Holy Trinity Parish Board of Education
January 13, 2022
Meeting Minutes - FINAL

I. **Opening Prayer:** Fr. Mark led the group in opening prayer
II. **Roll Call**
   A. **Reminder** – under BOE Constitution, BOE Members are only allowed to miss three meetings any given school year.
   B. **Members Present:** Monica Morrison, Brant Kahler, Brittany Bungert, Tom Satterstrom, Shane Ramaeker, Toye Cody, Katie Parmenter, Rebecca Hunt, Christa Baker, Fr. Mark
   C. **Members Absent:** Ellen Darcy, Kelly Gray
   D. **Staff Present:** Delaney Lynch, John Mertes, Andrea Carmichael
   E. **Recording Secretary:** Sarah Severson
   F. **Guests:** None

III. **Approval of Agenda:** Tom motioned for approval; Katie seconded the motion
IV. **Review & Approval of Board Minutes from** November: Tom motioned for approval; Toye seconded the motion
V. **Administrative Reports**

   A. Principal's Report
      1. PD –decided on Local (no other schools) only due to COVID; Excited for PD solution tree presenter
      2. FAST Map testing began; analysis in Feb
      3. CSW Update:
         1. Open house in Jan; PTO and Board to help
            a. Various booths will be set up
            b. Choir singing and cheerleaders
         2. Faith committee is planning other activities for week
      4. Calendar planning has begun – Feb board meeting we will review/approve
      5. School improvement Updates
         1. Goal 1
            a. MTSS - focus on writing and math
            b. Intervention - Team of Teachers who will help with intervention are helping write plan to make sure we are meeting the students' needs as best as possible
         2. Goal 2 – Social emotional learning; CPI training postponed till spring
      6. Feb updates - Class parties, book fair, conferences – online and in person
      7. Athletic Director Update - Still looking for PE teacher; Shane Ramaeker is interim Athletic Director

1. Looking for a long-term sub as well – even if they could do 2 days a week
    a. Q- Do subs need license?
        i. A – Yes, but taking a while to obtain
2. Q – Is there a matrix that shows positivity rates; could we go virtual again?
    a. A – We will not go virtual
3. Q – With staff shortages, will we have to close?
    a. A – We hope not; but we have been blessed with long term subs that have helped. We have combined classes when needed. Related Arts and Monica have helped; Teachers have been very flexible to help.
4. Q – Have we thought about going back to dividers, specific lunch?
    a. A – Dividers will not stop the spread and we cannot mandate masks.
5. Q – Did the Diocesan say we can't mandate?
    a. A – No, mask is a Governor mandate. The CDC came out with the 5-day quarantine however IDOPH hasn't changed yet so we still require the 10 days
6. Q – If we reach a certain threshold, can we be more specific with positive cases?
    a. A – Katie and Monica work together on how to share; recently change to increments
7. Q –Last year, what was the highest number we have had?
    a. A – We haven't had this many at one time, but last year we had a mask mandate, also vaccines came out. Also last year we had to quarantine people due to contact tracing
8. Recommendation – if you can say more than 6 less than 10, that is more helpful
    a. Monica – Good idea, going forward. Will look into seeing if we can state a specific number.

B. Engagement & Marketing Report
    1. Enrollment slightly up; gained 3, lost one
    2. Open House update - 45 families have signed up via the inquiry link
        1. Marketing - Google key search, digital media, Beaverdale, Urbandale, Johnston living, Radio ads
        2. CTO – Hoping we will have details to share with families
    3. Cityview voted top 3
    4. Current projects
        1. Facts – Launch with no password (if saved)
        2. Dates for enrollment out, early enrollment incentive

5. Q – Do we know what the governor is talking about with the funds passing onto private schools
    1. A - Do not know all the details but think it would help if passed; has been proposed multiple times.
6. Q – Any feedback on tuition increase?
    1. A – No, but 2 families that came in because they heard of the out of school tuition and were excited they could afford now.
7. Q – How much does google key cost use?
    1. A - $365; you can choose target audience and pick key words.

C. Religious Education Report Report
    1. Advent Giving tree – Highest we have ever had; close to $7,000 in donations
        1. Q – With the advent given tree, does HT have an online donation platform?
            a. A – Yes, paypal. School and PTO have one.
        2. Q – Could we use the school PayPal in the advent giving next year?
            a. A – We can look into. You can always put a note in there on where it should go.
    2. Parish Mission Update - Reminder of Doug Brummel & Lighten Up; both nights are different
    3. First Reconciliation and First Eucharist update – April 30th and May 1st
    4. VBS – applications available April 1st

D. Fr. Mark Report
    1. Capital campaign Update –
        1. Will be in 3 waves; we are in the first wave.
        2. First meeting and chairs in place; Schools will be the biggest beneficiary.
        3. We want to put funds towards priest retirement
        4. Goal - $25mil endowment fund for tuition assistance.
            a. Tuition Assistance in a lot of schools isn't assistance it is discounted (not funded). Endowment would allow us to fund. Then we can raise tuition and increase teacher pay.
        5. Silent phase is about $12mil so far; That is from about 50 donors.
        6. Goal for parish is $1.3 mil
        7. Next task - Round up volunteers to help; volunteers would visit with parishioners to talk about the campaign.
            a. Thorough training; volunteers will not ask for funds – Father does that.
            b. Some visits could be in person or over the phone; Need a lot of volunteers

c. Q – How many volunteers needed?
    i. A – Need about 40; we want to be able to personally visit with 30-40% of the parish, rest via mail.

VI. Old Business

A. Regionalization Update (Brant Kahler)

1. Leaders have been meeting with small groups to keep the idea moving. Board presidents have meetings and principals. The recommendation has gone to the bishop.
2. BOE meeting
    1. Take away from meeting – Nothing will change in the schools till the 23/24 school year.
    2. Our focus – Local identity; biggest concerns from schools - afraid of losing their local identity. SWAT analysis will be done.
    3. Takeaway – each school will have a strategic identity of some kind.
    4. Q - PTO-BOE when can we combine?
        a. A - Unknown, but need to keep it in mind with Nominations for BOE for coming years.
    5. Q – Does our constitution state we need to meet every month? Or can we strategize of when we meet with PTO?
        a. A –Was suggested we combine informally. Would need to look at constitution on when we meet. Officers could just get together on an off week to connect.
            i. Brant will report back in Feb meeting on what the constitution states on when we need to meet; Could look into amend. Monica, Liz, Kaela, Brant to all meet. Feb to brainstorm changes of how we could structure.
            ii. Would be good to have inventory – what are the actions to meet, what are we accomplishing in that time?
    6. Q – Can you send out the nomination questionnaire so we can see what the commitment was?
        a. A – Yes
    7. Q – Is there a prerequisite – volunteer XX amount – to be on the board? Everyone wants to be on the board, but then we don't have enough volunteers.
        a. A – Agree, need to think more about this.

VII. New Business

A. Catholic Schools Week Open House (Jan. 30)

1. In-Person Volunteers (11:30-1:30) – Give tours; man BOE/PTO booth

    a) Toye Cody - Greeter

b) Brittany Bungert – Tour
c) Katie Parmenter (Maybe) – Hospitality
d) Sarah Severson - Tour
e) Kelly Gray - Tour
f) Delaney will have talking points – FAQ, have you filled out inquiry list,

2. Hospitality Center (Decorations, Cookies, Beverages) – PTO is covering pricing. Like the H and T idea.
    1. Hiland Bakery – Sarah will call and ask for Price/Order
    2. Brant - Bottled water, juice box, napkins and plates
    3. Decorations – Delaney is getting the balloons
        a. Q – Anyone know where the 8th grade graduation decorations?
            i. A – Andrea will look
    4. Volunteers:
        a. Rebecca Hunt
        b. Christa Baker
        c. Brant Kahler

VIII. **Standing Committees: Reports**

A. Enrichment (Toye Cody)
    1. Kids in the Kitchen program – FULL
    2. Evaluation of the schools on what activities they are doing. Next steps to meet with Liz and Monica to see if we have any holes.
        1. Goal – Have a commitment from volunteer before summer so we can role things out by fall. Then by first day of school we can have table at back to school night
B. Marketing & Enrollment (Brittany Bungert)
    1. Have not met since last; Idea of the parent party – continue convo on this and spread word on open house
C. Policy & Personnel (Rebecca Hunt) – No updates
D. School Finance (Shane Ramaeker) – Mary sent financials; highlight 154k ahead of budget (entire budget)
E. Nomination Committee (Brant Kahler) – Delany to look for last years communication from newsletter.
    1. Get names from people of interest, volunteer list
    2. March – will have someone go to each of the masses to talk about BOE and how to apply.

IX. Liaison Committees: Updates

A. Athletics
    1. Boys – CVL underway
    2. Cheerleader, track organized (coach lined up)
B. Alumni – no update
C. Faith Formation – no more additional information
D. Finance Council (Parish) – see above

E. PTO – open house
F. Technology – unsure when conference is happening; Monica went to Madrid to look at various boards, goal to order this summer.

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

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