

Holy Trinity Board of Education Meeting Minutes
November 12, 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

Jeff Clubb and Chris Cowherd made a motion to approve the agenda. Pat Benoit seconded the motion. The motion was approved.

IV. Open Forum: None

V. Review of Board Minutes

Chris Cowherd made a motion to approve the minutes from the August meeting. Megan Weisenhorn and Ryan Fox seconded the motion. The motion was approved.

VI. Administrative Reports

- A. Principal's Report: Heather Keenan reporting
 - 1. Enrollment update: Lost 3, gained 1
 - a) Couple of tours scheduled in the next few weeks
 - 2. ELL Update (English Language Learners)
 - a) 14 students; will begin in December
 - 3. Thanksgiving Feast update/changes
 - 4. First SIAC meeting was held
 - 5. Advent 2015 theme: Open the Door to your Heart
 - 6. Substitute Teacher shortage
 - 7. Iowa Energy Game: reward for middle school students
 - 8. 8th Grade Community Service Project
 - 9. Optimist Luncheon
 - 10. Mock Trial
- B. Religious Education/Faith Formation: Paulette Chapman
 - 1. Faith Formation
 - a) Good attendance
 - b) Settled into the year
 - 2. Sacramental Formation
 - a) First Reconciliation Learning centers
 - b) Catch-up sacraments
 - c) Confirmation
 - 3. Generations of Faith

4. Professional Development/CLADD
- C. Pastor's Report: Fr Michael reporting
 1. Tithing commitment letters were sent out
 2. Advent
 - a) Giving Tree
 - b) Ecumenical Prayer Service (Taize Prayer)
 - c) 3 Reconciliation services
 - d) Respect Life group will hold a Winter In Wonderland Concert
 3. Thanksgiving Mass
 4. Knights of Columbus breakfast

VII. Liaison Reports

- A. Athletics: No Report
- B. Faith Formation: No Report
- C. Finance Council Parish: No Report
- D. PTO: Donna Patton reporting
 1. Spirit-wear push
 2. Funds discussion
 3. Staff gifts
 4. Christmas Party
 5. Box Tops
- E. Technology Committee: No Report
- F. SIAC:
 1. First meeting was last night

VIII. Committee Reports

- A. Alumni: John O'Halloran
 1. Haven't met; emails exchanged re: postcard for Christmas handout
 - a) Include in Christmas card?
- B. Enrichment: Eric Hollander
 1. Emails exchanged on clubs
 2. Lego League/Club
 - a) Two age groups
 - b) Jeff: Students from Dowling's robotics club come help?
 3. Chess club in the works/discussions
- C. Enrollment: Megan Weisenhorn
 1. Parent Ambassador program information
 2. Will meet again in December to plan
 3. Reviewed previous goals
 4. Strategic planning assistance
- D. Finance: No Report
- E. Policy & Personnel: No Report

IX. Old Business

- A. Peanut Allergy Conversation
 1. Second reading last time
 2. Attorney has not reviewed yet
 3. Will read third time at December meeting
- B. BOE By-Laws
 1. Read through at last meeting

2. By-Laws have been revised; will be sent

X. New Business

A. Church Administration Summit Update: Ryan Fox

1. Ryan, Donna, Megan, and Eric attended with Fr. Michael
2. Breakout sessions/Responsibilities, Characteristics, traits of the board
3. Ryan sent the materials from the summit to the group
4. Feedback from the four members that attended/key highlights
 - a) Group discussion
5. Possible follow-up meeting from attendees

XI. President's Report: None

- A. Review By-Laws once they come
- B. Fr. Michael will follow up once peanut policy has been reviewed by attorney

XII. Adjournment: Megan Weisenhorn and Chris Cowherd made a motion to adjourn. Donna Patton seconded the motion. The motion was approved.

XIII. Closing Prayer: Group *Hail, Holy Queen*