**Holy Trinity School Advisory Committee**

**Minutes of the Holy Trinity School Advisory Committee**

**Meeting Date:** September 7th (Common Leadership at St. Michaels)

Members Present: Amanda Longden (Principal), Amanda Carter, Sara Weninger, Elise Zupan, Maggie Lijewski

Members Excused: Luke Piwoni

**Consent Agenda –**

1. Principal’s Report (Mrs. Longden)

* Lots of comments on how successful
* Father liked mass – impressed how reverent kids were, commend everyone on what we have done
* Everything has been falling into place nicely, father is adjusting.
* Kids are doing good with routines and procedures
* 139 enrollment this year, enrollment last year was 138
* Calendar of cash $16,700 profit
* New art teacher – only here till Nov/Dec – in process of talking with someone else
* Working on accreditation visit – 10/3-10/4
* Planning school information meeting with different groups sharing, advisory, home and school, script, marketing, father Patrick, mass, brief meeting
* Coupon for free dress code day
* Tuesday, September 26, Amanda out of town, someone should speak on advisory
* Grandparents day – 10/19 half day, full day 10/20
* Need to determine when Soles walk is…
* Open house – encouraging all families to go, new old, etc…clarify that so people know

1. Pastoral Council Liaison Report –Rhiannon Olson
   * Janet moved to Steward
   * Two 2 new members: Brent Faisenbender and Josh Alexander
2. Advancement Committee
   * Angie was not at meeting but Amanda did not receive any updates

1. Home and School Report – Dani Knorr
   * Round up next Friday – 60 people September
   * Sign up at open house – lots of new families helping with events
   * Trunk or Treat 10/27 – will we do something for conferences – calendar of events was helpful
   * Next meeting – 10/12
   * Social Fest – haven’t closed yet – meeting about the matching funds next week
   * Profit – $48,000, last year $69,000, auctions were down, 12 less than last year
2. Old Business
   * Accreditation Update:
     1. Binders apart of succession planning
     2. Chair becomes the co-chair to help the chair - 1 year terms
     3. Creating interview schedule for who ends up as chair – in person or virtual
     4. Succession planning and next meeting review of the bylaws
   * Updates to Handbook:
     1. Arch made updates
     2. Updates to the doctor’s notes – may be asked for a doctors note, not required
     3. Anything we want to discuss talk to Longden
     4. Let’s get through accreditation and then we can see where things fall
3. New Business

* New Chair & Co Chair, Confidentiality Agreement – need new co-chair and chair, luke was at his 3 year mark, and amanda’s 3 year, luke is taking additional terms, can’t nominate as chair with coaching in spring, Amanda nominated herself as co-chair – all in favor Sara, Maggie and Elise approved
* Chair Responsibilities: create agenda, advisor liaison with Longden, co-chair has access to email and responds, face of advisory for forums, dress code, meet with father occasionally. Go to for questions. Busiest time is before first meeting
* We need to have 5 members and up to 9, if we can get 2 every year and let 2 fall off if need be. All people to come off if on long or new people want to come on, will vote on 2 new members
* Amanda nominated Maggie, Maggie accepted nomination, everyone agreed on nomination, and Elise, Amanda, and Sara approved
* New Members: Christa Susen and Michael Lake
  + All in favor of Christa, 4 votes in Maggie, Elise, Amanda and me
  + All in favor of Michael – 4 votes in, Maggie, Elise, Amanda and me
    - 1st Thursday Michael is out of town

1. Meeting Schedule

* Common Leadership: September & January
* Hard fit for advisory – common leadership – good times to meet are September and January (bring snacks)
  + Attendance is down for common leadership so this is a good idea
* 10/5 is day after accreditation, should we meet before accreditation or later? Maggie, Amanda, and Longden meet before accreditation and committee will meet after on 10/12 at 5:00, then home and school after – all are ok with this new date
* 11/2 date ok
* December meetings are hard with holidays – skip December meeting unless something crazy happens otherwise next meeting will be in January and common leadership 1/4
* Let’s revisit dates in case something comes up with accreditation – teacher needs to be at a meeting to give a teacher perspective
* 2/1is Catholic schools week so we will need to move that one, 2/8 is parent teacher conferences, let’s revisit this date since there is a lot going on, we can figure this out in November or January
* Amanda will email Christa and Mike everyone is favor, cc Maggie and Longden then meet with Maggie to go over everything.
* Questions regarding gym attire
* Concern over middle school class sizes

1. Closing Prayer

* Amanda Carter closed the meeting at 7:21pm. – no prayer as Father Patrick does at meeting with everyone together.