

**Holy Trinity Parish Board of Education**  
**September 12, 2019**  
**6:00 p.m. Media Center**  
**DRAFT MINUTES**

**I. Opening Prayer:** Father Mark

**II. Roll Call**

- A. Members Present: Fr. Mark, Erin Grillot, Jolene Edgington, Shane Raemaker, Susan Fenton, Mike Johnson, Matt Koester, Christa Baker, Tim Hanrahan, Brant Kahler
- B. Members Absent:
- C. Staff Present: Dr. Anne Franklin, Jennifer Hopkins, John Mertes, Delaney Lynch, Teri Durbala
- D. Guests: PTO President Karen Zwier
- E. Recording Secretary: Anne Broderick

**III. Approval of [Agenda](#)** (Christa Baker-motion, Mike Johnson-second)

**IV. Review & Approval of Board [Minutes](#) from August** (Brant Kahler-motion, Tim Hanrahan-second)

**V. Open Forum:** None

**VI. New Business**

- A. Introduction for the new year and purpose. Fr. Mark discussed the role of the pastor, and the various roles of the Board of Education.
- B. Teacher/Staff Appreciation Breakfast and Meet & Greet
  - 1. Friday October 4th -- tentative date, please let Erin know if that does not work
  - 2. Dr. Franklin--Please join us for mass, 8-8:20 tour school if interested

**VII. Administrative Reports**

- A. Principal's [Report](#)
  - 1. comments...glad to hear that there will be a middle school math night
- B. Pastor's [Report](#)
  - 1. update on plaza
  - 2. How to engage people to volunteers--how do we get the word out, need more volunteers, we need to get people more engaged, keep this in mind--return to it throughout the year, how could the Board of Education help us with this
- C. Religious Education [Report](#)
  - 1. Welcome to Gigi Wilwerding
  - 2. 2nd grade sacrament numbers up, due to faith formation
- D. Director of Engagement [Report](#)
  - 1. Niche--ratings of schools, school will create a video and add to this site
  - 2. 400 students enrolled
  - 3. Observations from Delaney about what she has seen so far and thoughts about the near future and long term ideas...
- a. If doing something define the purpose
- b. Fall Festival--handout call to action (i.e. "money" for tuition off/crayons) along with candy, complete data analysis on how many calls did we receive from that action...
- c. Flyers--frequency of outreach and information...is it to duplicative? Can we have a better function for the message?
- d. Visioning posters--send home, color, return, "Taking the journey together"--then do something with these--decorate, gala items, cards
- e. Need help with some of the tactics...Journey Map; Head/Heart/Hands profiles

f. Discussion of what we have now--Paid/Owned/Earned

Side note...6:40 and done with staff reports + two presentations--woot! woot!

**VIII. Committee Reports & Updates**

A. Goals for 2019-2020

1. Please read through other's goals to ensure you know what teams are working on
2. Meetings happening in the next few weeks

B. Enrichment

C. Marketing & Enrollment

D. Policy & Personnel

1. Review and 1st vote on revised nomination procedure
2. Language changes...Motion to approve Susan Fenton, second Jolene Edgington
3. Will send to diocese for approval, and then send to parish

E. School Finance

**IX. Liaison Committee Reports & Updates --please read prior to coming to meetings**

A. Athletics

B. Alumni

C. Centennial Celebration--date--Saturday night dinner, Trinity Sunday, will kick off in January and build to the weekend event in June

D. Faith Formation

E. Finance Council (Parish)

F. PTO

G. Technology

**X. Old Business**

A. PTO/Boutique Discussion

1. Proposal

a. Karen Zwier will be present to discuss. Please come prepared.

b. Please note that this is currently confidential information and should be treated as such

2. Karen--did a listening tour, sources of concern, working toward collaborative solutions, action plan

B. Suggestion for renewing CHRP, faith-filled retreat, to renew engagement, more of a parish driven activity, maybe an age-based retreat (i.e. college), faith formation/personal ministry

1. Faith Formation to look into it

C. Volunteers

1. Volunteer Fair--beer and pizza
2. 100 more volunteers--rally behind a theme/goal
3. Volunteer ambassador for different events

**XI. Adjournment (Motion--Mike Johnson, Second--Tim Hanrahan)**

**XII. Closing Prayer**