

## **Holy Trinity Parish Board of Education**

**October 7, 2021**

### **Meeting Minutes - FINAL**

- I. Opening Prayer:** John Mertes led the group in opening prayer
- II. Roll Call**
  - A. Members Present:** Monica Morrison, Brant Kahler, Brittany Bungert, Tom Satterstrom, Shane Ramaeker, Toye Cody, Ellen Darcy, Kelly Gray, Katie Parmenter
  - B. Members Absent:** Rebecca Hunt, Christa Baker, Fr. Mark
  - C. Staff Present:** Delaney Lynch, John Mertes, Andrea Carmichael
  - D. Recording Secretary:** Sarah Severson
  - E. Guests:** None
- III. Approval of Agenda** Tom motioned for approval; Kelly seconded the motion
- IV. Review & Approval of Board Minutes from [September](#)** Tom motioned for approval; Kelly seconded the motion
- V. Administrative Reports**
  - A. Principal's [Report](#)
    - 1. New Hires Updates
      - a) Counselor – current parishioner and alum of Holy Trinity
      - b) Planning for additional hiring (interventionists and para educator)
    - 2. Professional Development Update
      - a) Sept 27 – focused on data analysis (FAST, MAP, ISASP)
        - (1) Q – Were our test scores inline with where they should be?
          - (a) A – Yes; our ISAPC data was better than we anticipated for our first year. data helps for intervention/creation of WIN groups
        - (2) Q – Do we get scores at conferences?
          - (a) A - You should have already received if student has participated (3<sup>rd</sup>-12<sup>th</sup> graders)

- b) Future events - Iowa Best Summit (Nov – Andrea attending), Behavior Intervention (Oct), iTech (spring)

3. School events - Oct

- a) Wrapping up WAT (dress-up days were a lot of fun), Conferences,
- b) Professional Development will be local in AM and Diocesan in PM
- c) BOE invited to Regionalization meeting in Oct
- d) Living rosary – Oct 22 – will try to live record so parents can watch

4. SIP GOAL (school improvement plan) – multi tiered system support

- a) Goal 1 – Implement a data- based system-wide MTSS framework as a PLC
- b) Goal 2 – Social emotional learning
- c) Goal 3 – Math; add new math curriculum K-8<sup>th</sup> to improve FAST, MAP, ISASP and CFA scores – this will help determine if student will be successful following year

5. Nov Events

- a) Mock trail, Holiday Boutique, Thanksgiving feast (Students only)
  - (1) Q – Can we make an exception for 8<sup>th</sup> graders to bring family?
    - (a) A – Will check with Fr. Mark
- b) Holiday Boutique – encouraged board members to sign-up to help; board meeting will move to Nov 4 due to Boutique setup on the 11<sup>th</sup>

B. Engagement & Marketing:

1. [Report](#)

- a) Enrollment – Currently 386 students; mask mandates in public schools did not affect enrollment
  - (1) Diocesan goal for school – 408
  - (2) Q – How can the Diocese mandate an enrollment number?

- (a) A – They are not mandating, it is a goal. They are working on marketing for the schools currently
- b) Retention has dropped; many have moved to suburbs.
  - (1) Exist survey - 75% had a positive HT experience
  - (2) Regionalization process will increase enrollment across the board (over next 5 years)
- c) Early Childhood
  - (1) Need to place focus here (full-time offer is huge)
    - (a) Q – Can we support 2 P3 classes?
      - (i) A - No – Classroom space is preventing growth; also need to be cognizant of P4 space, K+ transition, etc. Need 35 sq per student
    - (b) Q – what other rooms do we have?
      - (i) A – Lots of shifting, old STEM is music, STEM in library, band in library. B building was not designed to be classrooms.

## 2. Strategic Plan Action Items

- a) Mural – Looking to have a large mural placed on southside 2<sup>nd</sup> level wood panel; goal- visibility in neighborhood to represent Catholic School

## C. Religious Education Report [Report](#)

- 1. 1<sup>st</sup> Reconciliation and 1<sup>st</sup> Communion meeting with parent
- 2. Children's liturgy will start back up Oct 17<sup>th</sup>
- 3. Parish mission – 1/23 – 1/24
  - a) Guest speaker – Doug Brummel; event for Kids to Adults, marketing to start in Dec

- D. Fr. Mark (at fall workshop in Nebraska). Email said: "Continue to work on community garden. More information about a diocesan capital campaign will be

coming in the coming weeks. The main beneficiary in the metro area will be catholic education. Regionalization work continues and is getting much more into the details of implementation/ governance etc.” -

**VI. Old Business**

A. Out of Parish Tuition (Passed by Parish Finance Council)

1. Effective for 22-23 school year, will only be \$500 more

**VII. New Business**

A. October 21, 2021 BOE Meeting at Dowling to discuss Regionalization

1. Brant has attended and recommends attending; idea – creating a DSM Metro School district. Everything would be regionalized (business manager, BOE, etc). Would allow more focus for local PTO

**VIII. Standing Committees: Reports and Action Items**

A. Enrichment (Toye Cody)

1. Excited to make some changes; Discussions with Mrs. Brott have occurred.
2. Trying to understand what other schools are doing – will look to put together parent survey to understand interests; will also include volunteer survey for resources/talents

B. Marketing & Enrollment (Brittany Bungert)

1. Meeting at end of Oct, focus will be on volunteering and use as retention measure.

C. Policy & Personnel (Rebecca Hunt)

1. Action items – ensuring all policies are current and consolidated into one document so we can post to site.

D. School Finance (Chair) (Shane Ramaeker)

1. Shane to be chair
2. Tuition Increase – roll out in Jan; recommendation due at Nov meeting

E. Nomination Committee (Brant Kahler)

1. Will meet after 1<sup>st</sup> of year; focus will be to diversify BOE so board represents entire school
2. Interested candidates to email Brant
  - a) Q – What happens if we get too many candidates?
    - (1) A - Will redirect people to PTO or board subcommittees; would look for 2 years involvement in PTO prior to board recommendation

## **IX. Liaison Committees: Updates**

### **A. Athletics**

1. Sports are a way students and parents build relationships as much of their time is spent with the same families at sporting functions; this can affect retention as kids get older and more involved in sports.
  - a) Q – What teams/options do we have?
    - (1) A:
      - (a) Beaverdale Little League
      - (b) Dowling soccer club – not as competitive however
      - (c) HT Middle school - Basketball, Track, Volleyball, Cross Country
      - (d) Football – CFL, starts in 1<sup>st</sup> grade
      - (e) North Otters – swimming team – 1<sup>st</sup> grade
    - b) Q- what do other schools have?
      - (1) A - St. Francis has a youth basketball team; created by parents
    - c) Q - Can we work with other schools? Example, only have 2 interested in X sport, not big enough for team
      - (1) A – This is done today in middle school; Athletic Director is the liaison
  2. Ideas:

- a) Reach out to parent ambassadors to assistance in reaching out to parents; what are their interests? What talents do we have within our community? Interests wouldn't just be for Sports, would include choir, band, etc.
- b) Need to utilize the digital backpack more to provide options to our families for involvement
- c) Would work with Mr. Yeoman on connecting us to other schools

B. Alumni - no update

C. Faith Formation – Back onsite however a lot of work to get people on site; children's vaccine for COVID will help

D. Finance Council (Parish) - \$500 OOP Tuition passed for 22-23 school year

E. PTO – Walk-a-thon this weekend, next Holiday Boutique

F. Technology – Looking into surveying staff

**X. Adjournment:** Tom motioned for approval; Kelly seconded the motion

**XI. Closing Prayer:** Monica Morrison led the group in closing prayer