

Holy Trinity School Advisory Board Meeting Minutes November 12th, 2015

Present: Advisory Board Vice-Chair-Paul Sebo, Advisory Board Secretary-Joanne Geidel, School Principal-Jodi Casetta, Board Members-Jen Chamblee, Pat Adelman, Lynn Quissek.

Excused absences: Advisory Board Chair-Heidi Butler, Pastoral Council Liaison-Michele Thill, Board Member-Sandy Krautkramer.

- Meeting called to order by Paul Sebo at 5:37pm.
- Opening Prayer
- Visitor Comments- none
- Approval of September 10th Meeting Minutes-minutes approved with changes by board consensus.
- Principal's Report – Jodi Casetta
- Working on accreditation process. There is a section for the School Advisory Board.
- St. Mary's School in Barton is closing the end of this school year. Jodi has some family tours scheduled this Friday.
Discussed ideas: invite prospective students/families to Home and School meeting, upcoming events, etc. for ways to help students/families feel comfortable.
- Pastoral Council Liaison Report – Michele Thill
No report
- Advisory Board Subcommittee Reports
 - Advancement Committee – Lynn Quissek
Lynn Quissek, Lisa Heltemes and Jodi Casetta attended Annual Fund meeting and obtained more direction and ideas.
Annual Fund mailing went out.
So far \$650 received.
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.

- Home & School – Jen Chamblee

II. Good turnout out at Home and School Meeting on October 13, including parents and teachers. There were some new parents who also attended.

II. There are lead chair persons for each committee.

Database update: The Parish Council agrees/feels it is necessary. Jen will be following up with Al Weiland and will do interviews with key prospective users.

- Technology Committee – Pat Adelman – Report received

I. Discussed life cycle for computers

II. Jodi recommended Google Apps for education

- Old Business

- Committee/Council Calendar – Advisory Board Meeting on Parish Calendar Completed, Joanne Geidel e-mailed dates to Diane Piwoni-church secretary

- Holy Trinity Fellowship Sunday – Advisory Board in charge of on Nov. 15, 2015 after 7:30am Mass. (*Date change)

- Joanne Geidel is the Lead

Paul Sebo will set up coffee, Lynn Quissek will pick up donuts, and Joanne Geidel will pick up fruits, milk and juice.

- New Business

- **School Advisory Board discussed and decided NOT to extend the Enrollment Incentive Program next school year. This to be reviewed on a yearly basis.**
 - **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**
 - **Joanne- Send approved minutes to Shawn Roberts-school secretary to put in the newsletter and to Jenny Hein to put on the school website.**
 - **Plan to Recruit New Members**
 - **Heidi- to send agenda out by Thursday before meeting to Shawn Roberts-School Secretary to put in newsletter to families**
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- **Closing Prayer**
 - **Meet adjourned at 7:00pm.**