**Holy Trinity Board of Education Meeting Minutes**

**January 16, 2018**

**Regular Session**

***Opening Prayer:*** The opening prayer was delivered by Dr. Anne Franklin.

President Ryan Fox called the meeting to order at 6:05 PM.

***Roll Call:*** Members present: Dr. Anne Franklin, Ryan Fox, Molly Pigneri, Tom Sherzan, Chris Nigg, Chris Cowherd, Erin Grillot, Melissa Garton.

Members excused or absent, Sheila Goode, Jolene Edgington and Father Michael Amadeo.

Staff Present: John Mertes, Jennifer Hopkins and Kandice Roethler.

Guest present: Denise Mulcahy, Diocesan Director of Teaching and Learning

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

***Open forum:*** Denise Mulcahy, Diocesan Director of Teaching and Learning discussed the board review of Kandice Roethler, Assistant Principal of Holy Trinity.

***Review of Board Minutes from the previous meeting:*** It was moved and seconded by Molly Pigneri and Tom Sherzan that the previous meeting minutes be approved. The December 14, 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, the enrollment was 438
* Upcoming events: Iowa Assessments and Catholic Schools Week.

Religious Education/Faith Formation Report: John Mertes

* An offer was made to a candidate for Faith Formation. Once the person has accepted the position, the candidate will be made public.

Pastor’s Report: No report

***Liaison Reports:***

* Athletics: Holy Trinity is hosting a basketball tournament the weekend of January 20. Volunteers are needed to run the scoreboard
* Marketing: An online digital campaign will begin soon
* PTO: The school is still looking for a co-leader(s) for PTO and important volunteer positions are still needing leaders
* SIAC/Wellness: No report
* Technology: The technology committee will begin meeting quarterly

***Committee Reports:***

* Alumni – No Report
* Enrichment – Discussion of sending out parent survey
* Enrollment – Open house on Sunday, January 28, 2018 following the 10:30 mass
* Finance – No report
* Policy and Personnel: See old business

***Old Business:*** The second 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:

a. Students or siblings of students currently enrolled in Holy Trinity Catholic School

b. Children of Holy Trinity parishioners and employees, according to the date registered in the parish.

c. New students from other Catholic parishes

d. 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:

4. Parishioners of Holy Trinity or another Catholic parish that does not have a school

5. Parishioners at another Catholic church

6. Non-Catholic

New students who are:

7. Children of Holy Trinity employees (based on tenure)

8. Children of Holy Trinity alumni

9. Parishioners of Holy Trinity or another Catholic parish that does not have a school (according to date registered)

10. Parishioners at another Catholic church

11. 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 second reading was moved and seconded by Erin Grillot and Tom Sherzan and was passed by the board on a voice vote and is now in effect.

***New Business:***

* Discussion of how school cancellations and delays are made
* Discussion of possibly implementing a compulsory school support initiative
* Next meeting: Thursday, February 8, 2018 at 6:00 PM

***President’s Report:*** No Report

***Adjournment:*** It was moved and seconded by Chris Cowherd and Chris Nigg to adjourn the meeting. The motion passed on a voice vote. Meeting adjourned at 8:10 PM.

***Closing prayer:*** The closing prayer was offered by John Mertes