

**HOLY TRINITY SCHOOL BOARD
MEETING AGENDA
December 1, 2009**

Board Members

X Steve Riedl, President	X Margie Donnell, Vice President	Rick Allegretti X
X Jim Murray	X Milo Phelps	X Mike Porter
X Bill Schultheis	X Mary Ellen Schutt, Secretary	X Rich Seeman
X Paul Szalek		

Fr. William DeSalvo, Pastor

Dr. Charles Terry, Principal

Invited Guest(s) Amy Holsinger, Trish Schultheis

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

Meeting called to order at 7:36 pm with prayer led by Father.

B. ROUTINE MATTERS (Steve Riedl) 7:35 – 7:50 pm

1. Attendance/Introductions/Welcomes
2. Approval of Minutes from last meeting – Motioned, Seconded, and Voted (MSV) unanimously to pass given the wrapping paper sale profit is checked and corrected if necessary.
3. Acceptance of Agenda -- MSV as amended (Dr. Terry's remarks moved to end of meeting in deference to our guests).
4. Faculty/Staff Appreciation Dinner – Report from 11/10/09 event: it was great, Father was missed due to his illness; per Dr. Terry the faculty talked about it for a couple of days, the comments from the PSO and School Board members were well received; kudos for Steve Riedl from Margie Donnell on his suggestion to the group to move seats and integrate more with other folks; noted people lingered and talked afterwards which doesn't always happen; Bill Wiggins appreciated being included as a frequent substitute teacher.

C. EX-OFFICIO REMARKS (Dr. Charles Terry, Principal) 7:50 – 8:30 pm

1. 2009 Diocesan Survey Results – moved to end of meeting to be discussed in executive session.
2. Discussion of “Project Enroll” [moved up from later in the agenda] (Amy Holsinger)
 - a. Introduced herself, used handouts, gave her background re: St. Michael Parish's marketing efforts
 - b. Suggested consideration of morning and evening open houses and to use baptismal records to invite prospective families
 - c. Suggested using focus groups every year
 - d. Ideally her program/plan is initiated in August to effect change the NEXT year. (Thus, the 2010-2011 school year would be used for planning and implementation to affect enrollment for 2011-2012 school year).

**HOLY TRINITY SCHOOL BOARD
MEETING AGENDA
December 1, 2009**

- e. Data gathering and volunteer team gathering/recruiting would be done simultaneously; her plans are very large *team* efforts
 - f. Does implementation on an hourly fee basis
 - g. FYI – the budget was \$6000 last year and is \$10,000 this year at St. Mike’s
 - h. Gave out folders of information of her marketing materials for her business
 - i. 598 last year [15% drop in enrollment] vs. xxx this year [????- MES to check]
3. Report on Diocesan Consultation for the Diocese of Joliet

>> Preliminary data on Iowa tests show outstanding scores on Reading in grades 1-4 (86%-ile and higher); the Houghton Mifflin education program is seen as having a positive effect; one grade had a problem with not using proper pencils [pencils were provided by the student’s home and not the school];

>> A reading remediation program is being developed and implemented with the aid of some stimulus money from our School District, we’re using some expensive software, and using a systematic method to work with students who need the help; using one staff member to in-service train our staff, which has been a satisfactory, low cost way of achieving our desired result;

>> Read the newsletter this Friday [12/4/09] that our math teams have had great success at Montini and Nazareth tournaments, and especially at Montini; each grade level at least placed; this was a year of the most awards and recognition from Montini; several kids also got awards from Nazareth Academy as well; we got pictures for our school’s website use, though first we need to get permission from some of the parents before their use; Father wants to publicize the success in the church bulletin in January; Paul S will provide publicity to our local newspapers; Father feels we cannot overstate the accomplishment that validates the Iowa test scores;

>> We were notified that the school will no longer be given *compiled* Explorer test results, only the individual test results;

>> Haven’t done anything with foreign languages being taught in grades 1-4; we weren’t prepared for amount of preparation required for simultaneous implementation of Language 1, Spanish 1, Spanish 2, French 1, Math and Religion; this would be an additional demand on the teacher’s, Mrs. Dvorak’s; we should start up some time in January, but we’re not sure if it’ll be a few weeks or a month more or so; we currently don’t have funds to hire an additional person; the feedback we’re getting from area high schools is still good in this area, that our students are well prepared in the language department; we do expect additional language instruction next January, we’re just not sure how much; grades 7 & 8 will get Language 2, so that next year we’ll graduate a class with 4 years of language instruction;

>> a meeting on the Diocesan consultation report was attended by Father, Dr. Terry, Tricia Schultheis, & Paul Szalek; Dr. Terry was pleased our school emerged ‘intact’, for there were some closings and consolidations proposed; Dr. Terry emphasized this is all draft for now until Bishop Sartain decides;

**HOLY TRINITY SCHOOL BOARD
MEETING AGENDA
December 1, 2009**

>> No financial recommendations yet for 2010-2011 school year have been received from the Diocese; doesn't feel we can continue to raise tuition based on what's he's already seen in late payments, applications for aid, [Father says pastors were hoping this would be addressed, and he thinks we were left alone because our bills are paid; parishes without schools generally have bigger savings account balances than we have; everybody proposed to be consolidated is having financial trouble to a certain degree; Margie D noted Our Lady of Peace Parish is starting their pre-school program; Oswego residents are clamoring for regional schools so the population shift to the southwest is having its effect;

>> Tricia S felt these facts reinforced the message it all comes down to marketing. Paul S noted that in development, more authority was being proposed to be given to the Catholic School Office;

>> Dr. Terry noted there's a possibility of a pastor being allowed to delegate some of his authority to the School Board; there was a suggestion that school board members not be parents of school kids, and it was noted board member terms were not long enough, though they didn't define what 'long enough' was; they noted, too, the possibility of economies of scale with marketing;

>> Father DeSalvo remarked if we need to support a stronger Catholic Schools Office, that money would have to come from what the parish spends on the school now;

>> Bishop Sartain might take advantage of the timing of Sr. Helen Jean's upcoming retirement to do some major restructuring; if that's the case, some additional marketing guidance and support from Diocesan level might not be forthcoming any time soon;

>> We'll be advertising in "Chicago Parent"; we need two more open houses in the spring to acquire more preschool and kindergarten students; lost 18 students over last June, July, and August due to the recession (so we need to anticipate a repeat performance for this summer); the plan is to re-contact the parents of those students come January to see if their circumstances have changed allowing them to come back;

D. STANDING COMMITTEE REPORTS

8:30 – 8:50 pm

1. Community Relations/Marketing Paul Szalek
 - a. Will order 200 signs by end of this week (for \$575, funded by PSO and the school budget), with taller stakes to ensure the signs are visible above snow, and with fewer words for improved readability; had the first preschool open house, we need to use baptismal records for recruitment; we need to put ads in local Tribune advertising us
 - b. Advertising (School Video) Rick Allegretti
 1. Rick still needs to interview Dr. Terry, and needs to screen the film footage taken to ensure parental permission has been given for usage of all the children's images.

**HOLY TRINITY SCHOOL BOARD
MEETING AGENDA
December 1, 2009**

2. Dr. Terry doesn't feel he needs a script for the interview.
- c. Catholic Schools Week Steve Riedl
 1. School brochure has been updated and is ready to go to print; it should be available in the next week or two; we will order same amount as last year using the same weight of paper stock.
 2. Dr. Terry wants something written just for the pre-school so it doesn't get lost in the 'big school' information
 3. School tours/monthly open houses – we will not use parents as extensively during the monthly open houses; Dr Terry himself will give the tours, providing scripted highlights for other tour leaders when he's unavailable.
2. Finance Steve Riedl
 - a. We still need a better handle on the total year's expenses to date [with associated projections of expenses/revenues]; he will get back to focusing on it.
3. Strategic Planning Steve Riedl
 - a. Dr. Terry saw that the Diocesan Office recognized a strategic plan 'template' was needed as a good starting point for all parish schools
 - b. The plan would likely be a 3-to-5 year plan laying out priorities of the school; it can address the curriculum, and set the vision for the school
4. Technology Mike Porter
 - a. Redoing the church's website as a portal into the school's website; outside feedback (from Amy Holsinger) was that our website is good; Dr. Terry credits 4 enrollments from website alone.
 - b. Proposed future discussion of a possible Facebook site and Twittering
 - c. Each grade needs to have more attention on the school's website
 - d. Reminded board members he wants their bios; will not post any of them until he has all of them.
5. Special Funding
 - a. Dinner Dance (February 12, 2010 at The Carlisle) – Report on continued planning Margie Donnell
 1. >> Still need a DJ, preferably a *free* DJ; need volunteers for the night, will put blurb in the Sunday bulletin soliciting help; donor letters went out, additional ones will be available in business office if we need them; solicitation for ads (\$100 and up) still needs attention; raffle ticket solicitation letter have been sent; invitations will be out by mid-December; the dinner menu has 3 choices [meat, fish, and vegetarian], each reservation must specify the attendee's choice of main course; need to start selling tickets after all Masses, so please sign up; Margie D will send out solicitation email on this tomorrow; a 1-page ad will go into storefronts in Westmont, Downers Grove, and Clarendon Hills; she asks that the priest celebrating Mass give a reminder to the congregation at end of every Mass that dinner-dance tickets are now on sale; there will be no martini bar contrary to what was just published in the bulletin; Margie will ask Sue McCowan to delete that reference; tables will accommodate 8 to 10 people each; names and menu choices are to be given with each reservation; asked for a budget for the decorating

**HOLY TRINITY SCHOOL BOARD
MEETING AGENDA
December 1, 2009**

committee (\$1500 was okayed; this was the same as last year), targeting 215 or more people to attend.

- b. Christmas Tree Sales Jim Murray
We doubled our numbers from last year, 3 preorders from last year; list of 22 volunteers was obtained, 15 of them new (!); parishioners without kids were volunteering; expects sales this coming weekend will be better than last weekend's
- 6. Athletics Rich Seeman
 - a. Basketball has started well and required fees were lowered to \$125 from \$300 per student by decreasing the number of practices
 - b. Feedback from people's emails is getting somewhat strident regarding stipends. This will be addressed in January's booster club meeting.
 - c. "Same ol' athletic issues."

E. LIAISON REPORTS 8:50 – 9:00 pm

PSO – The Advent tea is coming up on 12/6; the Jewel Shop-and-Share Day on 12/7; they're organizing classroom projects for the 2/12/10 parish dinner-dance; they're also collecting donations and will purchase manna.

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

Meeghan Schlaks: Is there a way to weight the grade that, for example, a 7th grader who gets a B in high school level language course? Dr. Terry suggested she take it to her child's teacher for consideration.

Steve R: Is there any discussion that honor rolls be tied to only core subjects? Dr. Terry: This point is moot. High standards that are set are reasonable.

[Name of Who???? Woman in the corner] Is there any plan for boosting some of the other Iowa test scores? Dr. Terry: The faculty and I have discussed it, and decided that shifting focus in order to raise computation scores might very well drop accomplishments in Concepts and Understanding. A simple solution that relies on the student performing outside work at home with parental supervision may work and is being considered. Computation scores just may need flashcard work because those results rely heavily on speed.

>> Have not gotten anything from the Diocese on tuition yet.

G. FUTURE BUSINESS 9:15 – 9:20 pm

- 1. Agenda Items for the Next Meeting
 - a. CT to give the guided tour of the school at end of meeting
 - b. Heritage of Faith Campaign update

**HOLY TRINITY SCHOOL BOARD
MEETING AGENDA
December 1, 2009**

- c. Plan for what to do with our Iowa test results

2. UPCOMING MEETING/EVENT DATES

- a. Tuesday, January 12, 2010 – January Board Meeting 7:30pm
- b. Tuesday, January 26, 2010 -- Dinner Dance planning meeting
- c. Tuesday, February 9, 2010 – February Board Meeting 7:30pm
- d. Friday, February 12, 2010 -- Dinner Dance!
- e. Tuesday, March 9, 2010 – March Board Meeting 7:30pm
- f. Tuesday, April 13, 2010 – April Board Meeting 7:30pm
- g. Tuesday, May 11, 2010 – May Board Meeting 7:30pm

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

Looking forward to the Christmas program, kids saying the rosary using their foreign language skills is going well; kids in Youth Ministry performed at mall today.

I. ADJOURNMENT AND CLOSING PRAYER 9:30 pm

Adjourned at 9:45 pm.

**HOLY TRINITY SCHOOL BOARD
MEETING AGENDA
December 1, 2009**

Executive Session began @ 9:48 pm to discuss Dio survey data.

CT handed out binders of data, asked for it to be close-held. Got data a few weeks ago. Went thru it, and looked at pages 12a, b and c which complete section on Cath Ident Part II; we will probably be mining this data for 6 months; faculty and CT looked at parent data; 101 out of 157 surveys completed, excellent return, a credit to our strategies for getting the surveys done;

Parent survey data looked at with top and bottom 5's, respondents in early to end of Sep, tech being among bottom five was a surprise that it ranked as low as it did

Spec ed teacher will likely be needed on staff over the near term to handle both ends of the learning spectrum.

CT wants a more systemic approach to handling bullying issues; to date it's handled on an ad hoc basis. Faculty and he agree on this.

Action plan targets:

Technology (perception issue probably)

Helping students with learning needs (the Read Naturally program a start on this) (what can we do within budget on this?)

Science (partial perception problem) (improving the program while educating everyone of the improvements)

Communication (What can we do here? Partial answer: Wednesday packet to be put online like in St. Mary's of Gostyn)

Athletic facilities (support Heritage of Faith)

Bullying (needs more analysis)

Tuition (dio strat plan to the rescue, try to not have a tuition increase this year)

Will release info to parents stage by stage over period of few months so they get whole picture; where strategies and tactical solutions have been identified, he'll include that info; some aspects will just be flagged as needing a lot more attention over time.