

Holy Trinity School Advisory Board Meeting Minutes  
January 14th, 2016

Present: Advisory Board Chair-Heidi Butler, Advisory Board Vice-Chair-Paul Sebo, Advisory Board Secretary-Joanne Geidel, School Principal-Jodi Casetta, Board Members-Jen Chamblee, Lynn Quissek, Sandy Krautkramer.

Excused absences: Pat Adelman, Pastoral Council Liaison-Michele Thill

- Meeting called to order by Heidi Butler at 5:35pm.
- Opening Prayer
- Visitor Comments- none
- Approval of December 10<sup>th</sup> meeting minutes-minutes approved with changes by board consensus.
- Principal's Report – Jodi Casetta
  - Upcoming Catholic Schools Week-January 31 through February 5. The week will kick start on Sunday with mass at 11am followed by a chili dinner, open house at school and science fair.
  - Plan to invite registered St. Mary's students and families. Other activities during the week will include bowling with your buddy, mass on Wednesday, honoring Honor Roll students, Spelling Bee, etc.
  - School enrollment numbers are going up
- Pastoral Council Liaison Report – Michele Thill
  - No report
- Advisory Board Subcommittee Reports
  - Advancement Committee – Lynn Quissek
    - Ads placed in Kewaskum and West Bend newspapers for Catholic Schools Week.
    - Discussed need to increase focus on using Facebook and website.
    - Updating alumni list. Future plan to form an alumni committee as this is an ongoing process.
    - Discussed having a social media campaign. Do one weekly flash update.
  - Home & School – Jen Chamblee
    - Next Home and School meeting February 16. Tony Fleischmann will provide Parish Center update.
    - Plan to invite registered St. Mary's parents to April Home and School Meeting.
- Database update: Jen Chamblee
  - Making progress. Some churches and schools have moved to Parish Soft from PDS. Jen wanting to interview staff from these churches/schools to find out reason. Jen also wanting to do a test of the system.
- Technology Committee –
  - Committee did not meet in December. Committee is revising technology plans to be ready by spring and looking at technology needs.
- Old Business
  - Committee/Council Calendar – Advisory Board Meeting on Parish Calendar Completed, Joanne Geidel e-mailed dates to Diane Piwoni-church secretary
    - Catholic School Week
      - i. Open House –Heidi Butler, Joanne Geidel and Jen Chamblee offered to help with giving tours during open house.
      - ii. 5<sup>th</sup> and 6<sup>th</sup> graders from school choir will sing at the Chili Dinner
      - iii. Other activities planned: bowling with your buddy, mass on Wednesday, honoring Honor Roll students, Spelling Bee, etc.
    - Plan to Recruit New Members to the Board
      - i. 7-11 members
      - ii. Announce at Home and School Meetings
      - iii. Put in Church bulletin.
      - iv. Invite new families to become involved
      - v. Board discussed about nominating
      - vi. Next month the board as a whole will look at the Member Handbook and update plan/policy of recruiting members.
- New Business:
  - Mission Statement: The board reviewed and made suggestions. Jodi will take back to school faculty.
  - Next meeting February 11<sup>th</sup>. The board plans to review Advisory Board By-Laws.
- Closing Prayer
- Meet adjourned 7:30pm.