

Holy Trinity Parish Board of Education
February 10, 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 subject to removal if they miss two consecutive meetings or four meetings any given school year.
 - B. **Members Present:** Monica Morrison, Brant Kahler, Brittany Bungert, Tom Satterstrom, Toye Cody, Rebecca Hunt, Christa Baker, Fr. Mark, Kelly Gray, Ellen Darcy, Katie Parmenter
 - C. **Members Absent:** Shane Ramaeker, Delaney Lynch,
 - D. **Staff Present:** John Mertes, Andrea Carmichael
 - E. **Recording Secretary:** Sarah Severson
 - F. **Guests:** None
- III. **Approval of Agenda:** Tom motioned for approval; Kelly seconded the motion
- IV. **Review & Approval of Board Minutes from [January](#):** Tom motioned for approval; Kelly seconded the motion
- V. **Administrative Reports**
 - A. Principal's [Report](#)
 - 1. Feb Updates - PD with cohorts has been canceled and replaced with local PD, book club ending, Valentines Day parties, conferences, 100 year celebration – all school bingo
 - 2. Teacher updates – 2 long-term subs for PE; recent grad to come in after conferences; contracts to be handed out 2/25
 - a) Q – Is new hire full term? A – Yes
 - b) Q – How long do teachers have to respond? A– till 3/1
 - 3. Testing updates - Feb 1 teachers looking at FAST testing, ISASP testing after spring break, ACRE starts in Feb
 - 4. 2022- 2023 Calendar – will go out in March
 - a) Q – Same start and end time? A – yes
 - b) Q – When does school let out? A – 3:20
 - c) Q – For parents who pick up late, does that effect teachers? A – No, at 3:35 they go to Kids Connect
 - d) Q – Any other significant changes to calendar? A – No
 - 5. CSW – Open house went well, received feedback from staff on how to improve; Cheerleaders added a lot of spice. Students enjoyed out of uniform days the most.
 - 6. SIP Goals – Instructional leadership is working on form to share with parents for fast testing
 - 7. Staff trained in CIP crisis intervention
 - a) Q – Does guidance counselor have these tools? A – Yes, Castle Standards, 2nd step

8. Upcoming events – Ash Wed, DC spring break trip, ISAP testing will begin

a) Q – What grades are going to DC? A – 7th and 8th

b) Q – Standardizes data – is that something that is available to parishioners? A – Yes, annual report on website

B. Engagement & Marketing [Report](#)

1. Delaney's replacement has been hired; Delaney has agreed to help new hire.

2. As of today – 296 are enrolled. Only 85 returning that have not enrolled

a) Q – Is the percentage for not reenrolled where we usually are for Feb? A – Yes, from experience Preschool enrollment usually comes later

b) Q – 41 new students not enrolled, what does that mean? A – They have said they will come but have not enrolled yet

c) Q – does Delaney feel good where we are now? A – yes; at conferences, teachers will ask families that have not registered yet to see where they are at.

d) Q – When do families find out about CTO? A – End of April, early May

e) Q – Is it the same job description? A – yes; job title has changed. They will help with auction

f) Q – Any plan for overlap for others to help with auction? A – When she leaves she will have everything set up.

g) Q – Do we need 400 students for budget? A- Depends on what we have budgeted for.

h) If there are families on the fence, could get volunteers to help connect with those families. Out of tuition will help.

C. Religious Education Report

1. Doug Brummel was in – was well received.

2. Sacrament Updates – 1st Eucharist is later this year, confirmation is early – Feb 27th.

3. Generations of Faith – March 6th March 9th

4. Vacation bible school – July 11-15; preparation happening. April 1st registration will begin; Volunteers can connect with John

D. Fr. Mark [Report](#)

1. Regionalization – work is continuing; Bishop approved the recommendation . Talking more about governance, what it will look like. Will happen in stages; schools to come on in waves. 1st standardized budget process. Goal – 2024 to be a regional system.

a) Q – Do schools have the option to join? A – No

b) Q – How many catholic schools? A – 16; Dowling will be a part of it.

- c) Q – Is there an assessment that we need to pay to the region?
A – yes, goal to not be anymore than what we have pay today.
 - d) Q – Tuition paid to region? A – yes.
 - e) Q – Actual cost of educating a student at HT, it pays half and parish subsidizes rest? A – about 500k, another 100-110 to subsidize for our kids that go there.
- 2. Merger of Board and PTO - Father, Monica, Brant and Kayela (PTO president) have upcoming meeting to discuss the merger of PTO and Board and what that will look like. April meeting we will have more information on what it will look like/timeline, etc.
- 3. Constitution - We can amend the constitution with 2/3rd vote; need to be cognizant that Dioceses may come out with new constitution with merger of PTO and BOE. Merging engages people in PTO.
- 4. Regional Board - People are concerned with HT representation for regional board; Currently they want to build board one expertise vs staff membership from all schools. Father has been asked to be a part of it.
- 5. Corporation board – Pastors will have say in that; regional BOE would probably rotate pastors.
 - a) When region is created they will have to entity as the Region – legal entity. Canon-law; juridic person (person that gives the final say)
- 6. Teacher salary - Goal for teacher salary is to be the same as Dowling which is the same as public school
 - a) Q – Will this affect insurance? A- there will be some things that will be done regionally. Everyone uses the same through Diocese.
 - b) Q – Warehouse for supplies? A – they will need to do something. Not sure how that will work yet. Some things will be placed at Dowling.
- 7. Maintenance - Not sure how that expense will work.
 - a) Q – How does this impact for new board members? A – more to come – may just ask people to stay on as same role. Terms might be different. We will decide at April meeting.
- 8. Ignite Capital Campaign – HT is in first waive of schools; still in private phase, public in May/June. Volunteers are coming in, would like a BOE volunteer. Diocese hired a capital campaign company to lead.
 - a) Q – What is the expectation for volunteers – time/commitment?
A - May- June. They would visit 8 to 10 parishioners.
 - b) Q – Training? A – Orientation in a couple weeks.

VI. Old Business

- A. Catholic Schools Week Open House - Feedback - More organization with doors. Some parents weren't familiar with the preschool. Kids have practice runs. Need more volunteers to help with preschool families. Kids Connect was also busy.
- B. Regionalization (SFO)
 - 1. Holy Trinity BOE [Constitution](#) –
 - a) Membership
 - 1. Article III, Section 1: the pastor and at least nine (9) appointed representatives.
 - 2. Article III, Section 6: members appointed by pastor.
 - b) Officers
 - 1. Article IV, Section 1: officers include President, Vice President and Secretary (all elected by BOE membership at June meeting).
 - c) Attendance
 - 1. (1) Article V, Section 6: BOE member subject to removal if, without good cause, member misses two (2) consecutive
 - d) Amendments
 - 1. (1) Article VIII, Section 1: Constitution may be amended by two-thirds (2/3) vote of total membership of BOE at a special meeting called for that purpose, with written notice by Secretary to each BOE member fifteen (15) days prior to the date of special meeting. Notice to parish required by announcement at each weekend mass at least seven (7) days prior to the date of special meeting.

VII. New Business

- A. Parking lot in morning – Student was almost hit by a car; can we get staff out there sooner? A – we have had staff shortage.
 - 1. John Mertes has offered to help even if last minute
 - 2. Q - Can we do student crossing guard? Hubbell has a safety patrol club. A – We will look into it.
 - 3. Q – What about Student Counsel, can they take turns? A – need to check with diocese

VIII. Standing Committees: Reports

- A. Enrichment (Toye Cody)
 - 1. Meeting with Ms. Brott – compiled all the extra curricular public and private activities and evaluated; are we missing anything or do we have opportunities we want to try. Goal – finalize list and reach out to parishioner volunteers by summer so we can get everything in place by back to school night so someone is there to talk about the activity.

- a) Real4Food was a hit, would be great if we could do more than once.
 - b) If a big desire, maybe HyVee could do?
 - c) Chess club is coming back for middle school.
- B. Marketing & Enrollment (Brittany Bungert)
 - 1. Waiting to connect with new hire for marketing on how they can support; meeting in March
- C. Policy & Personnel (Rebecca Hunt) – No updates
- D. School Finance (Shane Ramaeker) – No updates
- E. Nomination Committee (Brant Kahler) – see above
 - 1. Parent Parties would be good to talk about it.
 - 2. Andrea – Really good for parents to talk in general
 - 3. Katie – PS/TK party, we are planning to talk about volunteering for 5 minutes

IX. Liaison Committees: Updates

- A. Athletics – Shane is doing a great job; Jenith has been helping as well.
- B. Alumni – Gathering on May 31st; 100 year celebration
- C. Faith Formation – After spring break, big push to reach out to families on faith formation registration. Looking to put together a packet.
- D. Finance Council (Parish) – No Updates
- E. PTO – Rebecca needs a placement; Toye can go when in town.
- F. Technology – Group went to look at new boards, still waiting to go to Saydel.

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

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

