

**OUR LADY OF PERPETUAL HELP SCHOOL COUNCIL MINUTES**  
**October 29th, 2009**

**1. Call to Order:**

- a. The meeting of October 29th, 2009 came to order at (7:03pm) in the Pastoral Center with a prayer led by John Trayhan.
- b. Members Present: Jackie Palermo, Mary Newquist, Debbie Gaston, Terry Grimmett, Lorrie Coles, John Trayhan, Kelley Martin, Ann Marie Sturdivant, John Torrez, and John Harper.
- c. Members Absent: Claudia Ogrin, Monica Hoover, Father Jose De La Rosa, Father James Seiwert, Jeff Fisher, and Roger Rudder
- d. The minutes from the September 16th, 2009 meeting were approved and were posted on the OLPH web page.

**2. Discussion Items:**

**a. Principal's Report (Jackie Palermo):**

**1. Enrollment:** There has been minimal student movement between grades. After dropping 2 students, our total enrollment is 428. Across the Archdiocese, enrollment is down 529 – we are doing well.

**2. School Issues:**

**a. Playground:** A recent storm tore a playground tarp and bent the tarp's frame. Some of the structure will need to be rebuilt – we believe the repair work will be covered under warranty.

**b. Bike Ride, spring 2010:** The endowment program is moving forward, and this bike ride is a charitable race/fund raiser (matching donor may emerge as well).

**c. Curriculum Alignment:** We are working on strengthening writing skills. The transition from SAT-10 to Iowa Basics is a work in progress.

**d. Morning Treats for Parents:** Breakfast treats and pertinent information bullets are being distributed to parents while they wait in car lines. Our goal is to maintain and improve community communication and cohesion.

**e. 8<sup>th</sup> Grade Visits:** The visits are finished and were very successful overall - having mass weekly was noted as a very important "selling point." We are now working on preparation for placement tests.

**f. Student Participation at OLPH Weekend Masses:** Specific grades will serve the community by providing the choir and bringing up the holy gifts for the Eucharist at different masses, which will rotate monthly.

**g. Helping Hand Fund:** 21 families benefitted, and funds are still available.

**3. Faculty:** No discussion or new developments.

**4. Calendar:** All important dates are posted on the OLPH web page. There will be an Advent Retreat on 11/24/09. Thanksgiving vacation is 11/25/09 through 11/29/09.

**b. Child Development Center Report (Claudia Ogrin - absent):** No discussion.

**c. PTC Report (Monica Hoover was absent, given by Katie Asadourian):**

**1. Halloween Carnival:** All is going well, and we will have rides this year (thank you John Torrez!).

**2. Torch Token Program (Barbara Pulcini, Carmelita Sprague):** Campaign has just started this year, so it is time to BUY!

**3. Sister's Pantry:** This fund currently contains ~\$2,100.00, which will be distributed in November.

**4. The next PTC meeting:** Monday, November 16th, 2009.

**d. Committee Reports:**

**1. Building and Grounds (Jeff Fisher):** No discussion or actions taken.

**2. Policy and Planning (Terry Grimmett):**

**-National Blue Ribbon School Application Status:** Although OLPH continues to hold this distinction under the No Child Left Behind Act and meets Department of Education eligibility requirements, we are unable to reapply at this time under the current Council for American Private Education guidelines. We will seek out other academic achievement recognition programs for which to apply.

**-Strategic Plan:** Council members reviewed OLPH's most recent strategic plan prior to this meeting – see old business below.

### **3. Development (Lorrie Coles):**

**-Creating a Welcoming Atmosphere:** Under consideration is a “Guardian Angel Program,” where a parent would be assigned a sponsor who can provide 1 on 1 support as needed or “veteran” OLPH children can be assigned to help “rookie” students.

**-Strategic Marketing:** This is an ongoing process, but no discussion or actions taken at this meeting.

**-School Website Update:** The current site is up to date. The server goes down occasionally, so we are working on improving stability. Hopefully, the new site will be up soon.

**-Scrip Program:** This is an extremely important program. We make the most revenue during the holidays. An insert will be in Thanksgiving bulletin.

### **4. Finance (Kelley Martin):**

**-Preliminary 2010-2011 Budget (due by January):** Kelley will soon be going over budget items line by line with Jackie Palermo.

**-Tuition Comparisons:** Debbie Gaston, Kelley Martin, and Jackie Palermo will bring specific data for our November meeting.

**-Current Budget through 9/30/09:** 43% of expected revenue has been collected, and expenses are 25% of those predicted. A few items (insurance, supplies, repairs, & new equipment) had expenditures significantly above 25%, but these were expected (no surprises). Overall, our budget is on target.

**5. Technology (no designated leader):** No discussion or actions taken.

### **6. Nominating Committee:**

**-Remaining Council Position:** Resumes of potential candidates are still being accepted by Jackie Palermo.

**7. Executive Committee:** A brief meeting was conducted after the closing comments of today's meeting.

### 3. Old Business:

#### a. Strategic Planning:

-**Starting Point:** John Trayhan and Jackie Palermo will focus on “where we are” with our old Strategic Plan.

-**Facilitator Search:** We plan to contact other schools for a “road map.”

-**Foundation:** We will be reviewing the current vision/mission statements, making adjustments as needed.

-**Recruitment:** We need to pull in community talent.

b. **2010-2011 Budget:** See above under finance committee.

### 4. New Business:

a. **Next Council Meeting:** Wednesday, November 18th, 2009, at 7:00 pm in the Pastoral Center.

**5. Closing Prayer/Comments:** Closing silent prayer conducted by John Harper.  
Meeting adjourned at 8:45 p.m.

**6. Executive Session:** Council nominating process was discussed, clarified, and agreed upon.

Respectfully submitted,

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John M. Trayhan, President

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Jackie Palermo, Principal

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John K. Harper, Secretary