

Holy Trinity Board of Education Meeting Minutes
September 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, Pat Benoit, Ryan Fox, Eric Hollander, Melissa Garton, Paulette Chapman, Heather Keenan, Fr. Michael

Members Absent: Chris Cowherd

Staff Present: Anne Franklin, Andrea Carmicheal

Guests: Jessica Gerhart, PTO

Recording Secretary: Erin Grillot

III. Approval of Agenda

Ryan Fox made a motion to approve the agenda. Donna Patton seconded the motion. The motion was approved.

IV. Open Forum: None

V. Review of Board Minutes

Pat Benoit made a motion to approve the minutes from the August meeting. Eric Hollander seconded the motion. The motion was approved.

VI. Administrative Reports

A. Principal's Report: Heather Keenan reporting

1. 454 enrollment for 2015-2016 school year
2. Year off to a great start
3. School Lunch: numbers up
4. Dress code needs reviewed this year
5. New staff
6. CPR/First Aid Training for staff
7. Fire Prevention Week
8. Walk-A-Thon
9. BOE members/meet staff

B. Religious Education/Faith Formation: Paulette Chapman

1. Celebrate starts the 13th
2. Still registering for faith formation
3. EDGE beings on Sept 30
4. Confirmation was celebrated Aug 30
5. Two 'Generations of Faith' events scheduled
 - a) Oct 28/Nov 1 and Feb 9/12
6. New staffing assistant has helped tremendously
7. Year Of Mercy being incorporated into faith formation throughout the year

C. Pastor's Report: None

VII. Liaison Reports

- A. Athletics: Jeff Clubb
 - 1. Athletics participated in Meet The Teacher night
 - 2. Volleyball is under way. 39 this year (+8)
 - 3. Cross Country
 - 4. Cheerleading will be starting soon
- B. Faith Formation: No Report
- C. Finance Council Parish: Megan Weisenhorn reporting
 - 1. Updates on how money is being spent
 - 2. Brand new piano donated
 - 3. Repairs on crucifix
 - 4. Possible available properties for purchase
 - 5. Annual financial report was reviewed in Finance Council meeting
 - 6. Audit results
 - 7. Spending last of preschool grant money
 - a) Update
- D. PTO: Jessica Gerhart reporting
 - 1. Welcome input on money usage
 - 2. Finances in order
 - 3. \$47,000 to spend this year
 - 4. 12 committees; all assigned except Artist in Residence
 - 5. Walk-A-Thon is Oct 3rd--\$15,000 goal
 - 6. Back to school night
 - 7. SCRIP
- E. Technology Committee: No Report
- F. SIAC:
 - 1. Need to locate members
 - 2. Meet two times per year

VIII. Committee Reports

- A. Alumni: No Report
- B. Enrichment: No Report
- C. Enrollment: No Report
- D. Finance: No Report
- E. Policy & Personnel: No Report

IX. Old Business

- A. Peanut Allergy Conversation
 - 1. Policy 520.2 had its first reading last meeting
 - 2. Goal: Peanut Aware without being an onus on staff/parents nor opening the school to liability
 - 3. Will be reviewed by legal counsel after 2nd reading
 - 4. Approved snack list questions
 - 5. Discussion on any points of contention
 - 6. Policy vs. procedure
 - a) Policy should be here, procedure by administration in handbook
 - (a) Should have SIAC approve/look at handbook yearly
 - 7. Revision and first reading of Policy 520.2
 - a) Original paragraph of policy without the following numerals, procedural pieces removed
 - b) Ryan Fox made a motion to approve the revision of the policy; Pat Benoit seconded the motion; the motion was approved.

B. Visioning/Strategic Planning

1. Met with Jeff Johnson again to continue the beginning stages of this

X. New Business

A. Committee Goals

1. List of current membership
2. Review of each committee's goals

B. Committee Membership

1. Current; New
2. Alumni: John and Megan
3. Enrichment: Eric; Melissa
4. Marketing/Enrollment: Megan and Donna; Chris
5. Finance: John; Chris and Pat
6. Policy and Personnel: None; Ryan and Pat
7. Athletic: Jeff; Eric
8. Faith Formation: Jeff; none
9. Parish Finance: John; Ryan
10. PTO: Donna; Melissa
11. Technology: Jeff and Eric; none
12. SIAC: None; Pat and Melissa and Megan

C. Role of Board of Education: Fr. Michael

1. Power Point
2. Roles within the school: Pastor, Administration, Board
3. What makes a Catholic Board
4. Responsibilities of the Board
 - a) Planning
 - b) Policy Making
 - c) Budgeting
 - d) Special Projects
 - e) Information sharing
 - f) Consultation
 - g) Internal Life of the board: respect
 - h) Appraisal of administration
 - i) Board self-review
5. How to handle concerns
6. Diocesan Summit: Nov 7th

XI. President's Report: John O'Halloran

- A. Will discuss By-Laws at the next meeting

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

XIII. Closing Prayer: Fr. Michael