with Steve R later; we already have a deficit of \$8k so the budget's under close monitoring; Dr. Terry will meet with District 201 personnel and talk stimulus money, hoping to free up some that's already budgeted, revenue of afterschool care is still felt budget-wise due to the lengthened school day; tuition for this year was based on an expected 5% increase in enrollment, however, the recession went deeper than thought; Milo P would like to see the budget; Steve R is probably very interested in having help; Father and Dr. Terry would welcome more eyes reviewing the budget to try to catch things; the Finance Committee chair needs to be on the School Board, but committee members do not have to be; Steve R will do the same things in determining next year's tuition in time for December and Catholic Schools Week; we'll have an insert for the brochure, having something in brochure to drive the reader to the HTS website, and will include tuition rate for 4 kids; tuitions really need to be set early for marketing but need to be flexible to account for the rest of the year's expenses, e.g., a 12% increase in health benefits will be effective 7/1/10 but printed materials and publicity needs to account for it now and other increases we may not yet know anything about; Dr. Terry thinks we have done everything we can do to preserve instruction for the arts.

3. Strategic Planning Mike Porter/Margie Donnell for SR
Still in early stages; had nothing specific to report. Milo P wants to know if the Board is developing its plan for this year (and out-years). Steve R is in best position to respond to this.

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4. Technology Mike Porter
Kudos to Ashley Wagner for her work showcasing the school and implementing feedback.
5. Special Funding
a. Dinner Dance (February 12, 2010 at The Carlisle in Lombard, IL) –
Report from Kick-off Meeting Margie Donnell

>> Owner of the Drake Hotel was allegedly involved in Ponzi schemes, so the Drake is closing; we signed a contract with The Carlisle, rates are better than what we had at Drake, tickets to be tentatively \$75 each (still to be firmly decided), raffle tickets to be available, need maybe 200 guests minimum to cover the \$10k minimum guaranteed;

>> Theme is now Mardi Gras; can the Art teacher make a project of masks to be made by the students? Main course choices of filet with cabernet wine sauce or salmon; an RSVP will be required w/choice of dinner entrée, Father asks Margie D to send to Sue McCowan a blurb for the Christmas bulletin; contract to be received this week giving a \$1k deposit; the deposit refund from the Drake was received; there'll be an open bar, centerpieces, unlimited wine, 2 rooms, gaming license already held by The Carlisle and is up-to-date; no cake but we'll have hors d'oeuvres passed, gambling will be only 5 or 6 tables rather than 12 like we had last year with some idle; Margie D asked for ideas and needs to do solicitation letters for donations, to be out by early November; raffle tickets need to be ordered very soon, invitations need to be ordered by December and sent out promptly; Margie D to check with Pam Simon for babysitting opportunities; there'll be a DJ this year instead of a band since the band didn't play diverse enough music last year; we're in desperate need of volunteers, currently volunteers are primarily from the School Board and PSO and Margie wants to change that for this year; will do kid-mail solicitation; will put ad in bulletin(s), with contact info for Margie D to get volunteers; send to Karen Bettinardi to get Family Centered Faith Formation parents involved; having tables of 10 available at a lower price is still to be determined; no one has rolled auction tickets into a tuition payment plan; Margie D asks to be informed of table needs, and asks each Board member to recruit 2 or 3 couples to attend; are online sales possible?

- b. Christmas Tree Sales Jim Murray

1. Jim Murray's proposal was M, S, and Voted unanimously as proposed in his email:
- a. Fraser Firs (suggested buying 50 trees), 6-7 ft high, \$30 wholesale/\$55 retail;
 - b. Balsam Pines (suggested buying 25 trees), 6-8 ft high, \$21 wholesale/\$45 retail
 - c. If we sell all trees, we net \$1850.
 - d. Need to order by this Friday, 10/16/09

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2. Will use a bulletin insert for pre-sales to be submitted by Tuesday before 11/1, all capital expenditures paid last year, Margie D suggested Christmas trees be put on the giving tree; were online sales possible?

6. Athletics Rich Seeman
(Tabled due to his absence.)

E. LIAISON REPORTS 8:50 – 9:00 pm

PSO is finalizing its by-laws, and will soon be done with job descriptions; will have taffy apple sales and Connie's pizza, 11/21 & 22 in a reception thanking parishioners.

F. COMMENTS FROM THE COMMUNITY 9:00 – 9:15 pm

1. Suggestions from HTS parent Lauren Rizzi and her husband
 - a. **Scheduling Monthly HTS Tours**

Establish an "open house" day with parent-led tours, thereby freeing up Dr. Terry's time, and this would have current HT parents showing off the school. She had noticed as a new family that HTS wasn't "on the radar", and this would help in that regard; training would be required for parents using an established script; a meet-and-greet with Dr. Terry would be provided; an organized portfolio for each grade w/student work samples, books could be out on display during Catholic Schools Week and also during these open house days; marketing materials would need to be available; Mrs. Rizzi could help with volunteers, and suggested advertising in Westmont and in Downers Grove; she was a teacher for 15 years and could help teachers with their portfolio creations.

Father suggested Mrs. Noverini help write a script; private tours would still be allowed, perhaps Father could be present too, Dr. Terry cautioned that scheduling may need to be flexible. The idea was accepted in general.

- b. **Student Hygiene & Standard Operating Procedures Used in School Cleaning**

Lauren Rizzi and her husband wanted to know, as a new family at Holy Trinity, what's going on and would like information on relevant policies in this area. She asked Mrs. Kelly regarding this. The alcohol content of hand cleaners is a concern and she would like kids to wash their hands w/soap and water before they eat lunch or snacks; a buddy system could be used to help encourage this good habit.

Dr. Terry will discuss their concern with the faculty this week re: reasonable things to do; Mr. Barker and Dr. Terry have already agreed on some cleaning specifications; teachers do the wipedown of equipment; Dr. Terry would like

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teachers to be given a chance to address the issue and asked Mrs. Rizzi to be patient for now.

G. FUTURE BUSINESS 9:15 – 9:20 pm

1. Agenda Items for the Next Meeting

- a. Dinner dance
- b. School brochure
- c. Christmas tree sales
- d. School tour proposal

2. UPCOMING MEETING/EVENT DATES

- a. Tuesday, November 10, 2009 -- Faculty/Staff Appreciation Dinner
- b. Saturday, November 28, 2009 --- Christmas Tree Sales Begin
- c. Tuesday, December 1, 2009 – December Board Meeting 7:30pm
- d. Tuesday, January 12, 2010 – January Board Meeting 7:30pm
- e. Tuesday, January 26, 2010 -- Dinner Dance planning meeting
- f. Tuesday, February 9, 2010 – February Board Meeting 7:30pm
- g. Friday, February 12, 2010 -- Dinner Dance!
- h. Tuesday, March 9, 2010 – March Board Meeting 7:30pm
- i. Tuesday, April 13, 2010 – April Board Meeting 7:30pm
- j. Tuesday, May 11, 2010 – May Board Meeting 7:30pm

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

>> Visit by the Sisters went well and they were impressed w/children and teachers; were mostly here for vocation work but also noticed the teacher plan books; beautiful pictures on sisters’ website.

>> The Heritage of Faith go-fwd plan was announced this week; church repairs to be finished by next August and additional Phase III planning begins;

>> The concert held on 10/11 was beautiful, he noticed school parents were absent from the Saturday night event, and he wants more integration of the school community into parish life;

>> Noted attendance of school families at mass is low low low; reminded Board Members of their obligation to attend Sunday Mass, especially in light of the qualification for a board member to be a *practicing* Catholic;

>> Christmas program preparation has begun.

I. ADJOURNMENT AND CLOSING PRAYER 9:30 pm

Adjournment at 9:27 pm after praying.