**Holy Trinity Board of Education Meeting Minutes**

**2017 December 14**

**Regular Session**

***Opening Prayer:*** The opening prayer was delivered by Chris Cowherd.

President Ryan Fox called the meeting to order at 6:01 PM.

***Roll Call:*** Members present: Dr. Anne Franklin, Fr. Michael Amadeo, Ryan Fox, Molly Pigneri, Tom Sherzan, Chris Nigg, Chris Cowherd Jolene Edgington, Erin Grillot, Sheila Goode, Melissa Garton.

Staff Present: John Mertes, Mrs. Hopkins, 5th grade teacher, David Kerr, Athletic Director, Regina Montgomery, Business Manager of Holy Trinity.

***Approval of Agenda:*** It was moved and seconded by Dr. Chris Cowherd and Jolene Edgington that the meeting’s agenda be approved. The motion passed on a voice vote.

***Open forum:*** Regina Montgomery, Finance Director, provided an overview of school revenue and expenses. David Kerr, Athletic Director, discussed his second year as Athletic Director and looking forward on efforts to streamline and improve athletic activities at Holy Trinity.

***Review of Board Minutes from the previous meeting:*** It was moved and seconded by Chris Cowherd and Erin Grillot that the previous meeting minutes be approved. The November 9, 2017 minutes were approved on a voice vote.

***Administrative Reports:***

Principal’s Update: Dr. Anne Franklin

* Current enrollment is 441 (last year at this time enrollment was at 436)
* Past events – The Thanksgiving Feast was discussed and how lines might move faster, especially for the younger grades.

Religious Education/Faith Formation Report: John Mertes

* John Leonetti’s last day as Youth Minister will be December 20. The search continues for his replacement.

Pastor’s Report:

* Diaconate ordination will be held for Ryan Andrew at St. Ambrose Cathedral on December 22, 2017.
* The Pastoral Center renovation is mostly complete and many staff have moved back into the building. The main floor and basement will not be available for used until March.
* A priest-historian has completed a book on the history of Des Moines Diocese. It will be for sale in March or April 2018.
* Visioning process implementation committee members has been meeting. Members are: Len Cockman, Facilitator, Fr. Michael Amadeo, Dr. Anne Franklin, Dave Leto, Janice Megel, John Mertes, Mary Ann Nielsen and John O’Halloran.
* Draft working of the six objectives of the Visioning Process are:
	+ Holy Trinity will -
	+ Remain a key player in Beaverdale and the wider community
	+ Will commit to life-long catholic education and faith formation
	+ Will be deliberate in its marketing efforts
	+ Will be intentional in its ministry opportunities
	+ Will implement a master plan for its facilities
	+ Will foster a culture of volunteerism
* Chris Grow, a first year theology student at St. Paul School of Divinity in St. Paul will be staying at the church rectory during the month of January. He will be spending time working with our students and teaching them about adoration of the blessed sacrament, among other things.
* January 13 and 14, Holy Trinity will be one of 5 pilot parish to launch a program through the Serra Club. The program will focus on do we invite young people to listen to what God wants them to do with their life and perhaps use this calling to join the religious life.

***Liaison Reports:***

* Athletics: No report
* Marketing: Discussions on continuing marketing ideas and efforts. Ads are being placed around the neighborhood and in publications announcing the Holy Trinity open house on Sunday, January 28, 2018.
* PTO: The school is looking for a co-leader(s) for PTO. Need leaders for the SCRIP program and other important committees as current leaders’ children are leaving Holy Trinity.
* SIAC/Wellness: No report
* Technology: The technology committee will begin meeting quarterly.

***Committee Reports:***

* Alumni – No Report
* Enrichment – No Report
* Enrollment – Ideas were shared on how to utilize parents and students in prospective student tours.
* Enrollment policy – No report
* Finance – No report
* Policy and Personnel: See new business

***Old Business:*** The first reading of the school enrollment process was read.

**HOLY TRINITY ENROLLMENT POLICY 501.1**

**ADMISSION – PS 3 - 8** It is a regulation of Holy Trinity Board of Education that application for enrollment(PS 3 - 8th) will be considered according to:

1. Compliance with the Board of Education policy on class size limits (policy 501.6)
2. Parent/custodian/guardian compliance with the Board of Education policy on financial obligations (policy 501.8);
3. February 15th is the date annually by which students must enroll to reserve their enrollment priority. On February 16th, enrollment will be determined according to the criteria listed below in paragraphs 7 and 8. After February 16th, students will be considered in order in which completed applications and fees are received.
4. The Principal will place those children who are not admitted on a waiting list. This list will remain in effect until a child’s name is removed from the list. To remain on the list, a child must be registered annually.
5. For registered and tithing Holy Trinity parents/custodians/guardians whose children are not admitted to Holy Trinity Catholic School (K-8) due to space limitations and who choose to enroll their children in other Catholic elementary schools, an attempt will be made to place these children in another Catholic school at a reciprocal tuition rate which will not disadvantage these parishioners. Holy Trinity Catholic School will also help to place children in a Catholic school of the parent’s choice, if possible, at reciprocal tuition.
6. Any registration fees will be refunded for children who cannot be admitted and choose not to have their name placed on a waiting list.
7. Application for enrollment at Holy Trinity Catholic School will be considered according to parent/custodian/guardian compliance with the Board of Education policy on financial obligations and the following priorities.In most cases, enrollment priorities are given in the following order:
	1. Students or siblings of students currently enrolled in Holy Trinity Catholic School
	2. Children of Holy Trinity parishioners and employees, according to the date registered in the parish.
	3. New students from other Catholic parishes
	4. New non-Catholic students

**PLACEMENT 501.2**

In most cases, placement in sessions will be granted in order of registration completion with priority in each category given to those needing wrap around child care:

Siblings of current Holy Trinity students who are:

1. Parishioners of Holy Trinity or another Catholic parish that does not have a school
2. Parishioners at another Catholic church
3. Non-Catholic

Current students who are:

1. Parishioners of Holy Trinity or another Catholic parish that does not have a school
2. Parishioners at another Catholic church
3. Non-Catholic

New students who are:

1. Children of Holy Trinity employees (based on tenure)
2. Children of Holy Trinity alumni
3. Parishioners of Holy Trinity or another Catholic parish that does not have a school (according to date registered)
4. Parishioners at another Catholic church
5. Non-Catholic

Enrollment and Session Request Deadlines

1. February 15th is the date annually by which students must enroll and pay all registration fees to reserve their enrollment and session request priority.
2. Session request prioritization applies only to registrations completed by this deadline. Placement requests made after the registration deadline will be accommodated as space is available.
3. Families must be compliant with the Financial Obligations (policy 501.8) to reserve their enrollment and session request priority.

**TRANSFER STUDENTS 501.3**

Students who seek to transfer to Holy Trinity Catholic School must meet the same admission requirements as those initially enrolling in the school. The Principal shall evaluate transfer students for admission eligibility. The Principal has the authority to deny admission to transfer students prior to admission or during the 30-day probationary period.

Prior to any probationary admission, the evaluation process shall include:

• review of the student’s record(s) from all previous school(s);

• an interview with the prospective student and the student’s parents/guardians/custodians;

• recommendations from the student’s previous teachers and administration

• appropriate assessment, which may include academic and/or behavioral testing.

All steps of the evaluation process must be completed prior to any determination of probationary admission. If admitted, transfer students shall be subject to a probationary period of thirty (30) days, with review and final decision to be made by the Principal.

The first reading was moved and seconded by Erin Grillot and Chris Nigg and was passed by the board on a voice vote.

***New Business:***

* School open House is on Sunday, January 28, 2018 after the 10:30 mass.
* Next meeting: Thursday, January 11, 2018 at 6:00 PM

***President’s Report:*** None

***Adjournment:*** It was moved and seconded by Chris Nigg and Sheila Goode to adjourn the meeting. The motion passed on a voice vote. Meeting adjourned at 7:33 PM.

***Closing prayer:*** Father Michael offered the closing prayer.

Upon adjournment the Board met in Closed Session.