

Holy Trinity Board of Education Meeting Minutes  
October 16, 2018  
Regular Session

**I. Opening Prayer:** Molly Pigneri

**II. Roll Call:**

Members Present: Molly Pigneri, Sheila Goode, Chris Nigg, Thomas Sherzan, Susan Fenton, Mike Johnson, Matt Koester, Erin Grillot, Anne Franklin

Staff Present: John Mertes, Andrea Carmichael

Recording Secretary: Sherri Long

**III. Approval of Agenda**

Mike Johnson made a motion to approve the agenda. Sheila Goode seconded the motion.

**IV. Review of Board Minutes**

Susan Fenton made a motion to approve the minutes with the date change from September 28 to October 28 for the Trunk or Treat event from the September meeting. Erin Grillot seconded the motion.

**V. Administrative Reports**

A. Principal's Report: Anne Franklin reporting

1. Enrollment update – 2018/19 school year – up three students from last report; enrollment at 429
2. Parent/teacher conferences were held; approximately 95% of students' parents/guardians signed up for a time slot
3. Upcoming events include Walk-a-thon; book fair; grandparents day; grades 3-5 concert; PLC conference and trunk or treat. The Walk-a-thon funds raised will support STEM at Holy Trinity. The \$15,000 goal has been met.
4. Holy Trinity was the only Catholic school present at the Kids Expo. Title IV funds will be used for the outdoor classroom. Funds from Prairie Meadows will be used for middle school dividers.
5. Discussion was held regarding changing the process for middle school conferences; different ideas were presented. Also discussed having a middle school curriculum night.
6. Building updates include resurfacing and restriping the parking lot; fans in B building; fountain in the courtyard; deep clean the church floor; new paper towel holders in student bathrooms; new middle school doors and expansion of the playpad in the preschool playground

B. Religious Education Report: John Mertes reporting

1. Faith Formation update: preparing for 47 students to be confirmed on October 21

2. In the process of updating the faith formation files; will be sending a mailing to families to bring the files up to date
- C. Pastor's Report: Anne reporting in Fr. Mark Neal's absence
  1. Visioning work continues; in the process of selecting a new tagline; once that has been selected will be able to move forward with updating website
  2. Anne, Melissa Heller, Carolyn and Father Neal met to discuss the upgrade of the website; discussed desired capabilities of a new website; feedback from the parish has been solicited regarding what the new website might include.
  3. Construction on the plaza project is expected to begin in Spring 2019; a meeting with the plaza project committee is scheduled for October 19.
  4. Visioning update meetings are scheduled for the weekend of October 27/28 after 4:30 mass and 10:30 mass. The plan is to have updates from the goal groups and to have the initial architect drawings for the proposed plaza.

**VI. Old Business**

Thomas Sherzan presented the initial draft of the BOE constitution and policies. Most of the changes were cleaning up the document and correcting grammar mistakes. Made change to define more clearly the old Board will determine the President, Vice President and Secretary of the Board. Thomas will prepare a shared document for additional comments.

**VII. New Business:**

The next meeting is November 6 at 6:00 p.m.

**VIII. President's Report:** Molly reported on her meeting with Megan Fox, PTO. See PTO report below.

**IX. Committee Reports**

- A. Alumni: No update
- B. Policy & Personnel: No update. Will meet in October.
- C. Enrichment: Met with Megan Fox to discuss distinction between PTO and Board enrichment committees. There is no clear distinction. The Board presents the ideas. PTO supplies money to support programs and solicits parent volunteers.
- D. Marketing: Met with Melissa Heller to discuss her role versus the Board's role with respect to marketing. Analyzing enrollment form and St. Mary's data. Discussed the possibility of social media calendar for the whole parish as opposed to separating between the school and church. Will be meeting again.

**X. Liaison Reports**

- A. Athletics: Thomas reported that volleyball season has concluded. The 7<sup>th</sup> grade team took 3<sup>rd</sup> place and the 8<sup>th</sup> grade team received the sportsmanship

award. Holy Trinity will be hosting girls' basketball tournaments on November 17<sup>th</sup> and December 8<sup>th</sup>. Volunteers will be needed. Boys' basketball has not started.

B. Parish Finance Council: Thomas reported the finance council reviewed the visioning process and year-end budget. Also discussed recruiting more members for parish finance council. Currently there are only 4 members and if any members are missing it is difficult to have a voting quorum.

C. PTO: Molly attended the PTO meeting. Walk-a-thon is October 20; funds raised will be used for STEM; there will be a dance instead of a carnival; shortening the walk to approximately 1.2 miles. Trunk or Treat is scheduled for October 28<sup>th</sup>. November 3<sup>rd</sup> is the Holiday Boutique community baking day. Discussed improving the process for approval of staff requests.

D. School Finance Council: No report

E. Technology Committee: No report

F. School Improvement Advisory Committee (SIAC): No report

**XI. Adjournment:** Thomas moved to adjourn the meeting. Susan seconded the motion.