

Holy Trinity Board of Education Meeting Minutes

October 16, 2018

Regular Session

Deleted: August 9,

I. **Opening Prayer:** Molly Pigneri

Deleted: Fr. Mark Neal

II. **Roll Call:**

Members Present: Molly Pigneri, Sheila Goode, Chris Nigg, Thomas Sherzan, Susan Fenton, Mike Johnson, Matt Koester, Erin Grillot, Anne Franklin

Deleted: g, Jolene Edgington,

Deleted: Fr. Neal,

Staff Present: John Mertes, Andrea Carmichael,

Deleted: Jodi Safris

Recording Secretary: Sherri Long

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Guest Present: Dr. Tracy Bonday, Diocesan,
Superintendent of Schools¶

III. **Approval of Agenda**

Mike Johnson made a motion to approve the agenda. Sheila Goode seconded the motion.

Deleted: Chris Nigg

Deleted: Thomas Sherzan

IV. **Review of Board Minutes**

Susan Fenton made a motion to approve the minutes with the date change from September 28 to October 28 for the Trunk or Treat event from the September meeting, Erin Grillot seconded the motion.

Deleted: Molly Pigneri

Deleted: from the June meeting

Deleted: Chris Nigg

V. **Administrative Reports**

A. Principal's Report: Anne Franklin reporting

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1. Enrollment update – 2018/19 school year – up three students from last report; enrollment at 429,

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2. Parent/teacher conferences were held; approximately 95% of students' parents/guardians signed up for a time slot

3. Upcoming events include Walk-a-thon; book fair; grandparents day; grades 3-5 concert; PLC conference and trunk or treat. The Walk-a-thon funds raised will support STEM at Holy Trinity. The \$15,000 goal has been met.

4. Holy Trinity was the only Catholic school present at the Kids Expo. Title IV funds will be used for the outdoor classroom. Funds from Prairie Meadows will be used for middle school dividers.

5. Discussion was held regarding changing the process for middle school conferences; different ideas were presented. Also discussed having a middle school curriculum night.

6. Building updates include resurfacing and restriping the parking lot; fans in B building; fountain in the courtyard; deep clean the church floor; new paper towel holders in student bathrooms; new middle school doors and expansion of the playpad in the preschool playground.

Deleted: Review of current marketing efforts:
Bulletin announcements at St. Mary's, All Saints and St. Cate's; coordinating with St. Mary's to speak at masses and sending mailing to their families with school age children; new signage in front highlighting tuition transfer grant and before/after school care program; ads in Beaverdale Living over the summer; ads also in Windsor Heights, Johnston and Des Moines West in July; ad in DM Parent magazine in August; booth at Kids Expo on September 15th – new event sponsored by DM Parent magazine¶

3. Review of completed projects throughout the summer including projects required due to flooding at the end of June¶

4. Review of past events: popsicles with the principal and pastor¶

5. Review of upcoming events: new teacher orientation, teachers report, first day of school, Fall Festival¶

6. Review of 2018-2019 initiatives¶

7. Hiring of Title 1 math teacher

B. Religious Education Report: John Mertes reporting

Deleted: Jesse Manibusan

1. Faith Formation update: preparing for 47 students to be confirmed on October 21,

Deleted: is coming to Holy Trinity for a parish mission September 9-11¶

2. In the process of updating the faith formation files; will be sending a mailing to families to bring the files up to date.

C. Pastor's Report: Anne reporting in Fr. Mark Neal's absence.

1. Visioning work continues; in the process of selecting a new tagline; once that has been selected will be able to move forward with updating website.
2. Anne, Melissa Heller, Carolyn and Father Neal met to discuss the upgrade of the website; discussed desired capabilities of a new website; feedback from the parish has been solicited regarding what the new website might include.
3. Construction on the plaza project is expected to begin in Spring 2019; a meeting with the plaza project committee is scheduled for October 19.
4. Visioning update meetings are scheduled for the weekend of October 27/28 after 4:30 mass and 10:30 mass. The plan is to have updates from the goal groups and to have the initial architect drawings for the proposed plaza.

VI. Old Business

Thomas Sherzan presented the initial draft of the BOE constitution and policies. Most of the changes were cleaning up the document and correcting grammar mistakes. Made change to define more clearly the old Board will determine the President, Vice President and Secretary of the Board. Thomas will prepare a shared document for additional comments.

VII. New Business:

The next meeting is November 6 at 6:00 p.m.

VIII. President's Report: Molly reported on her meeting with Megan Fox, PTO. See PTO report below.

IX. Committee Reports

- A. Alumni: No update
- B. Policy & Personnel: No update. Will meet in October.
- C. Enrichment: Met with Megan Fox to discuss distinction between PTO and Board enrichment committees. There is no clear distinction. The Board presents the ideas. PTO supplies money to support programs and solicits parent volunteers.
- D. Marketing: Met with Melissa Heller to discuss her role versus the Board's role with respect to marketing. Analyzing enrollment form and St. Mary's data. Discussed the possibility of social media calendar for the whole parish as opposed to separating between the school and church. Will be meeting again.

X. Liaison Reports

- A. Athletics: Thomas reported that volleyball season has concluded. The 7th grade team took 3rd place and the 8th grade team received the sportsmanship

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3. 200 volunteers and children participated in Vacation Bible School in July.

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Deleted: Father Neal will be installed by the Bishop the weekend of August 18-19, 2018.

Deleted: Church projects: new sound and lighting systems have been installed

VI. Committee Reports

- A. Alumni: No report
- B. Enrichment: No report
- C. Enrollment: No report
- D. Finance (School): No report
- E. Policy & Personnel: No report

VII. Liaison Reports

- A. Athletics: Mr. Nash is the new athletic director
- B. Marketing: No report
- C. Finance Council (Parish): No report
- D. PTO: No report
- E. Wellness: No report
- F. Technology Committee: No report

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VI. Committee Reports

- A. Alumni: No report
- B. Enrichment: No report
- C. Enrollment: No report
- D. Finance (School): No report
- E. Policy & Personnel: No report

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Deleted: A. Dr. Tracy Bonday reported on the Key Findings from the Diocesan Schools Visioning Project

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Deleted: discussed assignments of board members to the various committees. Assignments are as follows:

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award. Holy Trinity will be hosting girls' basketball tournaments on November 17th and December 8th. Volunteers will be needed. Boys' basketball has not started.

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B. Parish Finance Council: Thomas reported the finance council reviewed the visioning process and year-end budget. Also discussed recruiting more members for parish finance council. Currently there are only 4 members and if any members are missing it is difficult to have a voting quorum.

C. PTO: Molly attended the PTO meeting. Walk-a-thon is October 20; funds raised will be used for STEM; there will be a dance instead of a carnival; shortening the walk to approximately 1.2 miles. Trunk or Treat is scheduled for October 28th. November 3rd is the Holiday Boutique community baking day. Discussed improving the process for approval of staff requests.

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D. School Finance Council: No report

E. Technology Committee: No report

F. School Improvement Advisory Committee (SIAC): No report

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XI. Adjournment: Thomas moved to adjourn the meeting. Susan seconded the motion.

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Board of Ed Committees ¶
Alumni - Erin, Matt ¶
Enrichment - Chris N, Erin ¶
Enrollment - Sheila, Jolene ¶
Finance (School) - Thomas, Matt, Mike ¶
Policy and Personnel - Molly, Sheila, Jolene ¶
¶
Liaison Committees ¶
Athletics - Thomas, Mike ¶
Marketing - Molly, Erin, Susan ¶
Parish Finance - Thomas, Mike ¶
PTO - Molly, Susan ¶
SIAC - Chris N, Jolene, Sheila ¶
Wellness - Mike J and Susan F ¶
Technology - Chris N, Matt ¶

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