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July 27, 2004
Noon – 1:00 p.m.
37th Biennial Clergy-Laity Congress

Timeline of Holy Trinity Academy

- 1990 When the Arthur L. Sarris Community Center was constructed, classrooms were configured with a place for Orthodox parents to educate their children in mind.
- 1998 Benefactor came forward with seed money for HTA
Is there a desire to see a Parish Day School at HTGOC?
A survey was sent out to all the Orthodox parishioners to gather information.
- 1999 Ad Hoc committee was formed
The Ad Hoc committee is responsible for laying the groundwork needed to begin a Parish School.
- 3/2000 principal was hired
- 8/21/2000 2000/2001 school year began
- | | | |
|------------------|-------|-----------------------|
| Pre-School 2s | T/H | 9:00 a.m. - noon |
| Pre-School 3s | M/W/F | 9:00 a.m. - noon |
| Pre-Kindergarten | M-F | 9:00 a.m. – noon |
| Kindergarten | M-F | 9:00 a.m. – 3:00 p.m. |
- 8/19/00 HTA's 1st fund-raiser – Lavish Seafood Buffet
- 8/21/00 Metropolitan Isaiah officiates the 1st day of school
His Eminence, Mrs. Paulos, Fr Nick and an HTA Kindergarten participate in the ribbon-cutting ceremony.
- 8/20/2001 2001/2002 school year began
- | | | |
|-----------------------|-------|-----------------------|
| Pre-School 2s | T/H | 9:00 a.m. - noon |
| Pre-School 3s | M/W/F | 9:00 a.m. - noon |
| Pre-Kindergarten | M-F | 9:00 a.m. – noon |
| Kindergarten | M-F | 8:30 a.m. – 3:30 p.m. |
| 1 st grade | M-F | 8:30 a.m. – 3:30 p.m. |
- 8/20/02 1st day of school – Began with an Agiasmos Service (Blessing of the Waters)
- 8/24/01 2nd Annual Lavish Seafood Buffet
- 8/2002 2002/2003 school year begin
- | | | |
|-----------------------|--------------|-----------------------|
| Pre-School 3s | M/W/F or M-F | 9:00 a.m. - noon |
| Pre-Kindergarten | M-F | 9:00 a.m. – noon |
| Kindergarten | M-F | 8:30 a.m. – 3:30 p.m. |
| 1 st grade | M-F | 8:30 a.m. – 3:30 p.m. |
| 2 nd grade | M-F | 8:30 a.m. – 3:30 p.m. |
- 8/19/03 1st day of school – Began with an Agiasmos Service (Blessing of the Waters)
- 8/17/04 3rd Annual Lavish Buffet

8/19/2003 2003/2004 school year began

Pre-School older 3s	M/W/F	9:00 a.m. – noon
Pre-School younger 3s	T/H	9:00 a.m. – 1:30 p.m.
Pre-Kindergarten	M-F	9:00 a.m. – noon on M/W/F & 9:00 a.m. – 1:30 p.m. on T/H
Kindergarten	M-F	8:30 a.m. – 3:30 p.m.
1 st grade	M-F	8:30 a.m. – 3:30 p.m.
2 nd grade	M-F	8:30 a.m. – 3:30 p.m.
3 rd grade	M-F	8:30 a.m. – 3:30 p.m.

8/18/03 1st day of school – Began with an Agiasmos Service (Blessing of the Waters)

8/16/04 4th Annual Lavish Buffet

8/17/2004 2004/2005 school year begins

Pre-School 3s	M/W/F or M-F	8:30 a.m. - noon
Pre-Kindergarten	M-F	8:30 a.m. - noon
Kindergarten	M-F	8:30 a.m. – 3:30 p.m.
1 st grade	M-F	8:30 a.m. – 3:30 p.m.
2 nd grade	M-F	8:30 a.m. – 3:30 p.m.
3 rd grade	M-F	8:30 a.m. – 3:30 p.m.
4 th grade	M-F	8:30 a.m. – 3:30 p.m.

8/17/03 1st day of school – Began with an Agiasmos Service (Blessing of the Waters)

8/21/04 5th Annual Lavish Buffet – Taverna Night with entertainment by Greek-American comedian Basile

Projections

8/2005 2005/2006 school year begins

Pre-School 3s	M/W/F or M-F	8:30 a.m. - noon
Pre-Kindergarten	M-F	8:30 a.m. - noon
Kindergarten	M-F	8:30 a.m. – 3:30 p.m.
1 st grade	M-F	8:30 a.m. – 3:30 p.m.
2 nd grade	M-F	8:30 a.m. – 3:30 p.m.
3 rd grade	M-F	8:30 a.m. – 3:30 p.m.
4 th grade	M-F	8:30 a.m. – 3:30 p.m.
5 th grade	M-F	8:30 a.m. – 3:30 p.m.

9/2005 Southern Association of Colleges and Schools Accreditation obtained

8/2006 2006/2007 school year begins

Pre-School 3s	M/W/F or M-F	8:30 a.m. - noon
Pre-Kindergarten	M-F	8:30 a.m. - noon
Kindergarten	M-F	8:30 a.m. – 3:30 p.m.
1 st grade	M-F	8:30 a.m. – 3:30 p.m.
2 nd grade	M-F	8:30 a.m. – 3:30 p.m.
3 rd grade	M-F	8:30 a.m. – 3:30 p.m.
4 th grade	M-F	8:30 a.m. – 3:30 p.m.
5 th grade	M-F	8:30 a.m. – 3:30 p.m.
6 th grade	M-F	8:30 a.m. – 3:30 p.m.

How to begin an Orthodox Christian School

Hello, my name is Leza Chrysosovergis and I was the principal at Holy Trinity Academy, An Orthodox Christian School in Dallas, Texas from March or 2000 until June 2004. Holy Trinity Academy is located in Dallas, Texas and is affiliated with Holy Trinity Greek Orthodox Church.

The thought of a place to teach young Orthodox children began long before I came into the picture. Fr. Nicholas Katinas, the Proistaminos of HTGOC from 1978 to 2003, envisioned a place where Orthodox families could send their children so that they could learn and play in the Orthodox faith. Fr. Nick shared with dream with his parishioners and in 1998 Mr. and Mrs. James Paulos (maybe I don't mention them by name?) made a monetary donation to begin such a place. This money was used as our seed money. In early 1999 parishioners of HTGOC began to discuss starting an Orthodox Christian School.

An Ad Hoc committee was established; a committee who were responsible for laying the groundwork for what is now Holy Trinity Academy.

The members of the Ad Hoc committee surveyed the community by obtaining membership information from the parish. Telephone calls and a written survey were sent out to the families who had children who were of the age of students HTA would serve. (refer to pages 9 – 10)

The Ad Hoc committee was divided into sub-committees. Below are the sub-committee titles and the responsibilities of each.

1. Fund-Raising

This committee originally raised funds for the playground. After monies were raised for the playground and the playground was completed, the responsibilities of this committee were to organize fund-raisers to benefit HTA. Currently HTA has two major fund-raisers sponsored by the HTA School Board. A lavish buffet kicks off each school year. The first year it occurred during the fast of the Dormition so it was a seafood buffet but this event, similar to the school, has evolved and for the 2004/2005 school year we will have a Taverna Night and be entertained by Greek American comedian Basile. This event yields over \$25,000. The spring fund-raiser is a golf outing at one of the local golf clubs. This is a memorial outing held in memory of one of the HTGOC parishioners – Mr. Spiro Augustus. The goal is to have each hole underwritten and have 144 golfers out there the day of the event. This event yields over \$40,000. Both of these events take a lot of hard work and dedication by board members and volunteers to make them successful.

2. Playground Design

Prior to the opening of HTA, the committee understood that the children would need an outside place to play in a safe environment. This committee designed a playground for children ages two through eight. This committee should work in conjunction with the State Regulations and Accreditation because each state requires certain provisions for an outdoor playground.

3. State Regulations & Accreditation

State Regulations

The responsibilities of this committee were to research the regulations of the State of Texas. Due to the age range of the children served at HTA, we obtained licensure through the Texas Department of Protective and Regulatory Services (TDPRS) which has since changed its name to Texas Department of Family and Protective Services (DFPS). The DFPS will remain HTA's licensing body until the 2005/2006 school year when HTA will seek accreditation from the Southern Association of Colleges and Schools (SACS).

Accreditation

The Texas Education Agency (TEA) does not recognize private schools as such. They do however recognize accrediting agencies which accredit and monitor all the private school in the state of Texas. There are approximately fifteen accrediting bodies in the state of Texas. This committee began researching these different bodies with the understanding that a school must be operational for three years before beginning the process of accreditation. A recommendation was made that HTA follow the Texas Essential Knowledge and Skills (TEKS) objectives and this has been followed when creating curriculum objectives for each grade.

4. Curriculum (refer to page 8. I will have a copy of HTA's curriculum, but not hand it out)
This committee developed curriculum statements for the school and presented these to the General Assembly when it sought approval for the school. The guidelines include the core subject matter including Orthodox way, the religious component of the curriculum. Additionally, HTA offered enrichment courses including Greek language, PE, Art, Music, Library, and Computers. Once the guidelines were devised, specific objectives were written and then textbooks adopted to help meet those objectives.
5. Facility Reconfiguration
Research into the existing space was conducted. As with many parishes, the community center is not utilized completely Monday – Friday (although that is not truly the case with HTGOC). However, HTA needed to take into account the life of the parish and combine the school's needs with that of the parish. Modifications to existing Catechetical school classrooms were made with the regulations put forward by DFPS in mind and those classrooms became used six days a week; Monday – Friday by HTA students and Sunday by Catechetical students. Modifications were made to include a principal's office, staff workroom, and multi-purpose room which is still used as HTA's library, before-school and after-school care room, and computer lab. The parish also needed to reevaluate their current storage of parish items in order to make room for a school.
It was also essential that HTA create a school calendar and coordinate its days with the parish. A very large fund-raiser of HTGOC, as with many other parishes is our Greek Festival. As we all know, festivals don't just take place over a weekend, as it appears to the public who attends. There are months and months of preparation which occur mainly in the church kitchens. Sharing space has evolved and I will tell you it has become easier with time. The Parish's and School's mindset is that we both have an understanding that both entities are sharing space bring life to the community center on a daily basis. (Refer to pages 11 – 17).
6. Teaching Materials/Equipment (refer to page 21)
This committee was responsibly for researching furnishings and equipment which would be needed to open the school.

7. Development of a Mission Statement

This committee was responsible for creating a mission statement which would encompass goals set forward by the school board. The mission statement of Holy Trinity Academy is:

Holy Trinity Academy offers a unique educational experience, both academically and spiritually. In addition to a strong academic program in which students are challenged to their full potential, our goal is to provide a safe and caring environment where the Orthodox Christian way of life is nurtured. Further, appreciation for our cultural heritage, both American and Hellenic, is fostered. Our aim to educate the whole child is facilitated by a low pupil to teacher ratio, which provides staff the opportunity to give personal attention to students. Instilled with a love of learning, our students will be prepared to take their place as responsible members of church, family, and society.

The Ad Hoc committee was also responsible for the following items which needed to be researched prior to the school opening.

Legal Status/Insurance (discuss non-profit status and non discrimination policy)

1. Identify and recommend counsel who will assist in the legal organization of the school.
2. Thoroughly investigate all aspects of the proposed legal status
3. Review insurance needs in light of the legal status (what does the state require?)

Brochures & PR (present brochure for 00/01 & 04/05 school years and student application)

1. Develop materials for marketing the school.
2. Foster an awareness of our school in the Orthodox parishes, our own and others in the metroplex.
3. Establish channels of communication between school and parish.

Personnel & Hiring (refer to page 18 - principal job description and teacher application)

1. Identify requirements for the various staff positions which need to be filled.
2. Develop hiring procedures and policy
3. Interview candidates

Budget & Purchasing (refer to page 20 - pro forma budget of start-up year and year 1)

1. Review projected budget presented to the General Assembly and adjust to current needs.
2. Set up policy for purchases made for HTA.
3. Make recommendations for tuition and registrations fees.

Library (discuss information about Athena software – www.sagebrushcorp.com , click on Athena))

1. Begin acquisitions of age and subject appropriate books.
2. Identify software package for cataloguing books and setting up a library system.

Parent Organization

1. Contact parents and identify those who are interested in laying the groundwork for the parent organization.
2. Brainstorm and identify most effective means of establishing a parent organization.

Proposed Curriculum Statements

Language Arts

- Multi-faceted approach with strong phonics base
- Wide variety of language experiences

Math

- Hands-on approach, using a wide variety of manipulatives
- Integrated throughout the day

Science

- Answer how and why questions through discovery
- Stimulate curiosity about God's world through exploring and the world around us

Social/Cultural Studies

- Expand child's understanding of self, family, friends, school, neighborhood, and church
- Learn and apply the "Golden Rule" to interactions with others
- Unit studies which will include, among others, the study of holidays, community helpers, and famous people
- Unit studies of Hellenic culture and language

Orthodox Christian Life (which we presently refer to as Orthodox Way)

- Daily Chapel
- Learn about God and His Word
- Study major feast days and related Bible stories
- Learn prayers and hymns

Survey for An Orthodox Christian School

Parent(s)' Name: _____

Address: _____

Phone: _____

Email address: _____

Child/Children Grade for (school year) Date of Birth School Currently Attending

Please check the box that applies most to you for each question.

5 = definitely

4 = maybe/somewhat interested

3 = not sure

2 = not really

1 = not interested at all

N/A – Does not apply to me

	1	2	3	4	5	N/A
1. Would you like to see our parish organize an Orthodox Christian elementary school?						
2. Do you think there is a need for an Orthodox Christian elementary school in our area?						
3. Would you send your child(ren) to an Orthodox Christian school if we had one?						
3. Would you be interested in attending an informational meeting about our school?						

5. Which of the following would influence your decision to send your child(ren) to our school?
(Please check all that apply)

* Class size

* Curriculum

* Cost

* Driving distance

* Grades available (Kindergarten, 1st, etc.)

* Orthodox Christian education

* Other _____

6. Why might you not consider sending your child to our school?

7. What are your special interests or expectations of the school?

8. Do you have any other concerns?

Please return this survey to the church office in the self addressed stamped envelope by _____ . Thank you for participating and filling out our questionnaire. Your input is extremely valuable to us.

School Calendar
2000/2001 school year

August 2000

- 18 First Annual Fundraiser @ 7:00 PM
- 21 Ribbon Cutting Ceremony @ 8:45 AM
Reception sponsored by PO @ 9:30 AM
Parent Orientation for 3 YO, Pre-K and K parents
1st day of school for 3 YO, Pre-K & K
- 22 Parent Orientation at 9:00 am for 2 YO parents
1st day of school for 2 YO
- 31 PO Board Meeting @ 7:00 p.m.

September 2000

- 4 Labor Day Holiday - No school
- 5 Agiasmos (Blessing of the waters)
- 7 Back to School Night @ 7:00 PM
- *14 Tou Stavrou (celebration of the Holy Cross). Children attend Divine Liturgy at 10:40 a.m.
- 21-27 Fall break - No school
- 22-24 Grecian Food Festival
- 27 Parent-teacher conferences
- 28 School resumes (Pre-School - 2 YO)

October 2000

- 2 Agiasmos (Blessing of the waters)
- 2-6 Outreach Project "Buckets for the needy"
- *4 Children's Liturgy
- 5 PO Board meeting @ 7:00 p.m.
- 9 Columbus Day - No school
- *24 Children's Liturgy

- 30 Costume parade for Pre-School (3 YO)
- 31 Costume parade for Pre-School (2 YO) Pre-K and K.

November 2000

- 2 PO Board meeting @ 7:00 p.m.
- 7 Agiasmos (Blessing of the waters)
- 12 Book Fair & coffee hour
- *15 Children's Liturgy
- 21 Thanksgiving Day Feast
Kindergarten – early dismissal
- 22-24 Thanksgiving Recess
- 27 School Resumes (Pre-School - 3 YO)

December 2000

- 1 Agiasmos (Blessing of the waters)
- 7 PO Board meeting @ 7:00 p.m.
- *15 Children's Liturgy
- 19 Pre-School (2 YO) Christmas classroom party
Christmas Program at 7:00 PM
- 20 Pre-School (3 YO), Pre-K & K Christmas classroom parties
Kindergarten – early dismissal
- 21-29 Christmas Recess

January 2001

- 1-3 Christmas Recess con't
- 4 School Resumes (Pre-School - 2 YO)
- 9 Agiasmos (Blessing of the waters)
- 11 PO Board meeting @ 7:00 p.m.

- 15 Martin Luther King - No school
- *16 Children's Liturgy
Outreach project with St. Sophia Orthodox Women Fellowship
enrollment for 2001-2002 school year begins for returning students (through 2/8/01)
- 18 Open House for new families @ 7:00 PM
- *31 Children's Liturgy

February 2001

- 1 PO Board meeting @ 7:00 p.m.
- 5 Agiasmos (Blessing of the waters)
- 5-8 Valentine's Outreach Project
- 12 Delivery of Outreach Project to Orthodox shut-ins
- *8 Children's Liturgy
- 9 No School
Parent/teacher conferences
- 12-16 Registration for new students
- 13 Pre-School (3 YO) classroom Valentine's party
- 14 Pre-School (2 YO), Pre-K, & K classroom Valentine's parties
- *20 Children's Liturgy
- 23 Donuts for Dad from 8:15-8:45 AM

March 2001

- 1 Agiasmos (Blessing of the waters)
PO Board meeting @ 7:00 p.m.
- 12-16 Spring Break
- *23 Children's Liturgy
- 31 HTA PO Garage Sale 9:00 a.m. – 3:00 p.m.

April 2001

- 2 Agiasmos (Blessing of the waters)
- 5 PO Board meeting @ 7:00 p.m.
- 11 Kindergarten – early dismissal
- 13 & 16 No school Pascha (Orthodox Easter)
- 17 School resumes (Pre-School - 2 YO)
- 21 Safety Fair
- 23-27 Teacher appreciation week
- *24 Children’s Liturgy
- 25 Bright classroom party for Pre-School (3 YO)
- 26 Bright classroom party for Pre-School (2 YO), Pre-K & K

May 2001

- 2 Agiasmos (Blessing of the waters)
- 3 PO Board meeting @ 7:00 p.m.
- 10 General PO meeting @ 7:00 p.m.
- *11 Children’s Liturgy
Muffins for Mom from 8:15-8:45 AM
- *24 Ascension - Children attend Divine Liturgy at 10:40 a.m.
Last official day of school for Pre-School 2 YO
Kindergarten graduation and End of the Year Program @ 7:00 p.m.
- 25 Last official day of school for Pre-School 3 YO, Pre-K and K
School Picnic – all students and families are invited to attend

* denotes that the children will be attending Divine Liturgy in the Sanctuary. Please dress children in appropriate attire for these days.

The Agiasmos will occur during chapel time.

When children are scheduled to attend Divine Liturgy, it will be in place of chapel.

Terms: Agiasmos - This is a tradition of the church to do a small blessing in order to offer a gift of sanctification to the participants of Holy Trinity Academy.

2004/2005
School Calendar
(dates are subject to change)

August 2004

- ? Mandatory Parent Orientation & HTA PO Fall General Meeting at 5:00 p.m. **
- 17 1st day of school
- 21 4th Annual Lavish Buffet 7:00 p.m.
Agiasmos (Blessing of the Waters) at 8:45 a.m.
NOON DISMISSAL FOR ALL STUDENTS
NO BEFORE SCHOOL CARE
- 26 meeting for non-Orthodox parents at 6:30 p.m.

September 2004

- 1 Agiasmos (Blessing of the Waters) at 8:45 a.m.
- 2 Back to School Night at 6:30 p.m.**
- 6 Labor Day Holiday - **NO SCHOOL**
- 13-14 Parent volunteers needed to monitor hallways
- 15-20 Fall Break - **NO SCHOOL**
- 16-19 Greek Food Festival
- 30* Children's Divine Liturgy at 10:00 a.m.

October 2004

- 1 Agiasmos (Blessing of the Waters) at 8:45 a.m.
- ?? Outreach Project
- 6* Children's Divine Liturgy at 10:00 a.m.
- 11 Columbus Day - **NO SCHOOL**
- 21* Children's Divine Liturgy at 10:00 a.m.
- 24 FallFest Carnival
- 25 end of 1st quarter (45 days)
- 29 Costume Parade and parties (**NO CHAPEL**)

November 2004

- 1* Feast of Kosmas & Damianos & Agiasmos (Blessing of the Waters). HTA will join parish at 10:00 a.m.
Report cards distributed
- 1 - 5 Parent-Teacher conferences (before or after school)
- 11 Open House for new families
- 23 Thanksgiving Day Program and luncheon at 11:30 a.m.
Students released to parents after the luncheon.
- 24-26 Thanksgiving Recess
- 30* Feast of St. Andrew. HTA will join parish at 10:00 a.m.

December 2004

- 1 Agiasmos (Blessing of the Waters) at 8:45 a.m.
- 12* Feast of St. Nicholas. HTA will join Parish at 10:00 a.m.
- 16 Christmas Program at 7:00 p.m.
- 17 Christmas Classroom Parties
- NOON DISMISSAL FOR ALL STUDENTS**
- 20-31 Christmas Break - No School

January 2005

- 3 Christmas Break con't
- 4 School Resumes
- Vasilopita cutting service (New Year's bread) at 8:45 a.m.
- 6* Feast of the Epiphany. HTA will join Parish at 10:00 a.m.
- 13 Open House for new families
- 14 Donuts for Dad at 8:00 a.m. beginning with *Morning Prayer Service* in the Chapel
- 10 enrollment for 2004-2005 school year begins for currently enrolled students (through 2/1/05)
- 18 end of 1st semester
- 24* Children's Divine Liturgy at 10:00 a.m.
- Report cards distributed

February 2005

- 1 Agiasmos (Blessing of the Waters) at 8:45 a.m.
- final day to submit contracts for 05/06 school year**
- 2 Presentation of our Lord. HTA will join Parish at 10:00 a.m.
- 6 HTA Sunday
- ?? HTA Outreach Program
- 7-11 Registration for new students 10:00 a.m. – 2:00 p.m.
- 14 Valentine's Day CR parties
- 16 President's Day – **NO SCHOOL**
- 25 Granola for Grandparents at 8:00 a.m. beginning with *Morning Prayer Service* in the Chapel
- 28* HTA Divine Liturgy at 10:00 a.m.

March 2005

- 4 Agiasmos (Blessing of the Waters) at 8:45 a.m.
- 7 - 11 Spring Break -- **NO SCHOOL**
- 14 Kathari Deftera (Eastern Lent Begins)
- Clean Monday Retreat for 1st - 3rd graders
- 2nd and 3rd grade Orthodox students receive Sacrament of Confession
- 25* Feast of the Annunciation. HTA will join Parish at 10:00 a.m.
- 27 Western Easter
- 28 Make-up day (**NO SCHOOL if day remains unused**)
- 31 end of 3rd quarter

April 2005

- 1 Muffins for Mom at 8:00 a.m beginning with *Morning Prayer Service & Agiasmos* (Blessing of the Waters) in the Chapel
 - 8 Report cards distributed
 - 11-15 Parent/Teacher conferences (before or after school)
 - 17 HTA Book Fair
 - 25-29 Orthodox Holy Week
 - 27 Sacrament of Holy Unction. The students will be joining the Parish.
 - 28* Holy Thursday -- Children will attend Divine Liturgy with the Parish
- NOON DISMISSAL FOR ALL STUDNETS**
- 29 Eastern Holy Friday -- **NO SCHOOL**

May 2005

- 1 Orthodox Pascha
- 2 Bright Monday -- **NO SCHOOL**
- 3 Bright Week CR parties
- 5* Feast of St. Irene. HTA will join Parish at 10:00 a.m.
- 7 Annual Spiro Augustus Memorial Golf Outing
- 8 Happy Mother's Day
- 25* Children's Divine Liturgy at 10:00 a.m.
- 26 K Recognition & End of the Year Program at 7:00 p.m.
- 27 Last day of school
- School Picnic & Field Days 10:00 a.m. – 1:00 p.m.
- end of 2nd semester

June 2005

- 3 Report cards distributed
- 5 HTA Family Fun Day
- 13-17
- 20-24 Summertime Fun Camp

The HTA Parent Organization (PO) Board meeting is on Thursday of the 3rd full week of the month at 7:00 p.m. unless otherwise noted.

The HTA School Board meeting is on Tuesday of the 2nd full week of every month at 6:30 p.m. unless otherwise noted.

Terms: Agiasmos (Blessing of the Waters) - This is a tradition of the church to do a small blessing in order to offer a gift of sanctification to the participants of HTA. The Agiasmos will occur during Chapel time.

** Denotes that children will be attending Divine Liturgy in the Chapel. Please dress children in appropriate attire for these days. All families encouraged to attend.*

*** Babysitting will be available for a small fee. Please contact the school office to make a reservation.*

Principal/Headmaster Responsibilities

The chief role of the Principal/Headmaster of Holy Trinity Academy is educational and administrative leadership. As the Principal/Headmaster, key responsibility will include the following:

1. To interact with the school board as an ex-officio member.
2. To recruit, interview, and qualify teachers and aides as required to meet the objectives and needs of the school. The Principal/Headmaster will make recommendations for the candidates to the school, board, who will vote on the issue.
3. To implement and coordinate all aspects of the instructional program for the students consistent with the general policies of the school.
4. To meet the budget of the school year present by the board. In subsequent school years, the Principal/Headmaster will be responsible for preparing and presenting the annual budget to the school board and work to meet its objectives.
5. To handle the administrative requirements of the school including record keeping of expenditures, cash inflow, maintenance, and supplies consistent with the general policies of the school.
6. To promote and abide by the fact that the community center facility serves the needs of the entire parish, Sunday school classes, church groups, and other viable and/or established functions for the parish in addition to the Holy Trinity Academy.
7. To work closely with the school board, church priest(s) and faculty to achieve a climate and program for academic excellence, with continuous study, implementation and integration of Christian principles in the total curriculum.
8. To establish and maintain open channels of communication with the students, parents, and faculty and report significant issues and opportunities to the school board.
9. To observe the maintenance and safety of the school facility to ensure the safety and well-being of the students, faculty, and guests.

Agenda for the presentation

1. Introduce myself
2. Hand-out packet of information
3. Go through pages 2-7 of the packet and refer to the appendix materials as I do
4. Open the floor for questions
5. Show the video of HTA Sunday or the video of the 1st year