

**OUR LADY OF PERPETUAL HELP SCHOOL COUNCIL MINUTES**  
**September 16th, 2009**

**1. Call to Order:**

- a. The meeting of September 16th, 2009 came to order at 7:02pm in the Pastoral Center with a prayer led by John Trayhan.
- b. Members Present: Jackie Palermo, Mary Newquist, Claudia Ogrin, Jeff Fisher, Debbie Gaston, Terry Grimmett, Lorrie Coles, John Trayhan, Kelly Martin, Ann Marie Sturdivant, John Torrez, and John Harper.
- c. Members Absent: Monica Hoover, Lorrie Coles, Father Jose De La Rosa, Father James Seiwert, and Roger Rudder.
- d. The minutes from the August 19th, 2009 meeting were approved and are already posted on the OLPH web page.

**2. Discussion Items:**

**a. Principal's Report (Jackie Palermo) – see full report for details:**

**1. Enrollment:** We are holding steady at 430. The 5<sup>th</sup> grade census will soon grow from 51 to 52.

**2. Other School Issues:**

- a. The 5<sup>th</sup> grade classrooms' remodeling is complete.
- b. The Wildcat Welcome Mass and Bar-B-Q was a huge success with over 500 guests served. Plans are already being made for next year's celebration – bigger and better 😊
- c. On September 3<sup>rd</sup>, St. Mary's music department presented the school an operetta, "Caldo, Caldo, Caldo." The kids appeared to enjoy this event immensely.
- d. Over the weekend of September 11 – September 13, OLPH introduced its endowment program to the Parish.
- e. 8<sup>th</sup> grade visits are scheduled for the high schools. These students are preparing for their high school placement tests.
- f. Athletics are well underway, and all the teams are into their season. Our cross country team, coached by Mr. Tomlin, debuted with their 1<sup>st</sup> meet on 9/11/09.
- g. Academic progress reports went home on 9/16/09.

**3. School Calendar:** Many of these events were briefly mentioned, but they will be over by the time these minutes are posted. Please make it a

habit to check our monthly Principal's Report for important calendar dates/events.

**b. Child Development Center Report (Claudia Ogrin):**

All is well at the CDC. There have been no drop-outs, and the waiting lists for both grades remain long. The extended day program is running smoothly. Hiring a part-time receptionist for the afternoon (3 hours a day) is under consideration.

**c. PTC Report (Monica Hoover was unable to attend, but she forwarded information to be discussed in her absence):**

**1. Tuition Reduction Fund Raiser:** Letters will be sent to participants in early October that will address how the funds will be distributed.

**2. Passive Fund Raising:** Discussion deferred until our next meeting.

**3. Halloween Carnival:** Mr. Albert Salazar, father of 5<sup>th</sup> grader Antonio Salazar, has agreed to chair the Halloween Carnival. When you see him, let him know how much you appreciate his efforts and leadership. Much help is still needed, and there are weekly committee meetings every Thursday at 7pm in the Library.

**4. The next PTC meeting:** Monday, October 19<sup>th</sup>, 2009.

**d. Committee Reports:**

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

**2. Policy and Planning** (Terry Grimmett): The new student/parent handbooks were distributed to all council members present. All OLPH families received them in their orientation packets. The process of developing a new Strategic Plan was addressed as an Old Business item below.

**3. Development** (John Trayhan for Lorrie Coles): Jason Hernandez's web-site development continues to come along nicely. There was discussion about creative ways to promote a welcoming atmosphere. "Muffin in the morning" and a "guardian angel program" were two programs discussed – more details to follow. The importance of ongoing strategic marketing was also discussed. An update on the OLPH School web-site will be provided at the October meeting. Additional information will also be provided about the "guardian angel program."

**4. Finance** (Kelley Martin): We have progressed 17% of our way through 2009-2010. Expenditures in all categories were either lower than or near expected levels, except for "New Equipment." "New equipment" went beyond its projected expenses by 16% due to \$6,000.00 being used for the 5<sup>th</sup> grade classroom remodeling and \$6,500.00 being used for the library's new roof AC. Overall collected revenue is at 41%. Overall expenses for the year are at 13%.

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

**6. Nominating Committee:** One council position remains open, now that John Torrez has agreed to serve. Jackie Palermo will provide resumes of interested candidates at the October council meeting.

**7. Executive Committee:** No discussion or actions taken.

### **3. Old Business:**

**a. Strategic Planning:** John Trayhan assigned all council members homework – study our most recent OLPH Strategic Plan as a way of developing a foundation upon which to build and prepare for the future. Discussion of the Strategic Plan will be included on the October agenda.

**b. OLPH Chess Curriculum:** The first class of 18 students was conducted 9/10/09 from 3:30pm-5:30pm in the old music room. Everything went smoothly with the assistance provided by parent helpers. Classes will be conducted every Thursday from 3:30pm-5pm. The early out on October 15<sup>th</sup> will be addressed via e-mail to those who are enrolled.

### **4. New Business:**

**a. 2010-2011 Budget** (John Trayhan): We have to have a preliminary budget developed by January (including salaries, tuition, and registration fees) and approval of the entire budget by February. Jackie Palermo was asked to provide tuition comparisons at the October meeting.

**b. Next Council Meeting:** Wednesday, October 21st, 2009, at 7pm in the Pastoral Center. An **executive session may follow this regular meeting.**

**5. Closing Prayer/Comments:** Closing prayer was conducted by Jackie Palermo. Meeting adjourned at 8:03 p.m.

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