**Holy Trinity School Advisory Commission**

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

**Meeting Date**: January 4th, 2024

**Members Present:** Amanda Longden (Principal), Rhiannon Olson, Luke Piwoni Maggie Lijewski, Amanda Carter, Elise Zupan, Michael Lake, Christa Susen, Sara Weninger

**Members Excused:** Amanda Carter

**Meeting Minutes**-

1. **Opening Prayer** – we had prayer service, so the meeting started without prayer at 6:20
2. **Visitor Comments** – n/a
3. **Approval of November 2nd, 2023 Minutes** – Christa Susen and Luke Piwoni approved
4. **Principals Report –** 
   1. Christmas concert was well received.
   2. We started working on spring concert which will be in mid-March due to Mrs. Muehlbauer’s maternity leave.
   3. Working on Catholic schools week plans, open house – school visit with Cabrini this year.
   4. Getting tuition and registration scholarship materials together.
   5. Out of dress code days raised $255 sent to American Cancer society.
   6. $9000 technology grant from love one another grant.
      1. Q: Mike asked what will grant money go to? A: Looking to update older laptops teachers have
5. **Pastoral Council Liaison Report** – Rhiannon Olson
   1. Jessica Herriges is revising faith formation to be consistent with HT curriculum.
6. **Advancement Committee Report** – Angie Kern (did not attend)
   1. no new updates, Amanda Carter was not at meeting. They have a meeting with father to go over advancement.
   2. They are working on ways to increase registration for next year, what do they need to put out for catholic schools week?
7. **Home and School Report –** Dani Knorr
   1. First cookie bake raised $525, overall went well, will bring boxes here to sell at St Michaels as well next year.
   2. End of year gifts for staff were provided.
   3. Next up is chili luncheon to kick off Catholic schools week 1/29.
   4. Will have profit from flower sale shortly, looks like just over $3900.
   5. Feb 1 – family night goes with Catholic schools week (tubing).
8. **Old Business –** 
   1. Future meeting dates were emailed out before Thanksgiving – no dates needed to be changed.
   2. There will not be a meeting in February.
   3. Next meeting is March 7 5:00 at HT (common leadership but won’t be meeting after, prayer at 6:00)
9. **New Business –** 
   1. Advisory Self-Assessment/Succession Planning – looked at binder from Amanda Carter for success planning, Amanda reached out to arch, they said it’s in operational norms, so that’s where it is so we don’t have to put another document together, self assessment – we should still try and do that, in May we will do the school advisory commission review and then do final review. This will be something we can look at doing every year.
   2. Safety Drill – Arch requires we have a doc summarizing safety drills. Dept of Justice requires that the doc is uploaded by 1/1 – floor plans, fire drills, etc…evaluations need to be typed up, what we did and the highlights and go over with Father and the advisory and then we need to sign off on it. On 11/16 an intruder drill was done, used alice protocol, teachers and staff were notified, drill notified over PA, hallways were checked, after all was checked and did an all clear, doors were checked, 131 students and 24 adults, drill was successful, doors locked, children safe.
      1. Q: Maggie as what is the protocol if something happens in church? A: Need to discuss in further detail and get a plan in place for when the students are in church.
   3. Tuition/Registration – finalizing paperwork, should have material out the week before Catholic schools week and available at open house on that Sunday.
   4. Accreditation Review – Meeting with the Archdiocese – went over work from visiting team, he said everything went well, team was impressed. He will share some of what we did with other schools have them reach out reach out to us with the stuff that was impressive It was a very positive meeting.
10. **Closing Prayer** – closed meeting at 7:08 with Hail Mary