

Holy Trinity Board of Education Meeting Minutes  
December 10, 2015  
Regular Session—6:00 pm

Meeting was called to order by John O'Halloran.

**I. Opening Prayer:** Father Michael

**II. Roll Call**

Members Present: John O'Halloran, Donna Patton, Jeff Clubb, Megan Weisenhorn, Chris Cowherd, Ryan Fox, Eric Hollander, Melissa Garton, Pat Benoit, Paulette Chapman, Heather Keenan, Fr. Michael

Members Absent:

Staff Present: Anne Franklin, Andrea Carmichael

Recording Secretary: Erin Grillot

**III. Approval of Agenda**

Pat Benoit made a motion to approve the agenda. Ryan Fox seconded the motion. The motion was approved.

**IV. New Business: Diocesan Administrative survey: Denise Mulcahy**

- A. Appraisals for Heather and Anne
  - 1. Explanation
  - 2. Next steps

**V. Open Forum:** None

**VI. Review of Board Minutes**

Ryan Fox made a motion to approve the minutes from the November meeting. Donna Patton seconded the motion. The motion was approved.

**VII. Administrative Reports**

- A. Principal's Report: Heather Keenan reporting
  - 1. Enrollment update: 449
    - a) Tours scheduled
  - 2. Parking lot concerns and updates
    - a) Re-education of parents and staff
    - b) Staff changes out there
  - 3. ELL starting
  - 4. Advent
  - 5. Field Trips
  - 6. Staff Training/Professional Development opportunities
  - 7. Dress Code
    - a) Meeting was held this morning
    - b) Different opinions brought up
    - c) Next meeting is in January
    - d) Discussions
      - (a) Cost comparisons

- B. Religious Education/Faith Formation: Paulette Chapman
  - 1. Celebrate, Faith Formation, and EDGE
  - 2. Sacramental Formation—First Reconciliation
  - 3. Parish Library cleanup
  - 4. Advent
  - 5. Professional Development/CLADD
- C. Pastor's Report: Fr Michael reporting
  - 1. Advent Season/Year of Mercy
  - 2. Reconciliation
  - 3. Middle School and elementary penitential services
  - 4. Taize prayer services
  - 5. Strategic Planning/Visioning Process: Dr. Jeff Johnson
    - a) Pre-planning; Fr. Michael, John O'Halloran, Dave Leto, and Dr. Johnson
    - b) Look at groups in the parish that Jeff will interview
    - c) Dr. Johnson will be at weekend masses Jan 9th : speak and then coffee/donuts and wine/cheese; Q&A
    - d) Announcements from pulpit and in bulletin as well as email communication and social media
    - e) Why? How?
    - f) "Visioning Process" not a planning process
    - g) Initial steps as to what the vision is
    - h) Will last until April or May; written report will be given/shared
    - i) Groups; will be groups of 8
      - (a) Current student's parents in grade chunks
      - (b) Those who have pulled students
      - (c) Parishioners whose students don't go here
      - (d) Non parish parents who send their kids here
      - (e) Top donor/top donor prospects
      - (f) Those here consistently for special events
      - (g) Parish leaders
      - (h) School Admins
      - (i) Volunteers who are consistent
      - (j) Those who we would like to volunteer
      - (k) Demographically by age
        - (l) College aged
        - (m) High school ages
        - (n) Retirees
        - (o) Bishop and others at diocese
        - (p) Parishioners involved in government
        - (q) Staff
        - (r) Retired employees
        - (s) Those who have left the parish
        - (t) Local businesses
        - (u) Neighboring school leadership, both catholic and non
        - (v) Neighboring churches, both catholic and non
        - (w) Former parishioners
        - (x) Residents of adjacent properties
        - (y) Substitute teachers
        - (z) Catch-all/others
  - 6. Walk-A-Thon: Project to improve ball field

a) Proposal should be in near end of December

### **VIII. Liaison Reports**

- A. Athletics: Jeff Clubb reporting
  - 1. Basketball tournaments—do we still host?
  - 2. Short time frame of girls basketball (4 weeks)
  - 3. Discussion/previous feedback on sports and setup
- B. Faith Formation: No Report
- C. Finance Council Parish: John O'Halloran reporting
  - 1. Field/Walk-A-Thon
  - 2. Fall Fest
  - 3. Miscellaneous repairs
  - 4. Tuition Management system discussions
- D. PTO: No Report
- E. Technology Committee: Eric Hollander reporting
  - 1. Server upgrade process
  - 2. Promethean replacement
  - 3. Chromebooks; some cycling off warranty soon
  - 4. New cart of Chromebooks
  - 5. Budget
- F. SIAC: No Report

### **IX. Committee Reports**

- A. Alumni: John O'Halloran reporting
  - 1. Expanding membership/discussed potential members
  - 2. Postcard for alumni
  - 3. Survey for 5<sup>th</sup> and 8<sup>th</sup> graders as well as graduating seniors: would like to collaborate with marketing committee on this project
- B. Enrichment: Eric Hollander reporting
  - 1. Lego League/Club will begin soon
  - 2. Girls on the run
  - 3. Girls for Engineering
  - 4. Chess Club
- C. Enrollment: Donna Patton reporting
  - 1. Parent Ambassador Program
- D. Finance: Pat Benoit reporting
  - 1. Copy of budget and ytd
  - 2. Monthly updates going forward
- E. Policy & Personnel: No Report
- F. Summit Follow-Up: Eric Hollander and Ryan Fox reporting
  - 1. Survey for BOE
  - 2. Will provide feedback at next meeting

### **X. Old Business**

- A. Peanut Allergy Conversation
  - 1. Attorney approved
  - 2. Pat Benoit made a motion to approve the policy; Ryan Fox and John O'Halloran seconded the motion; the motion was approved
- B. BOE By-Laws
  - 1. Revised copies sent out

2. Discussion of constitution vs. By-laws
3. Change heading to By-laws and constitution?
4. Diocese input

**XI. President's Report:** None

**XII. Adjournment:** Jeff Clubb made a motion to adjourn. Ryan Fox seconded the motion. The motion was approved.

**XIII. Closing Prayer:** Fr. Michael

FINAL