

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

**November 4, 2021**

### **Meeting Minutes - FINAL**

- I. Opening Prayer:** Fr. Mark led the group in opening prayer
- II. Roll Call**
  - A. Members Present:** Monica Morrison, Brant Kahler, Brittany Bungert, Tom Satterstrom, Shane Ramaeker, Toye Cody, Kelly Gray, Katie Parmenter, Rebecca Hunt, Christa Baker, Fr. Mark
  - B. Members Absent:** Ellen Darcy
  - 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; Christa seconded the motion
- IV. Review & Approval of Board Minutes from [October](#):** Tom motioned for approval; Brittany seconded the motion
- V. Administrative Reports**
  - A. Principal's [Report](#)
    - 1. Local and Diocesan Professional Development Update
      - a) Local - teachers visited other classes; goal when you walk in you know it's a Catholic classroom. 20 classes missing crucifix - PTO to fund crucifix
      - b) Diocesan – joined by St Francis and St Pius
    - 2. Behavioral training – 2 more sessions
      - a) Training is similar to how done today; recommendation would be brought to team, team could present an assessment sheet and interview the teacher. Will identify specific problem and goal to target
        - (1) Behavior doesn't mean aggressive – can be classroom interactions, avoidance, not doing work, etc.
      - b) Q – Are the behavioral training resources available to parents?

(1) A - Yes; parent(s) would be involved from the beginning;  
Helps with home connections. Public school has someone  
from outside of school come in where as we are training  
our teachers.

3. Additional events - All Saints hosted by 3<sup>rd</sup> grade, Iowa best summit –  
hosted by UOI, Planning advent activities – parish and school, Mock trial  
competition, BHB, Professional development – MTSS, PIS, Math PD,  
Thanksgiving feast for 8<sup>th</sup> graders only – excited to do that.
4. SIP Goals updates provided
5. Afterschool clubs – Artist in residence – Real Food 4 kids

B. Engagement & Marketing [Report](#)

1. Enrollment – no change in numbers

a) Q - Johnston and Ankeny just had elections – 50% are now  
unhappy with school boards. Is there anything we can do with  
outreach?

(1) A - We market in Johnston and Urbandale; next month  
deadline passed for Johnston. We can add Johnston on  
from a print standpoint.

(2) Q – How does that process work? Who decides where  
funds go?

(a) A – Delaney writes the marketing plan every year  
and presents to board

(3) Q – Is there a Catholic school in Johnston?

(a) A – No; land in Grimes however

(4) Q - Now is the time to attend events, is there an  
opportunity for a HT booth? Green Days – we could try  
and get involved

(a) A – Need more info and board volunteer support

b) Suggestion - Our emphasis should be on Johnston as much as Urbandale

(1) Response - Direct mail is very expensive, digital is the best and can target

c) Current projects

(1) BHB – ad going, Urbandale, Beavertdale leaving, Everyone gets tote – top ten things about HT flyer

(2) Signage for open house at BHB

(3) Tithing has been good

(4) Christmas card mailing going out for open house

d) Q – Can we take a look at the marketing plan before it goes out?

(1) Yes; will be shared at June's BOE meeting

2. Parent Party idea:

a) Idea – Fun (non-fundraising) parent party that will help parents get to know each other better, learn more about volunteer opportunities and where funds raised go, as well as help push enrollment. Would look to do a fall party as well.

(1) HT Open House - Jan 30<sup>th</sup>

b) PTO is willing to support (funds for room/appetizers, etc)

c) Place – potentially Christopher's backroom

d) Day – looking at a Fri or Sat; need to decide if before or after open enrollment would be better

e) Concern – Gala parties start in Jan, Feb, March. Need to be cognizant of timing.

3. Preschool gatherings – Delaney is hoping to bring back in Dec; Very strategic for open house

4. Open House – Jan 30<sup>th</sup>; details forthcoming. Board will be asked to come meet new families and walk around

- a) Q – since no Dec meeting how do we get an idea of our role is for the open house.

(1) A – Delany will work with president of BOE and PTO

C. Religious Education Report (John)

1. Parish mission – Jan 23, 24 – Doug Brummel; 90 min presentation.
  - a) Very well known in Catholic circles
  - b) Age range – 3+ ; littles will enjoy visual aspect, great for middle schools, adults, grandparents.
  - c) Advertisement – beginning of Dec. Neighbors, family invite them
2. Vacation Bible school – dates set, July 11- 15, applications available April 1
3. First reconciliation – Nov 20<sup>th</sup>
4. Children's liturgy of the word – if you know of anyone who would be willing to lead this effort, refer to John, could always use more help

D. Fr. Mark [Report](#)

1. Tithing drive has begun – card has gone out and important to get back
  - a) Funds have been going down as expenses are going up.
  - b) Bulk goes to support the school, but we want a quality school
2. Capital campaign – going public in a couple months; if you know anyone who would be good as a leader, give name to Fr.
  - a) Not a 50/50 campaign; 15% with parish with school, we could get back 15% to school. If you go over goal we get back 75%
  - b) Would look to put funds aside for a future capital campaign; Idea – build onto the school. Convert white house to parish gathering place

(1) Q – Where can we build?

(a) A- We own a duplex on Urbandale Ave; L drive. We have land to use – one next to the church , other would tear down a couple of buildings

3. Goal \$25 million tuition assistance when we regionalize

## **VI. Old Business**

- A. Holiday Boutique: please sign up to volunteer. <https://signup.com/go/DLDwkps>

## **VII. New Business**

- A. 2022-2023 Tuition

### **1. Impact of Regionalization**

- a) School finance update - met with Mary to talk about tuition increase, looking a higher than average 7% (past 3-5% range)

- (1) Need to balance budget, inflation, prices going up
- (2) HT has the lowest of the tuition levels across metro
- (3) Concerns with impact for multiple student families

- b) Q – When will this go out?

- (1) A – Dec

- c) Out of parish tuition – \$500

- (1) Q – Can we offer the new funds for remainder of year?

- (a) A – No, have to wait until next year

- d) Tuition

- (1) Q - Do we need to speed up even further?

- (a) A - Do not go beyond what you need to do  
because of the endowment fund will be in place to  
help families at that time

- (2) Q – An additional \$250 gets us to minimum, what if we went over the budget , say add \$10, what does that do for us?

- (a) A – don't want to go too high because we are  
already going higher

- (3) Q – Multiple children discount – same discount?

- (a) A - Yes - 8%, average across other schools 3.6%

(4) Tuition Increase Vote – Unanimously passed tuition increase

(5) Communication on increase

(a) Need to communicate the WHY – would like board support to share message. Idea – separate letter from board with talking points, to be signed by all members.

(i) Board agrees with idea and willing to help

(b) Christa to take lead on drafting board communication (letter to be separate from Monica's). Will then circulate to board to finalize and sign

## B. Regionalization

1. Overall thoughts? Pros v. Cons?

a) Nice to hear from other schools; necessary; good idea; teacher and staff being adequately paid is important

b) Con – concerns with not every school have representation; Fr Mark (and all other school pastors) will still be part of it

(1) Q – if we are sharing operational costs, who would Kid's Connect be employed by?

(a) A – Not sure yet but think it's a parish program.

(2) Q – What about busing?

(a) A – still can't get an answer

2. School Family Organization (combination of BOE and PTO)

a) Is this a good idea?

(1) Q – Fr, we have a board constitution that was mandated by Diocese, if we want to switch to a hybrid, do we need to work through with Diocese?

(a) A – Not sure, Donna will know. We could do advanced planning but need to wait until the Diocese have bi-laws and constitution ready.

(2) Q – Anyone opposed to this?

(a) A – No, still a lot of gray/unanswered questions.

b) Building – Our funds will remain property of the parish. Church is a separate entity. If we want to take from endowment, we have to have a plan and share.

(1) If we want to build onto the school – that is ours. We would be responsible.

(2) Any fundraisers we will own but will have to tell them what we want to do with it.

c) Yearly assessment - There will be a yearly assessment, like Dowling.

(1) Region will take care of payroll

(2) Q – Tuition paid to region?

(a) A – Yes, they will do the collection

(3) Q – For gala, will that go towards assessment?

(a) A – No that is our money.

(4) Do we have enough money to pay assessment if we don't get the tuition?

(a) A – It will be based on our income. Fundraising is exempt – it will be ours. Assessment shouldn't cost any more than what it does today. There will be more oversight on how we want to spend OUR money.

### 3. Local Fundraisers

a) What is done with funds raised now? Who makes that decision?

(1) Funds what do we do now?

- (a) Gala – \$65k to school, then parish
- (b) Walkathon – goal is created in advance with PTO and administration
  - (i) Future - Region will be encouraged to spend it
- (c) PTO funds
  - (i) Q - Can teacher request come in?
    - (a) A – Yes; they have been coming in and PTO has been approving
  - (2) Why are all fundraisers other than GALA run by PTO? Not discussed
  - (3) Why is GALA run outside of PTO? Not discussed
- b) What is done with funds raised after Regionalization? Who makes that decision? Not discussed

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

- A. Enrichment (Toye Cody)
  - 1. Excited for enrichment for Kids and good response to sign up (see Monica's report)
  - 2. Doing an audit of all the Catholic schools and surrounding schools on their enrichment activities -- Are we missing something? Anything new and upcoming?
- B. Marketing & Enrollment (Brittany Bungert) - See Marketing updates above
- C. Policy & Personnel (Rebecca Hunt) – No updates, action items identified
- D. School Finance (Shane Ramaeker) – No updates, looking for time to meet
- E. Nomination Committee (Brant Kahler) – No updates

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

- A. Athletics – Volleyball wrapped up, opening gym happening; Mr. Yoeman has been fantastic
- B. Alumni - No updates



- C. Faith Formation – John – see above
  - D. Finance Council (Parish) - Good shape, weathered pandemic better some others
  - E. PTO – Push for spirit week
  - F. Technology – meeting in Nov with teachers.
- X. **Adjournment:** Tom motioned for approval; Britany/Rebecca seconded the motion
- XI. **Closing Prayer:** Fr. led the group in closing prayer