

Holy Trinity School Advisory Board Meeting Minutes
December 10th, 2015

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

Excused absences: Pat Adelman

- Meeting called to order by Heidi Butler at 5:35pm.
- Opening Prayer
- Visitor Comments- none
- Approval of November 12th meeting minutes-minutes approved with changes by board consensus.
- Principal's Report – Jodi Casetta
 - Looking at revising/simplifying the school's mission statement. Jodi will be working with Mrs. Kuphel on wording, discuss with the teachers and report back to the board.
 - Holy Trinity school had a very nice float in the Kewaskum Christmas Parade.
 - Teachers and students are busy getting ready for the upcoming Christmas Concert next week Thursday, December 17.
 - Trying "Book Buddies" Activity again-looking at doing 4 times a year)
- Pastoral Council Liaison Report – Michele Thill
 - Michele reported that the Parish Council was updated on the closing of St. Mary's School at the end of this school year.
- Advisory Board Subcommittee Reports
 - Advancement Committee – Lynn Quissek
 - Lynn recapped about Annual Fund.
 - Consensus made to send out quarterly newsletters to donors.
 - Lynn sent e-mail with Annual Fund donation totals.
 - Follow up from last month: Discussion of school support church envelopes and annual fund tracking. Plan: Lynn to consult with Jackie Renkowski from the Arch and bring back to the board.
 - Lynn handed out Catholic School Facts and Statistics.
 - Home & School – Jen Chamblee
 - Jen working on updating Home & School By-Laws. Board reviewed/offered input.
 - Consensus made that Home & School not be considered under/part of School Advisory Board Subcommittees. It is its own entity. Discussed having a Home and School Liaison attend Advisory Board Meetings would promote good communication between the Advisory Board and Home & School.
 - Plan to invite new enrolled families at Home & School meeting in April.
 - There will be 3 Home & School meetings a school year.

Database update: Jen Chamblee

Jen is talking with Al Weiland and Jim Wessing. Jim reported church/schools switching from PDS to Para soft. Jen/Jim will be checking into reasons for switching. Jen will update Parish Council.

- Technology Committee – Report received
- No concerns

• Old Business

- Committee/Council Calendar – Advisory Board Meeting on Parish Calendar Completed, Joanne Geidel e-mailed dates to Diane Piwoni-church secretary
- Leadership Domain of Accreditation
- All board members to complete Advisory Board Profile Form and return to Heidi Butler
- Does anyone have any Advisory Board minutes with regards to: If so, give to Heidi
 - Changing/Updating by laws
 - Review of the By-Laws
 - Any Trainings for the Advisory Board you attended
 - Records of Decisions in keeping with by-laws
 - Policy review in connection to mission Dress Code
- Plan to Recruit New Members –

Discussed and Plan: announce at Home & School Meetings, note in Church bulletin, inform and encourage new families from St. Mary's School.

Looking for the Advisory Board to be between 7 and 11 members.

- Joanne: Send approved minutes to Shawn Roberts-School Secretary to put in the Newsletter and to Jenny Hein to put on the school website.
- Heidi Send Agenda Out by Thursday Before Meeting to Shawn to Put in Newsletter to Families

• New Business:

- Tuition increase discussion.
The board is all in agreement with \$100 increase starting 2016-2017 school year.
 - Catholic Schools Week - January 31 through Feb 5.
- Open House
- Choir to sing at Chili Dinner.
 - February meeting- Review Advisory Board By-Laws.

• Closing Prayer

• Meet adjourned at 7:27pm.