

Holy Trinity Parish Board of Education

2019-2020 School Year Annual Summary Report

June 2020

Submitted by: Erin Grillot, 2019-2020 Board of Education President

2019-2020 Board of Education Members

Erin Grillot, president

Susan Fenton, 2nd year member

Christa Baker, 1st year member

Shane Raemaker, 3rd year member

Mike Johnson, 2nd year member

Tim Hanrahan, 1st year member

Jolene Edgington, 3rd year member

Matt Koester, 2nd year member

Brant Kahler, 1st year member

Executive Summary

The Holy Trinity Parish Board of Education exists to support education at Holy Trinity Parish and School. The Board is a parish board of education that oversees educational aspects for both the church and school, youth and adult. Our guiding principle is to give advice and consult with and for the administration, staff, school, and parish. Establishing policy is a main task of the board, through work on the policy committee, full board discussions, and approval of policy. Our subcommittees form the bulk of the work that is done each year by the board.

The 2019-2020 school year was a successful year for the Board of Education, especially the first two-thirds of the year. The last months of the school year were impacted by COVID-19, which impaired committee's availability to meet in person and see some of their goals and work come to fruition. The Board still met via Zoom to conduct business in the last part of the year and was able to operate almost as normal.

This year saw a lot of passion and support from its members and through good internal dialogue on areas that were of concern and importance to the Holy Trinity community, active committees discussing ways to improve and maintains Holy Trinity's success, and outward participation by Board members.

Here are some key achievements of the 2019-2020 Board.

- Digitization of Agenda and Reports
 - All reports were supplied to members ahead of the meeting so they can be reviewed prior to the meeting for questions and clarifications needed.
 - All reports and discussion items were linked in the agenda for posterity
 - The Board Google Drive was updated and organized to contain historical meeting minutes, agendas, reports, and committee information.
 - Enhanced the current and future operation of the Board by developing a detailed welcome packet on the responsibilities of the Board members
- Creation of a Nomination Committee
 - Succession planning is a key component of a Board and the creation and implementation of the nomination committee within the Board was an important step forward in working to curate board involvement and nominees.
- Adoption of a new Constitution
 - The Board Constitution has been under revision for several years. Language clean up was a primary need on this but updating for consistency and to match practices with the constitution was also sorely needed. The language for appointment of new member instead of voting, at the direction of the diocese, was implemented with this Constitution and the members for next school year.
- Committee Successes
 - The Board had 5 standing committees this year: Enrichment Committee, Marketing & Enrollment Committee, Nomination Committee, School Finance Committee, and Policy & Personnel Committee.
 - Each committee set goals at the beginning of the school year and worked diligently towards completion. Most goals were accomplished or worked on, even in despite of restrictions after February due to COVID-19.
 - Committees worked to create charts for each committee that outlines the purpose and responsibility of the committee for future members as well as created year end summary files to aid in succession planning.
 - Some Committee Accomplishments this year include: Helping with a letter campaign for The Day of Giving (raising almost \$10,000); researching grant and funding opportunities; working to secure online reviews as a grass roots marketing push; analyzing, recommending, and setting tuition for next school year; creating online testimonials and assisting in an online Parent Ambassador portal; compiling information to begin planning for an entrepreneurship camp for enrichment opportunity; updating and reviewing policies; finalizing our updated Constitution; and many more great success stories!
- Community Support
 - Served a teacher/staff breakfast in the fall to show our thanks and appreciation towards the staff. This opportunity allowed our Board members to meet staff and teachers they hadn't before and put ourselves in front of the teachers as a reminder that we are there to support them.
 - Helped staff the Open House for current, new, and prospective students and family. Members helped with check-ins, led tours, answered questions, and showcased extracurriculars.

In Closing...

As the school year comes to a close, I would like to thank all the Board members who gave of their time, talents, and energy this year to make this school year a success. The Board would also like to express its collective thanks to all of those who assisted us in our mission—Father Mark Neal; our administration who we will miss greatly as they leave us for new adventures—Dr. Anne Franklin and Jodi Safris; Anne Broderick, our recording secretary; our two staff members that come to each meeting and provide updates vital to the success of our missions—Delaney Lynch, Director of Engagement and John Mertes, Director of Faith Formation; and our staff liaisons that share our updates with other teachers and provide valuable insight as members of the teaching staff—Andrea Carmichael, Jennifer Hopkins, and Teri Durbala.

We would also like to welcome our new members for the 2020-2021 school year and wish them well: Shane Ramaeker, Tom Satterstrom, Rebecca Hunt, and Brittany Bungert.

Finally, we would like to encourage each and every one of you to continue to stay apprised of the work of the Board and to contribute to our efforts when your talents and expertise dovetail with our responsibilities.

May God bless you and Holy Trinity,

A handwritten signature in black ink that reads "Erin Grillot". The signature is written in a cursive, flowing style.

Erin Grillot, 2019-2020 Holy Trinity Board of Education President