

**School Board Notes From the January 9<sup>th</sup>, 2006 Meeting** (Notes will not be posted until the board has approved the minutes from the previous meeting.)

**Foundations of Our Future:** Donations and pledges of approximately \$400,000 have been received to date, with \$275,000 needed to reach the goal. The foundations are agreeable to underwrite the cost of borrowing money if needed. The first project will be to replace the high school windows beginning in May, with work on the HVAC systems to begin in June. If not all the money is raised, HVAC work will take top priority. We are still hoping to conduct an energy audit but time is running out. It will be necessary to secure bids soon for summer work. More discussion will be held at the next work session.

**Bus Transfer:** The Aquinas Athletic Board had supplied and maintained school buses for use to transport athletes to sporting events. This year the buses are used for more non-athletic events and the Athletic Board would like to give these buses to the school system and pay \$1.00 per mile for athletic use. The topic will be discussed at the next work session.

**Transfer of High School Building:** The Fort Madison parishes asked that ownership of the high school building be transferred from the school to the parishes. All the other school buildings are owned by the respective parishes. The motion passed unanimously.

**Commitment to Restrict Use of Foundations of our Future Funds:** Funds raised for the Foundations of our Future campaign will be restricted only to those improvement projects at the high school that were listed for the campaign.

**Keokuk Merger:** Board representatives and Doris Turner have met with reps from Cardinal Stritch. At this time, Stritch is not sure how they want to proceed. Issues to be considered by Holy Trinity include shuttle service, tuition structure and curriculum issues.

**Lampe Funds:** \$250,000 has been received from the Kenny Lampe estate to be used for college scholarships for outgoing seniors from Holy Trinity. The board is considering transferring the money to the foundation. Discussion was tabled.

#### **Reports:**

- The Scrip committee has been very active and will begin keeping Scrip stock at the West Point and St. Paul Centers, as well as the FM buildings.
- Crusader Cash is gearing up with plans for an April 29<sup>th</sup> giveaway. Their goal is to fund the employee benefit package.
- A new committee, which will include parent representation, will be formed to look at all options for the religious curriculum.

The next regular meeting will be held March 13<sup>th</sup> in Fort Madison.

**School Board Notes From the January 23rd, 2006 Meeting** (Notes will not be posted until the board has approved the minutes from the previous meeting.)

**Energy Audit:** The board passed a motion to proceed with the energy audit and to go with the firm that can do it the quickest. Two quotes were given one from KPE of Omaha and one from Michaels of LaCrosse, WI. Alliant and MidAmerica will pay the first half of the audit and will pay for the second half if we use the recommendation given by the audit firm. The desire is to start on the project as soon as school is out of session for the summer.

**Bus Transfer:** The Athletic Board will gift 2 school busses to the school system. Athletics will then pay \$1.00 per mile for the busses and 32 cents per mile for the use of the minivans for athletic events. A driver log will be filled out by drivers for each trip. Athletics will pay all mileage and hours accrued for the month on a monthly basis. All fuel, maintenance and insurance, as well as the cost of purchasing additional busses will be the responsibility of the HTC school system. Each year the Athletic Board will set aside \$2500.00 for the future purchase of a bus.

**Outdoor Sports at South Park:** The West Point City Council has voted unanimously to purchase an additional 5 acres of land to build a sports complex for soccer, baseball and softball. Fields will be lighted and new concession stands will be built. The city will do all maintenance. A proposal was made by the City to Holy Trinity to use this complex for these outdoor sports. The proposal asked that HTC commit to playing outdoor sports at this site for the next ten years with the option to renegotiate for another ten years. HTC will staff and receive all revenue from concessions and gate admission and will be given priority scheduling for the fields. A motion was passed to accept this proposal.

The next regular meeting will be held March 13<sup>th</sup> in Fort Madison.

## Minutes February 13, 2006

The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:00 p.m. on Monday, February 13<sup>th</sup>, 2006, by President Gary Hoyer in the Holy Trinity Middle School library in West Point.

Present: Fr. Apo, Fr. Beckman, Donna Borst, Brian Foecke, Lisa Hansen, Gary Hoyer, Dan Kempker, Rick Kuhljuergen, Ray Menke, Fr. Parlette, Eunice Saathoff. Absent: Craig Abolt, Fr. David, Mike Pence, Cindy Wellman, Barb Wheeler.

*Agenda:* Items added under new Business: D TAPS budget, E. Meeting Report

*Minutes:* The minutes of the January meetings were approved on a motion by Rick, second by Brian. Motion carried.

Guests were welcomed. There were no comments at this time.

### **Old Business:**

*Policy to Reconcile Budget Annually:* The first reading of the Budget Reconciliation Policy was approved. Motion by Father Parlette, second by Lisa Hansen.

*Keokuk Merger:* Representatives from the Cardinal Stritch system will meet soon with representatives of the HTC Board to choose a date for a meeting with the Keokuk families. The offer of a shuttle from Keokuk to Ft. Madison was well received.

### **New Business:**

*Football with FMHS:* The Superintendent of the Fort Madison School District has asked HTC to consider sharing their football program. Discussion included grade levels to be involved, cost sharing and interest level. Further discussion will take place at the next work session.

*Fund Raisers:* Mike Linnenbrink asked that the middle school students participate in the Pennies for Patients fundraiser of the Leukemia society. The board approved. He also suggested that the school purchase an automatic defibrillator for each school building. The cost is approximately \$1,600 each. The board asked Mike to proceed with seeking donations and grants for the projects.

*TAPS Budget:* The proposed budget for the TAPS group was approved. Motion by Dan, second by Brian. Motion carried.

*Meeting Report:* There have been requests from the public for a published report of Holy Trinity school board meetings, as was the practice for Marquette. Rather than a newspaper report, the board favored posting the minutes in each building issuing a report on the school website following their approve at the subsequent meeting.

## **Administrative Reports:**

*Early Childhood Center:* Report presented by Kathy Osipowicz. She expects 18-19 in the 2006-07 kindergarten class. The Marketing Committee will be asked to develop a specific plan for attracting students at the early childhood level. Providing daycare in the Houghton/St. Paul area will be pursued.

*Middle School:* Report submitted by Dan Kieler. The Catholic Schools Week Open House was very well attended. He also reported on the damage caused by the fallen chimney. A letter from a middle school basketball player was read and discussed.

*High School:* Report submitted by Doris Turner. She would like to see more interest in the Japanese student program. The adoption on a religion series will be postponed pending the NCCB decision.

Financial reports were submitted. Motion to approve by Father Parlette, second by Rick. Motion carried. The preliminary budget analysis will be discussed at the next work session.

## **Committee Reports:**

*Budget & Finance:* The Scrip committee has been inserting flyers in the parish bulletins to increase participation. Craig Abolt and Brian Foecke are working to increase communication with alumni of Aquinas and Marquette, particularly those not living in the area.

*Curriculum:* The new polycom camera will be demonstrated prior to the March meeting.

*Building & Grounds:* Michaels of LaCrosse, WI has been contracted to conduct the energy audit. The committee will meet this week and hope to recruit about 20 volunteers to come into the building to make minor repairs.

*Athletics:* Uniforms for spring sports have been chosen.

The meeting was adjourned at 9:05 p.m.

# HOLY TRINITY SCHOOL BOARD

## Board of Education Meeting

Minutes March 13, 2006

The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:00 p.m. on Monday, March 13, 2006, by Vice President Brian Foecke in the Holy Trinity High School library in Ft. Madison and began with a prayer led by Mike Linnenbrink.

**Roll Call:** Present: Craig Abolt, Fr. Apo, Donna Borst, Brian Foecke, Lisa Hansen, Dan Kempker, Rick Kuhljuergen, Ray Menke, Mike Pence, Eunice Saathoff, Cindy Wellman.  
Absent: Fr. Beckman, Fr. David, Gary Hoyer, Fr. Parlette, Barb Wheeler.

**Agenda:** One item was added under New Business: D. Magnet Purchase by Alumni Group. The revised agenda was approved on a motion by Dan Kempker, second by Lisa Hansen. Motion carried.

**Minutes:** The minutes of the February meeting were corrected, changing "teacher survey" to "general survey" and approved on a motion by Mike Pence, second by Donna Borst. Motion carried.

**Welcome Guests/Audience Comments :** Lisa Arnold asked that the board have an answer concerning the human growth and development curriculum by the next board meeting. It is an agenda topic and was to be discussed later in the meeting.

### Old Business :

**Policy to Reconcile Budget Annually:** The second reading of the *Budget Reconciliation Policy* was approved. Motion by Mike Pence, second by Donna Borst. Motion carried unanimously on a roll call vote.

**Keokuk Merger:** Donna McVeigh, Craig Abolt, Brian Foecke and Cindy Wellman will attend a Cardinal Stritch PTO meeting at 7:00 p.m. on March 14.

**Football with FMHS:** The board discussed a resolution stating that Holy Trinity Catholic Schools is interested in entering a multi-year agreement with the Ft. Madison Community School District with grades 7-12 to participate in wrestling and football. Ft. Madison CSD would host. Holy Trinity in turn would offer to host girls soccer. Motion by Cindy Wellman, second by Donna Borst, to move forward with the proposal. Motion carried unanimously.

**Japanese Student Exchange:** There are five Japanese students interested in coming to Holy Trinity next fall. These students pay the full cost per student to attend. To date, only two families have offered to host students. Host families receive \$350.00 per month to cover expenses.

***Early Childhood Center in St. Paul or Houghton:*** Since no building is available in Houghton, discussion centered on re-arranging the classroom space at St. Paul or purchasing a mobile unit to place there to accommodate an Early Childhood Center. Doris Turner, Tammy Conrad, Kathy Osipowicz and Brian Foecke will continue the discussion.

***Crusader Cash Status Report:*** Approximately \$20,000.00 has been raised to date.

***Religious Education Committee:*** A committee has been formed to discuss the Growing in Love curriculum at the middle school. It includes the administrator, one parent from each parish, the religion teacher and the priests. Their goal is to have the issues resolved within the next two months.

### **New Business :**

***Fund Raisers:*** None to discuss.

***Curriculum Enhancements and Student Projects:*** Tammy Conrad reported that two teachers are eligible to participate in an AEA week-long training program at no cost to the school. The *Inquiry-Based Science* with hands-on science kits would be outlined to the teachers in five days during the summer and five additional days in Cedar Rapids during the school year.

According to Donna McVeigh, information about the middle school has been added to the yearbooks this year. Next year, it is hoped that middle school students will produce that section themselves. Other goals for the middle school include publishing a newspaper and participating in Mock Trial. Gary Hoyer outlined numerous ideas for each building.

***Alumni Committee:*** Brian Foecke, Craig Abolt, Diane Huddleson, Ann Menke, Deina Merschbrock and Mike and Sue Anderson form the Alumni Committee and will meet again March 15. One of their goals is to re-connect past Aquinas and Marquette alumni to Holy Trinity. They plan to send out a mailing in April or May, directing them to a HTC alumni website, currently under development, where they can update their biographies and receive the HTC newspaper flyer. Motion by Donna Borst, second by Cindy Wellman, to allocate \$10,000 in the 2006-07 budget for the alumni committee. Motion carried unanimously.

***Magnet:*** The alumni committee plans to purchase a 5" x 6-1/2" refrigerator magnet to include in their mailing. A proposed design was presented.

### **Administrative Reports :**

- Religious Education - Reports were submitted by Dixie Booten & Mike Linnenbrink.-
- Elementary - Report was submitted by Tammy Conrad..
- Early Childhood Center - Report presented by Kathy Osipowicz.
- Middle School - Report submitted by Dan Kieler.
- High School - No report.
- Financial reports were submitted. - Motion to approve by Rick Kuhljuergen, second by Donna Borst. Motion carried.

**Committee Reports :**

*Budget & Finance* - No report.

*Curriculum* - The new Polycom camera was demonstrated prior to tonight's meeting.

*Policy* - No report.

*Building & Grounds* - Michaels Engineering of LaCrosse, Wisconsin will be here on Tuesday, March 21, to perform the energy audit, with a report expected two weeks after the inspection.

*Athletics* - No report.

*Marketing* - No report.

*Merger* - Discussed earlier in the meeting.

**Adjournment:** The meeting was adjourned at 8:50 p.m. Motion by Mike Pence, second by Rick Kuhljuergen. Motion carried. A work session was scheduled for Tuesday, March 21, at 7:00 p.m. at the high school.

## HOLY TRINITY SCHOOL BOARD

### Board of Education Meeting

Minutes of April 10 , 2006

The regular meeting of the Holy Trinity Catholic School Board was called to order at 6:00 p.m. on Monday, April 10, 2006, by President Gary Hoyer in the Holy Trinity Middle School library in West Point and began with a unison prayer.

**Roll Call:** Present: Craig Abolt, Fr. Apo, Fr. Beckman, Donna Borst, Brian Foecke, Lisa Hansen, Gary Hoyer, Dan Kempker, Rick Kuhljuergen,, Ray Menke, Fr. Parlette, Mike Pence, Eunice Saathoff, Barb Wheeler. Absent: Fr. David, Cindy Wellman.

**Agenda:** One item was added to follow Welcome Guests: Decision on Appeal Hearings. The revised agenda was approved on a motion by Brian Foecke, second by Donna Borst. Motion carried.

**Minutes:** The minutes of the March meeting were approved on a motion by Brian Foecke, second by Lisa Hansen. Motion carried.

The meeting was then moved to closed session at 6:05 p.m. on a motion by Mike Pence, second by Rick Kuhljuergen. Motion passes unanimously on a roll call vote.

The board reconvened in Open Session at 10:35 p.m.

**Welcome Guests/Audience Comments :** There were no comments from audience members.

**Decision on Appeal Hearings:** Motion by Mike Pence, second by Rick Kuhljuergen, that the probationary contract of Jill Stuecker be reduced pursuant to the recommendation of the Chief Administrative Officer. Motion passed on a roll call vote with seven aye (Abolt, Borst, Foecke, Kuhljuergen, Menke, Parlette, Pence), four nay (Apo, Hansen, Kempker, Saathoff) and two absentions (Beckman, Wheeler).

Motion by Mike Pence, second by Donna Borst, that the contract of Tammy Conrad be reduced pursuant to the recommendation of the Chief Administrative Officer. Motion passed on a roll call vote with seven aye (Abolt, Borst, Foecke, Kuhljuergen, Menke, Parlette, Pence), five nay (Apo, Hansen, Kempker, Saathoff, Wheeler) and one abstention (Beckman).

### Old Business :

**Policy to Reconcile Budget Annually:** The third reading of the *Budget Reconciliation Policy* was approved. Motion by Rick Kuhljuergen, second by Donna Borst. Motion carried unanimously on a roll call vote.



***Keokuk Update:*** Two students from Cardinal Stritch have expressed interest in attending HTC High School next year.

***Shared Sports Agreement with FMHS:*** According to the agreements reached, Fort Madison Community Schools will host high school football, high school wrestling, middle school football and middle school wrestling. Holy Trinity will host high school girls soccer. Motion to approve the agreements by Mike Pence, second by Barb Wheeler. Motion carried.

***Japanese Student Exchange:*** Only two families are willing to host Japanese students next year. Five students are interested in attending Holy Trinity and would pay \$5,000.00 in tuition and fees.

***Early Childhood Center in St. Paul or Houghton:*** Announcements will be placed in the area parish bulletins to determine interest in a preschool program for 3 year old children. A decision on starting a day care program will be postponed as the deadlines for start-up grants have passed.

***Crusader Cash Status Report:*** There is currently \$25,950.30 in donations and tickets sold, less expenses, in the Crusader Cash account.

***Religious Education Committee:*** Notes from the recent meeting will be distributed, with the next meeting scheduled for April 24. *Growing in Love* materials are available in the Middle School ICN room for committee members to borrow.

***Foundations of Our Future Update:*** Rick Kuhljuergen hopes to have the results of the completed energy audit this week.

### **New Business :**

***Fund Raisers:*** Four fund raisers were approved, including the volleyball team who will sell flip-flops to help fund their team camp, the National Honor Society who is seeking donations for Cystic Fibrosis, the Marketing committee who is planning a ballroom dance on November 25, and the Music Boosters for a tuition raffle. Motion by Ray Menke, second by Donna Borst. Motion carried.

***Enrollment Projections:*** The high school expects a net loss of 6 students (50 graduates, 42 incoming 9<sup>th</sup> graders, 2 transfers from Stritch). The middle school expects a net loss of 7 students (42 8<sup>th</sup> graders leaving vs. 35 incoming 6<sup>th</sup> graders). Enrollment at the Ft. Madison elementary, grades 1-5, is expected to be 90 students, up from the current 85. At the St. Paul elementary, 92 students are expected in grades preschool through 5, up from 88 this year. The Early Childhood Center projects 94 students for 2006-07, down 9 from the current 103 enrollment.

***Personnel Contract Recommendations:*** Tabled to Executive Session.

***Drivers Education:*** The Fort Madison Community School District is outsourcing its Drivers Education program. Mrs. Turner has been in contact with Fred Bindner to conduct a program for

Holy Trinity students. The cost, ranging from \$250-\$350, will be paid by the parents. The board gave Mrs. Turner the authority to finalize arrangement for the program.

**Administrative Reports :**

- Religious Education - Reports were submitted by Dixie Booten.
- Elementary - Reports were submitted by Tammy Conrad and Jill Stuecker.
- Early Childhood Center - Report submitted by Kathy Osipovicz.
- Middle School - Report submitted by Dan Kieler.
- High School - No report.
- Financial reports were submitted. Motion to approve by Mike Pence, second by Dan Kempker. Motion carried.

**Committee Reports :**

*Budget & Finance*

*Curriculum*

*Policy*

*Building & Grounds*

*Athletics*

*Marketing* There will be a full page ad in the Democrat tomorrow.

*Merger*

***Letters of Resignation:*** Resignations were received from Bernie Helling, high school counselor and teacher, who is moving out of state, and from Karen Cavanaugh, high school Spanish teacher. Also received was a request for maternity leave from Jill Juarez. All were approved on a motion by Donna Borst, second by Mike Pence. Motion passed 10-0 with two abstentions.

**Adjournment:** The meeting was adjourned to Executive Session at 11:15 p.m. Motion by Mike Pence, second by Ray Menke. Motion carried.

***Open Session:*** The board reconvened in Open Session at 11:45 p.m. Motion by Ray Menke, second by Donna Borst, to offer contracts to Renee Holliday and John Goetz for open positions at the high school. Motion carried.

***Adjournment:*** The meeting was adjourned at 11:52 p.m. Motion by Rick Kuhljuergen, second by Ray Menke. Motion carried.

# HOLY TRINITY SCHOOL BOARD

## Board of Education Meeting

Minutes of April 24, 2006

Following a work session, a special meeting of the Holy Trinity Catholic School Board was called to order at 9:45 p.m. on Monday, April 24, 2006, by President Gary Hoyer in the Holy Trinity Middle School library in West Point and began with a prayer.

**Roll Call:** Present: Craig Abolt, Fr. Beckman, Donna Borst, Brian Foecke, Lisa Hansen, Gary Hoyer, Dan Kempker, Rick Kuhljuergen, Ray Menke, Eunice Saathoff, Barb Wheeler. Absent: Fr. Apo, Fr. David, Fr. Parlette, Mike Pence, Cindy Wellman.

**Agenda:** With the addition of Fund Raiser Approvals, the agenda was approved on a motion by Lisa Hansen, second by Dan Kempker. Motion carried.

### **New Business :**

**Staff Pay Schedule:** A decision was made to advance all teaches one step on the Salary Schedule, increase the base pay by \$250.00 to \$18,250.00, and set the minimum salary at \$21,000.00 for full time teachers with a Bachelor's degree, \$21,810.00 for those with a Bachelor's degree and 15 additional graduate credit hours, and \$22,620.00 for those with a Master's degree. The school will continue to pay 75% of the individual premium for health insurance up to 15% more than the 2005-06 rate. Staff will not receive a free lunch. A total of 2% was allocated for non-certified staff raises. Motion to approve by Rick Kuhljuergen, second by Donna Borst. Motion carried unanimously.

**Fund Raisers:** The board approved a Trivia Night, sponsored by the volleyball team, and a Kids Clinic, Dunk Tank at the Sweet Corn Festival, Car Wash and Tupperware sale, sponsored by the Drill Team. Motion by Dan Kempker, second by Rick Kuhljuergen.

**Adjournment:** The meeting was adjourned at 9:50 p.m. Motion by Brian Foecke, second by Donna Borst. Motion carried.

## HOLY TRINITY SCHOOL BOARD

### Board of Education Meeting

The regular meeting of the Holy Trinity Catholic School Board was called to order at 6:00 p.m. on Monday, May 8, 2006, by President Gary Hoyer in the Ss. Mary & Joseph Parish Center, Fort Madison, and began with a unison prayer.

**Roll Call:** Present: Craig Abolt, Fr. Apo, Fr. Beckman, Donna Borst, Fr. David, Brian Foecke, Lisa Hansen, Gary Hoyer, Rick Kuhljuergen, Ray Menke, Fr. Parlette, Mike Pence, Eunice Saathoff, Barb Wheeler, Cindy Wellman. Arrived late: Dan Kempker.

**Agenda:** Addition: E. Religion Committee Report. The revised agenda was approved.

The board moved into closed session for two personnel hearings and reconvened in Open Session at 7:10 p.m.

**Decision on Personnel Hearing #1:** Motion by Brian Foecke, second by Mike Pence, to approve the recommendation to terminate the contract as a reduction in force of the teacher subject of Hearing #1. Motion carried on a voice vote with 13 aye (Abolt, Apo, Beckman, Borst, David, Foecke, Hansen, Kuhljuergen, Menke, Parlette, Pence, Saathoff, Wellman) and no nay with one abstention (Wheeler).

**Decision on Personnel Hearing #2:** Motion by Brian Foecke, second by Fr. Parlette, to not take action on the teacher subject of Hearing #2 as recommended by the administration. Motion carried on a voice vote with 11 aye (Abolt, Apo, Beckman, Borst, David, Foecke, Kuhljuergen, Menke Parlette, Wellman, Wheeler) and 3 no (Hansen, Pence, Saathoff).

**Minutes:** The minutes of the April meetings were approved as moved by Rick Kuhljuergen and seconded by Ray Menke. Motion carried.

**Welcome Guests/Audience Comments :** There

### Old Business :

**Foundations of Our Future Update:** The results of the preliminary study and energy analysis provided valuable information, including payback information on window replacement. Contractors are being contacted with the understanding that all work must be finished before school resumes in August. Bids will be submitted soon and ready for consideration in about 3 weeks. The campaign has raised \$575,000.00 to date.

**Crusader Cash:** Gross revenues for the initial *Crusader Cash* raffle was \$87,000.00, with net income at \$49,000.00.

**God's Portion Day:** All committee member spots have been filled for the 2006 event.

***Early Childhood Center:*** Flyers have been sent out regarding the proposed preschool for 3 year old children at St. Paul. A minimum of 10 students are needed; the deadline is July 1, 2006.

***Religion Committee Report:*** Goals have been set by the committee and their next meeting is in June.

***Drivers Education:*** Holy Trinity has entered into a two year contract with Fred Bindner to provide drivers education to its students. A summer session will be held in West Point and a fall session in Ft. Madison. The cost of \$275.00 per student will be the parents responsibility. Holy Trinity will provide classroom space. Motion to approve the contract by Brian Foecke, second by Donna Borst. Motion carried.

### **New Business :**

***Employer/Educator Summit:*** Board members are encouraged to attend an employer/educator summit on June 15. Call Doris Turner for more information and to register.

***Contract Approvals Teachers:*** Teaching contracts for the 2006-07 school year were approved for Sue Abel, Shirley Deck, Lisa Gendron, John Goetz, Sharon Groene, Renee Holliday, Jill Juarez, Torey Kenel, Becky Krogmeier, Gail Kunch, Lynn Meierotto, Mike Moylan, Ryan Osbourne, Linda Peitz, Holly Sanders, Jane Sanford, Karen Schumaker, Barb See, Kathryn Steffensmeier, Lisa Tackett, Mary Townes, Tom Walljasper and Patricia Winheim. Motion by Rick Kuhljuergen, second by Mike Pence. Motion carried unanimously on a voice vote.

***Contract Approvals Coaches:*** Motion by Dan Kempker, second by Cindy Wellman, to approve coaching contracts with Tom Gendron, JV baseball, Melissa Freesmeier, 7<sup>th</sup> & 8<sup>th</sup> grade softball, and Nick Peitz, 7<sup>th</sup> & 8<sup>th</sup> grade baseball. Motion carried unanimously on a voice vote.

***Fund Raisers:*** The Music Boosters requested approval to publish a cookbook. Motion by Brian Foecke, second by Rick Kuhljuergen. Motion carried. The marketing committee asked for funds from the budget for a newspaper ad, onesies for newborns and refrigerator magnets. Motion by Donna Borst, second by Fr. Parlette. Motion carried.

***2006-07 Budget:*** The proposed budget for the 2006-07 school year, which has been under development for several months by the budget committee, was discussed. Several positions have been cut, including two administrators. In order to keep parish assessment increases to a minimum, tuition was increased \$400 per student, with book and activity fees set at \$200 and out of parish fee set at \$600. The maximum tuition for a parish family will be \$4,500.00. The amount budgeted for Crusader Cash income was increased to \$60,000.00 in order to assure a balanced budget totaling \$2,863,042.00. Motion to approve by Brian Foecke, second by Donna Borst. Motion passed unanimously on a voice vote.

### **Administrative Reports :**

- Religious Education - Report submitted by Dixie Booten.
- Elementary -reports were submitted by Tammy Conrad.

- Early Childhood Center - Report submitted by Kathy Osipovicz.
- Middle School - Report submitted by Dan Kieler.
- High School - Report submitted by Doris Turner.
- Financial reports were submitted. Motion to approve by Fr. Parlette, second by Cindy Wellman. Motion carried.

**Committee Reports :**

*Budget & Finance*

*Curriculum*

*Policy*

*Building & Grounds*

*Athletics*

*Marketing*

*Merger*

***Adjournment:*** The meeting was adjourned to Executive Session at 7:55 p.m. Motion by Mike Pence, second by Ray Menke. Motion carried.

***Open Session:*** After an executive session concerning alcohol hearings, the board reconvened in Open Session. Motion by Brian Foecke that the recommendation of the administration regarding the incidents which were the subject of the student hearings be upheld, and that the punishments according to the good conduct policies as described by the administrator be enforced. Second by Ray Menke. Motion carried with 13 aye (Abolt, Apo, Beckman, Borst, David, Foecke, Kempker, Menke, Parlette, Pence, Saathoff, Wellman, Wheeler), no aye, 2 abstentions (Hansen, Kuhljuergen).

# HOLY TRINITY SCHOOL BOARD

## Board of Education Meeting

Minutes of June 12, 2006

The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:00 p.m. on Monday, June 8, 2006, by Vice President Brian Foecke in the Ossenbrink Center, West Point, and began with a unison prayer.

**Roll Call:** Present: Craig Abolt, Fr. Apo, Donna Borst, Brian Foecke, Lisa Hansen, Dan Kempker, Rick Kuhljuergen,, Ray Menke, Fr. Parlette, Mike Pence, Barb Wheeler, Cindy Wellman. Absent: Fr. Beckman, Fr. David, Gary Hoyer, Eunice Saathoff.

**Agenda:** Addition: IV-A: Open Forum. The revised agenda was approved on a motion by Mike Pence, second by Ray Menke. Motion carried.

**Minutes:** The minutes of the May meeting was approved as moved by Ray Menke and seconded by Donna Borst. Motion carried.

**Welcome Guests/Audience Comments :** Virginia Dupuis addressed the board regarding bus transportation for Mt. Pleasant students, availability of the budget and by-laws for viewing by parents, and other concerns. School information, including a copy of the by-laws, budget and board meeting minutes will be kept in the middle school office for examination. Copies are not to leave the office.

### Old Business :

**Foundations of Our Future Update:** Bids are nearly finalized and several decisions need to be made, including window tint color. Motion by Fr. Parlette to permit the committee to make those decisions and approve the appropriate bids up to \$514,000.00. Second by Dan Kempker. Motion carried. Fr. Parlette will take care of the Corporate Resolution for the Diocese. Also approved was an authorization to borrow money to cover money pledged. Motion by Fr. Parlette, second by Mike Pence. Motion carried.

**Early Childhood Center:** Kathy Osipowicz presented a written report on the status of the proposed preschool program for 3 year old children at St. Paul. July 1 was set as the deadline for a decision on the feasibility of the program, as there has been only minimal interest to date. The goal is to provide a day care program at St. Paul in 2007, as parents need preschool and day care in the same facility to eliminate the need for transportation between the two during the day. A religion program, "I Am Special" will be added to the preschool curriculum at St. Paul.

### New Business :

***Public Distribution of the Budget:*** The school's annual budget will be available in the middle school office for viewing. Copies will not be distributed to the public.

***Contract Approval:*** Teaching contracts were approved for Amy Alfred, Allan Chapman, Cheryl Freesmeier, Julie Freesmeier, Melissa Freesmeier, Rosa Hausch, Sue Holtkamp, Teri Holtkamp, Craig Huebner, Jean Humphrey, Jan Jacobs, Angela Kempker, Patricia Krogmeier, Sally Knustrom, Kathleen McKillip, Sara Mohrfeld, Larry Orr, Judy Peck, Robert Rippenkroeger, Steve Rung, Kathy Stanton and Deb Sylvester. Also approved were administrator contracts with Dan Kieler, Donna McVeigh and Kathy Osipowicz and building coordinator contracts with Karen Schumaker (Fort Madison elementary), Sara Mohrfeld and Craig Huebner. Motion by Dan Kempker, second by Rick Kuhljuergen. Motion carried.

***Letters of Resignation:*** Motion by Cindy Wellman, second by Lisa Hansen, to accept the resignations of Jamie Jones, Larry McLearn, Jane Santiago and Amanda Schiller. Motion carried.

***Co-Curricular Contract Approval:*** Contracts were approved with Jay Baldwin, varsity girls basketball, Gordon Fedler, assistant varsity girls basketball, Melissa Freesmeier, varsity volleyball, Tom Gendron, junior varsity volleyball, John Goetz, athletic director, Lisa Hansen, drill team advisor, Monte Hellenthal, junior varsity girls basketball, Anita Helling, freshman volleyball, Mike Helling, assistant varsity volleyball, Kim Hundt, freshman girls basketball, Tori Kenel, yearbook Tyler Kite, 7<sup>th</sup> & 8<sup>th</sup> grade track, Gail Kunch, high school student council, Loren Menke, varsity boys basketball, Tracy Mika, assistant 7<sup>th</sup> & 8<sup>th</sup> grade volleyball, Michael Moylan, middle school athletic director, Doug Peterson, assistant soccer, Bob Rippenkroeger, speech and drama, Adam Rung, freshman and junior varsity boys basketball, Dave Steffensmeier, assistant varsity boys basketball, Kathy Steffensmeier, National Honor Society advisor, Kevin Wellman, varsity soccer, and Barb Wheeler, cheerleading advisor. Motion by Cindy Wellman, second by Rick Kuhljuergen. Motion carried.

***Non-Certified Staff Contract Approval:*** Contracts were approved with Robert Abel, Paula Bales, Angela Bartlett, Marvin Boyles, Joyce Boeding, Ron Fraise, Betty Heartsill, Alice Hellenthal, Alice Hoenig, Dennis Hutson, Jolisa Krogmeier, Jerry Kruse, Stephanie Merritt, Mary Ann Moeller, Ruth Muerhoff, Jeanna Orton, Mary Lynn Panther, Teresa Panther, Donna Peterie, Pat Pulis, Linda Reding, Margaret Robbins, Rita Schneider, Viola Stuecker, Rick White, Kathy Wilkins and Jane Wittry. Motion by Mike Pence, second by Ray Menke. Motion carried.

***Fund Raiser Merchandise Opt-Out:*** Persons interested in supporting Holy Trinity fund raisers will be given the option of making a cash donation instead of purchasing items offered for sale. Motion by Ray Menke, second by Donna Borst. Motion carried.

***Approval of Parish Support Formula:*** Tabled.

**Administrative Reports :**

- Religious Education - Report submitted by Dixie Booten and Mike Linnenbrink.
- Elementary - Reports were submitted by Tammy Conrad.



- Early Childhood Center - Report submitted by Kathy Osipovicz.
- Middle School - None.
- High School - Report submitted by Doris Turner. Mrs. Turner requested a work session on June 26 to discuss dress code, athletic eligibility and other issues.
- Financial reports were submitted. Motion to approve by Donna Borst, second by Lisa Hansen. Motion carried.

**Committee Reports :**

*Budget & Finance* The Aquinas and Marquette Foundations seem positive about merging. Discussion continues. The new alumni group hopes to have its first mailing out in July or August. The Scrip committee plans to send letters to Fort Madison businesses, hoping to involve more in the program.

*Curriculum* The religion committee met in June. They will follow the recommendation of the pastors regarding the Growing in Love series. Fr. Parlette will discuss it at the Diocesan level.

*Policy* None.

*Building & Grounds* Work is being done on the high school parking lot. There are some repairs needed at St. Paul.

*Athletics* Bleachers at the high school need to be repaired or replaced.

*Marketing* The Marketing committee will conduct the tuition raffle that had been sponsored by the Music Boosters last year. They are also planning a newspaper insert in July.

*Merger*

This was the last meeting for Dan Kempker, Mike Pence, Eunice Saathoff and Barb Wheeler as board members. They were thanked for their years of service to the Catholic school systems and the parishes they represent.

***Adjournment:*** The meeting was adjourned at 8:45 p.m. Motion by Mike Pence, second by Ray Menke. Motion carried.

## HOLY TRINITY SCHOOL BOARD

### Board of Education Meeting

Minutes of July 10, 2006

The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:00 p.m. on Monday, July 10, 2006, by President Gary Hoyer at Rolling Hall in Ft. Madison, and began with a unison prayer.

**Roll Call:** Present: Craig Abolt, Donna Borst, Brian Foecke, Lisa Hansen, Gary Hoyer, Rick Kuhljuergen, Ray Menke, Fr. Parlette, Cindy Wellman. Absent: Fr. Apo, Fr. Beckman.

**Agenda:** Addition: VIII. D. Religion Education Committee Report, and IX. A.-1: Resignations. The revised agenda was approved on a motion by Brian Foecke, second by Lisa Hansen. Motion carried.

**Minutes:** The minutes of the June meeting were approved as moved by Donna Borst and seconded by Craig Abolt. Motion carried.

**Welcome Guests/Audience Comments :** John Janosik addressed the board regarding the Human Growth and Development curriculum. He presented some information on the *Formation in Christian Chastity* program. It is not on the list curricula approved by the Diocese of Davenport. A letter has been sent to the bishop requesting his review and approval. The school currently uses the *Growing in Love* series at the St. Paul Elementary and the middle school which is approved by the Diocese and supported by Dan Kieler, middle school principal. Motion by Craig Abolt, second by Rick Kuhljuergen, to adopt the recommendation of the pastors, administrators and committee. Motion passed on a roll call vote with 7 in favor and 1 abstention (Lisa Hansen).

**Seating of the New Board of Directors:** The following board members were seated for the 2006-07 school year: Craig Abolt Sacred Heart, Donna Borst Sacred Heart, Brian Foecke St. James, Lisa Hansen Western Parishes at large, Gary Hoyer Ss. Mary & Joseph, Rick Kuhljuergen Ss. Mary & Joseph, Ray Menke St. Mary's, and Cindy Wellman St. John's. Motion to approve by Brian Foecke, second by Cindy Wellman. Motion carried.

**Election of Officers:** Motion by Craig Abolt, second by Rick Kuhljuergen, to retain current officers. Motion carried. Motion by Cindy Wellman, second by Lisa Hansen, to close nominations. Motion by Cindy Wellman, second by Lisa Hansen, to appoint the officers as nominated. Motion carried.

### Old Business :

**Foundations of Our Future Update:** The remodeling at the high school is going well. The kitchen portion is expected to cost \$85,000, the front (north) windows and doors \$104,000, the back (south) windows and doors \$52,000, and the heating system \$330,000. The south windows will likely be postponed until 2007 and the HVAC will also be installed in two phases with the classrooms, lounge and offices completed first.

**Early Childhood Center:** Expansion of the early childhood program at St. Paul was tabled for this year. Only two or three families are interested in the preschool for 3 year olds.

**Approval of Parish Support Formula:** Discussions continue. No action taken.

**New Business :**

**Contract Approval:** Contracts were approved with Kathleen Bleuer, middle school social studies (75%), Sylvia Soule, elementary and middle school art (60%), Angela Kempker, 3<sup>rd</sup> grade at St. Paul, Tracy Dingman, kindergarten at St. Paul, and Cindy Arnaman, day care supervisor. Motion by Craig Abolt, second by Brian Foecke. Also approved was a two year contract with Doris Turner, chief administrator. Motion by Brian Foecke, second by Donna Borst. Motion carried unanimously on a roll call vote.

**Letter of Resignation:** The board accepted the resignation of Craig Huebner, 5<sup>th</sup> grade teacher at St. Paul, on a motion by Brian Foecke, second by Ray Menke. Motion carried.

**Dress Code:** Some minor changes were made to the school dress code for the 2006-07 school year. Motion to approve by Craig Abolt, second by Ray Menke. Motion carried 7-1 on a roll call vote with Donna Borst dissenting. Motion to dispense with the 2<sup>nd</sup> and 3<sup>rd</sup> readings by Craig Abolt and Fr. Parlette. Motion carried. Adoption of a school uniform for the 2007-08 school year was tabled in order to obtain more information on cost and availability.

**Extra-Curricular Eligibility Policy:** The board adopted a policy recommended by the administration which requires students to be passing all subjects, as indicated on biweekly eligibility sheets completed by the teachers, in order to participate in extra-curricular activities. Likewise, "D" grades in three or more subjects will render a student ineligible to participate. The policy was adopted unanimously on a roll call vote with some clarifications as moved by Donna Borst and seconded by Brian Foecke. The second and third readings were waived on a motion by Brian Foecke and a second by Rick Kuhljuergen. Motion carried.

**Committee Assignments:** With the reduction in size of the school board, standing committee assignments were reassigned. One change was made to the listing Brian Foecke will serve on the Alumni Committee instead of Lisa Hansen.

**Enrollment Projections:** The number of students who will attend Holy Trinity for the 2006-07 school year is still uncertain. There will be a net loss of 8 students at the high school from the graduating class of 2006 to the incoming freshman. Two students from Japan and one from Cardinal Stritch will enroll, while two other students have indicated that they will transfer to other schools. Thirty three 6<sup>th</sup> graders are expected at the middle school and 19 kindergarteners have enrolled at the ECC in Ft. Madison. More accurate numbers should be available for the August meeting.

**Administrative Reports :**

- Religious Education - Report submitted by Mike Linnenbrink.
- Elementary - Buildings are being cleaned and readied for the new year. A 5<sup>th</sup> grade teacher is still needed at St. Paul.
- Early Childhood Center - Report submitted by Kathy Osipowicz. One day care employee is needed because of a resignation.
- Middle School - None.
- High School - Report submitted by Doris Turner. A student self-reported an incident and will be disciplined according to the Handbook. Mrs. Turner asked the board to consider hiring a marketing and development director.
- Financial reports were submitted. Motion to approve by Rick Kuhljuergen, second by Ray Menke. Motion carried.

**Committee Reports :**

*Budget & Finance* - No report.

*Curriculum* - No report.

*Policy* - No report.

*Building & Grounds* - No report.

*Athletics* - No report.

*Marketing* - No report.

*Merger* - No report.

***Adjournment:*** The meeting was adjourned at 9:30 p.m. There will be no work session on July 24.

## HOLY TRINITY SCHOOL BOARD

### Board of Education Meeting

Minutes of August 14, 2006

The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:00 p.m. on Monday, August 14, 2006, by President Gary Hoyer at the Ossenbrink Center in West Point, and began with a unison prayer.

**Roll Call:** Present: Fr. Apo, Donna Borst, Brian Foecke, Gary Hoyer, Rick Kuhljuergen,, Ray Menke, Cindy Wellman. Absent: Craig Abolt, Lisa Hansen, Fr. Parlette. Arrived late: Fr. Beckman (8:00).

**Agenda:** Additions: VIII. F. Student Council Presentation; and G. Development Director. Deletion: Item VII. B. Parish Support Formula. The revised agenda was approved on a motion by Ray Menke, second by Brian Foecke. Motion carried.

**Minutes:** The minutes of the July meeting were approved as moved by Cindy Wellman, seconded by Ray Menke. Motion carried.

**Welcome Guests/Audience Comments :** There were no comments from the guests in attendance.

**Approval of Terms of the New Board of Directors:** Terms of the current board members are to expire as follows: Gary Hoyer June, 2008; Donna Borst June, 2007; Rick Kuhljuergen June, 2008; Craig Abolt June, 2009; Brian Foecke June, 2009; Cindy Wellman June, 2007; Ray Menke June, 2007; Lisa Hansen June, 2008.

### Old Business :

**Foundations of Our Future Update:** The kitchen and cafeteria floors are finished, the kitchen equipment is here and will be positioned for the plumber, and the walk-in cooler will be ready after Labor Day. There was a hold-up at the factory with the windows, but some should be in before school starts. The electrical transformer at the school is undersized and will need to be replaced next week.

**Update on Merger of Foundations:** Representatives from the existing foundations are meeting to work on Articles of Incorporation and By-Laws. They hope to be able to merge by January 1, 2007.

### New Business :

**Contract Approval:** Contracts were approved with Carrie Wade, 5<sup>th</sup> grade at St. Paul, Donica Vonderohe, part time high school band, Gene Latteroff, part time geometry; and Jill Hermes, 7<sup>th</sup> & 8<sup>th</sup> grade science. Motion to approve by Donna Borst, second by Rick Kuhljuergen. Motion carried unanimously on a roll call vote. Contracts were also approved with Ross Braden, 7<sup>th</sup> & 8<sup>th</sup>

grade soccer; Pat Pickford, assistant 7<sup>th</sup> & 8<sup>th</sup> grade soccer; and Jessica Freesmeier, assistant 7<sup>th</sup> & 8<sup>th</sup> grade volleyball. Motion to approve by Brian Foecke, second by Cindy Wellman. Motion carried unanimously on a roll call vote.

***Diocesan Foundation for Student Tuition Organization:*** Merlin Hellman addressed the board on the new Iowa legislation allowing a 65% tax credit to contributors to Student Tuition Organizations. Since there is a ceiling on the amount of tax credit available, it is estimated that the Keokuk Deanery would receive \$95,000. Up to \$200 per student would be given to eligible families as a tuition scholarship.

***Handbook Approvals:*** The Student Handbook was updated from last year's version to include the new Athletic Eligibility rules, the revised Dress Code and Core Curriculum requirements. Motion to approve the handbook by Donna Borst, second by Ray Menke. Motion carried unanimously on a roll call vote.

***Student Council Presentation:*** Anthony Schulte, Student Council President, and Gail Kunch, Advisor, presented the groups 2006-07 budget. They also requested approval of three fund raisers Lend A Student, Student Auction and the magazine sales. Motion to approve by Rick Kuhljuergen, second by Cindy Wellman. Motion carried.

***Enrollment:*** Several students who had registered for early elementary level classes will not be attending HTC. Also, six students have withdrawn from the 4<sup>th</sup> grade at the Ft. Madison building. More complete enrollment figures will be available at the next meeting.

***Workshop August 26:*** Issues to be discussed at the Board Retreat on August 26 include enrollment trends and STO issues. A complete agenda will be emailed to board members soon.

***Development Director:*** Ray Menke brought up the need for a Development Director, possibly a Diocesan-wide position. Ray was directed to contact other schools who currently have a person in that position to compile job descriptions and expectations.

#### **Administrative Reports :**

- Religious Education - Reports submitted by Mike Linnenbrink and Dixie Booten.
- Elementary - No report.
- Early Childhood Center - Report submitted by Kathy Osipowicz focusing primarily on enrollment.
- Middle School - None.
- High School - None
- Financial reports were submitted. Motion to approve by Donna Borst, second by Brian Foecke.- Motion carried.

#### **Committee Reports :**

*Budget & Finance* - No report.

*Curriculum* - No report.

*Policy* - No report.

*Building & Grounds* - The entry way at the high school will be paved, rather than bricked, with the school logo stenciled on.

*Athletics* - No report.

*Marketing* - No report.

*Merger* - No report.

***Adjournment:*** The meeting was adjourned at 9:25 p.m.

**HOLY TRINITY SCHOOL BOARD**  
**Board of Education Meeting**  
**Minutes of September 11, 2006**

The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:05 p.m. on Monday, September 11, 2006, by President Gary Hoyer at the Ss. Mary & Joseph Parish Center in Ft. Madison, and began with a unison prayer.

**Roll Call:** Present: Craig Abolt, Fr. Apo, Fr. Beckman, Donna Borst, Brian Foecke, Lisa Hansen, Gary Hoyer, Rick Kuhljuergen,, Ray Menke, Cindy Wellman. Absent: Fr. Parlette.

**Agenda:** Additions: VII. F. School Goals; and G. Budget Cuts. The revised agenda was approved on a motion by Rick Kuhljuergen, second by Donna Borst. Motion carried.

**Minutes:** The minutes of the August meeting were revised to correct the term expiration dates of Rick Kuhljuergen (2009) and Craig Abolt (2008) and then approved as moved by Brian Foecke, seconded by Donna Borst. Motion carried.

**Welcome Guests/Audience Comments :** There were no comments from the guests in attendance.

**Old Business :**

**Foundations of Our Future Update:** Work remains to be done on the walk-in cooler and exhaust for the kitchen. Phase 1 of the HVAC work is almost completed. Phase 2 will be postponed until next summer because of the dirt generated. New north windows have been installed in the classrooms, with the office and cafeteria to be completed yet this fall.

**Report on Planning Retreat:** Much work was accomplished but another half day is needed to finish up.

**Parish Support Formula:** St. James and St. John's are paying the amount requested. St. Mary's is paying a total of \$39,000.00 per month, \$2,175.00 less than requested. The situation will be reassessed after the fall sales.

**New Business :**

**Contract Approval:** Contracts were approved Jessica Bleuer, middle school math, Michael Sheerin, varsity girls' soccer, Mary Ann Moeller, head cook, Vera Glasscock, cook, Billie-Joe Husted, cook, Kevin Wellman, varsity boys' soccer, Doug Peterson, JV soccer, and Monte Hellenthal, softball and summer athletic director/tournament director. Motion to approve by Cindy Wellman, second by Lisa Hansen. Motion passed unanimously on a roll call vote.

**Fund Raiser Approvals:** The TAPS requested approval for several fund raisers: a sock hop, the Big Bang, the elementary carnival, a poinsettia sale, Community Basket raffle ticket sales and a



cell phone recycling project. Motion to approve by Ray Menke, second by Rick Kuhljuergen. Motion carried.

***Year-End Financial Statements:*** Projections indicate a deficit of approximately \$45,000.00 for the 2005-06 school year. Rather than increase the 2006-07 budget, the board plans to hold an additional fund raiser to cover the shortfall. Motion by Brian Foecke, second by Donna Borst. Motion carried unanimously on a voice vote.

***Enrollment Report:*** Due to an unexpected and significant loss of students enrolled for the 2006-07 school year, tuition income will be well under the amount budgeted. However, expenses cannot be reduced proportionately as staff contracts issued in early spring must be honored. Additional fund raisers were discussed.

***Budget Cuts:*** Various options for dealing with the budget shortfall were discussed. It was suggested that open positions within the system be filled with under-utilized staff rather than hiring replacements. Rick Kuhljuergen proposed eliminating the summer maintenance budget by having volunteers do the mowing. Fr. Apo stated that anything income over \$200,000.00 from the Fall Festival will go to Holy Trinity. The following motion was made by Ray Menke and seconded by Craig Abolt: “Due to unexpected loss of students, the board directs the Chief Administrative Officer to use her best efforts to reduce costs by \$75,000.00 for the current budget year, including faculty and staff reassignment where necessary.” The school board president will issue a letter to all staff members regarding the need for budget cuts.

***State of the School Report:*** October 11 was proposed as the date for a community-wide meeting to present a “State of the School” report. The focus of the report will be the school’s strengths and challenges. Rather than responding to questions during the meeting, it was decided to solicit questions from the public in advance and include those topics of interest in the presentation. With that decision, it was obvious that there would not be time to prepare by October 11. A later date will be chosen.

***School Goals:*** Chief Administrator Doris Turner presented proposed goals for the annual School Improvement Plan. Motion by Donna Borst, second by Rick Kuhljuergen, to approve the goals. Motion carried.

***Administrative Reports :***

- Religious Education – Reports submitted by Mike Linnenbrink and Dixie Booten. Fr. Apo asked why the Ft. Madison Youth Minister and Director of Religious Education do not attend school board meetings. Diocesan policy states that anyone involved in Faith Formation should attend school board meetings.
- Elementary – Mrs. Turner is interested in beginning a program to recognize community service performed by students.
- Early Childhood Center – Report submitted by Kathy Osipowicz discussing personnel and programs.
- Middle School – Dan Kieler reported on enrollment, staffing and activities.

- High School – Doris Turner and Donna McVeigh reported on curriculum issues and school events.
- Financial reports were submitted. Motion to approve by Donna Borst, second by Cindy Wellman. Motion carried.

**Committee Reports :**

• *Budget & Finance* – Rick Kuhljuergen reported on the gross Rodeo concessions sales which totaled \$176,559.00. Sales were up on Wednesday, Thursday and Saturday, though down on Friday. The Rodeo Corporation will receive 27% of the income, less certain expenses.

• *Curriculum* – No report.

• *Policy* – No report.

• *Building & Grounds* – Discussed earlier.

• *Athletics* – No report.

• *Marketing* – No report.

• *Merger* – No report.

***Adjournment:*** The meeting was adjourned at 9:40 p.m. A work session is scheduled for September 18, 2006.

## HOLY TRINITY SCHOOL BOARD

### Board of Education Meeting

The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:10 p.m. on Monday, October 9, 2006, by President Gary Hoyer at the middle school library, and began with a unison prayer.

**Roll Call:** Present: Fr. Beckman, Donna Borst, Brian Foecke, Lisa Hansen, Gary Hoyer, Rick Kuhljuergen,, Ray Menke, Fr. Parlette, Cindy Wellman. Absent: Craig Abolt, Fr. Apo.

**Agenda:** Additions: VIII. C. Special Practice Approval. The revised agenda was approved on a motion Brian Foecke, second by Donna Borst. Motion carried.

**Minutes:** The minutes of the September meeting were approved as moved by Brian Foecke, seconded by Donna Borst. Motion carried.

**Welcome Guests/Audience Comments :** There were no comments from the guests in attendance.

#### Old Business :

**Foundations of Our Future Update:** Rick Kuhljuergen reported that the walk-in cooler was installed but not running. It is expected to be functioning before God's Portion Day. The windows are almost complete.

**State of Our Schools:** November 15 is the date set for the presentation at Ss. Mary & Joseph Parish Hall. The format will include test scores, expectations and budget issues. Parent questions will be compiled and reviewed at the October work session.

**Mission Statement:** Motion by Brian Foecke, second by Donna Borst, to approve the proposed *Holy Trinity Vision, Mission and Values Statements*. Motion carried unanimously.

**Budget Cuts:** The administration was able to cut expected expenditures by \$67,000 with staff reductions and reduced spending; another \$43,000 in cuts is still needed.

**Parish Finances:** Fr. Parlette discussed parish finances this past weekend, specifically the need to increase revenue or cut programs. For clarification, a letter will be mailed reassuring parishioners that the school will not close. St. Mary 's of West Point did not reach its Fall Festival goal and will be short of meeting its 2006-07 assessment by \$26,000.

**2007-08 Tuition:** The board discussed the hope that tuition rates could remain the same for the 2007-08 school year, but felt it was not possible to make that promise at this time, especially if enrollment does not increase. Talk turned to the hiring of a Marketing Director. Ray Menke stated that the Marquette Foundation was agreeable to funding a Marketing Director's salary

from their principle for the first year. It was anticipated that both Foundations would provide tuition aid to families needing assistance.

***Adoption of Board Policies:*** Craig Abolt and Ray Menke were asked to begin work on Series 200 policies. Dan Kieler will assist.

***Religious Education Report:*** The October 4 meeting with the parish priests, school administrators and Mary Wieser was canceled and has not been rescheduled. The issues to be resolved include the approval of a human growth and development curriculum; it was noted that Harcourt has a new series that is available.

### **New Business :**

***Contract Approvals:*** Contracts were approved with Dan Mohrfeld and Jessica Freesmeier, 7<sup>th</sup> & 8<sup>th</sup> grade girls basketball coaches. Motion by Cindy Wellman, second by Rick Kuhljuergen. Motion carried.

***Fund Raiser Approvals:*** The junior class requested permission to sell spirit items for sports, the Early Childhood Center wants to sell cookie dough and soup, while a Book Fair was proposed for the middle school during spring parent-teacher conferences. All projects were approved on a motion by Rick Kuhljuergen and a second by Brian Foecke. Motion carried.

***Special Practice Approval:*** Due to the upcoming volleyball tournament, practices were approved for the Sundays of October 15, 22 and 29 and November 5 following the 9:30 a.m. Mass which the team will attend. Motion by Brian Foecke, second by Lisa Hansen. Motion carried.

### **Administrative Reports :**

- Religious Education - Reports submitted by Mike Linnenbrink and Dixie Booten.
- Elementary/High School - Report submitted by Doris Turner.
- Early Childhood Center - Report submitted by Kathy Osipowicz.
- Middle School - Report submitted by Dan Kieler.
- Technology - Report submitted by Donna McVeigh. The polycam at the high school is being used to provide an interactive Physics class. There is a need for more overhead projectors that connect to computers.
- Financial reports were submitted. Motion to approve by Rick Kuhljuergen, second by Ray Menke. Motion carried.

### **Committee Reports :**

***Budget & Finance*** The Crusader Cash committee has been formed and plan to hold their 2007 drawing in conjunction with the Big Bang. The Budget & Finance committee is also working on another fund raiser.

***Curriculum*** No report.

*Policy* No report.

*Building & Grounds* Discussed earlier.

*Athletics* No report.

*Marketing* raffle. An alumni mailing is planned for the near future.

*Merger* No report.

***Adjournment:*** The meeting was adjourned at 9:50 p.m.

**HOLY TRINITY SCHOOL BOARD**  
**Board of Education Meeting**  
**Minutes of November 13, 2006**

The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:00 p.m. on Monday, November 13, 2006, by President Gary Hoyer at Ss. Mary & Joseph Parish Center, and began with a unison prayer.

**Roll Call:** Present: Craig Abolt, Fr. Apo, Fr. Beckman, Donna Borst, Brian Foecke, Lisa Hansen, Gary Hoyer, Rick Kuhljuergen,, Ray Menke, Fr. Parlette, Cindy Wellman. Absent: None.

**Agenda:** Deletion: VIII. B. Fund Raiser Approvals; Addition: VIII. B. Special Practice Approval. The revised agenda was approved on a motion Brian Foecke, second by Lisa Hansen. Motion carried.

**Minutes:** The minutes of the October meeting were approved as moved by Brian Foecke, seconded by Cindy Wellman. Motion carried.

**Welcome Guests/Audience Comments :** There were no comments from the guests in attendance.

**Old Business :**

**STO – Merlin Hellman:** Merlin Hellman presented an update on the status of the Southeast Iowa Student Tuition Organization. \$31,000 has been donated to date for Holy Trinity; the total is expected to be \$74,000 by December 31. All monies must be used in 2007. If not enough HTC families apply or are eligible, the remaining money will be sent elsewhere within the STO. Another STO committee meeting is scheduled for November 21 after which more information will be available.

**Foundations of Our Future Update:** Rick Kuhljuergen reported that the window replacement and kitchen remodel is nearly complete. The HVAC work has been postponed until next summer. To date, all bills have been paid with money donated; no money has been borrowed.

**State of Our Schools:** Another conflict has developed with the November 29 meeting date and ITBS/ITED scores will not have been received by then. Because of the holiday season, it was decided to wait until January for the meeting. Administrators are to check for conflicts on January 31, the Wednesday of Catholic Schools Week.

**New Business :**

**Contract Approvals:** Contracts were approved Nathan Lange, 7<sup>th</sup> & 8<sup>th</sup> grade boys' basketball coach, Chad Holtkamp, 9<sup>th</sup> grade and junior varsity boys' basketball coach, Jerry Harvey, Mark Fraise and Mark Freesmeier, 6<sup>th</sup> grade girls' basketball coaches, and Steve Knight and Harold

Winnike, 6<sup>th</sup> grade boys' basketball coaches. Motion by Rick Kuhljuergen, second by Brian Foecke. Motion carried.

***Special Practice Approval:*** Due to the upcoming state drill team competition, practices were approved for the Sundays of November 19 and November 26 from 5:00-7:00 p.m.. Motion by Brian Foecke, second by Donna Borst. Motion carried.

Gary Hoyer left due to illness. Brian Foecke chaired the remainder of the meeting.

**Administrative Reports :**

- Religious Education – Reports submitted by Mike Linnenbrink and Dixie Booten.
- Elementary/High School – Report submitted by Doris Turner. She highlighted building safety procedures being implemented and informed the board of the diocesan Crisis Management Plan which will be used at all centers.
- Early Childhood Center – Report submitted by Kathy Osipowicz.
- Middle School – Report submitted by Dan Kieler.
- Technology – Report submitted by Donna McVeigh.
- Financial reports were submitted. Motion to approve by Donna Borst, second by Rick Kuhljuergen. Motion carried.

***Fund Raiser Request:*** The board approved 50/50 Raffles at home basketball games. Proceeds will go to the Post-Prom Committee. Motion by Rick Kuhljuergen, second by Cindy Wellman. Motion carried.

**Committee Reports :**

• *Budget & Finance* – The alumni mailing is being composed with plans for it to go out before the end of the year. The Crusader Cash drawing will be held in conjunction with the Big Bang. That committee is working on their business letters. The Rodeo is almost wrapped up; the net should be close to last year.

• *Curriculum* – No report.

• *Policy* – Craig Abolt is in the process of collecting all the policy books and beginning work on the 200 Series.

• *Building & Grounds* – Discussed earlier.

• *Athletics* – No report.

• *Marketing* – The Ballroom Blitz fund raiser is coming up in a couple weeks..

• *Merger* – No report.

***Adjournment:*** The meeting was adjourned at 8:10 p.m.

**HOLY TRINITY SCHOOL BOARD**  
**Board of Education Meeting**  
**Minutes of December 11, 2006**

The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:00 p.m. on Monday, December 11, 2006, by

**Roll Call:** Present: Craig Abolt, Fr. Apo, Brian Foecke, Lisa Hansen, Gary Hoyer, Rick Kuhljuergen, Ray Menke, Fr. Parlette, Cindy Wellman. Absent: Fr. Beckman, Donna Borst.

**Agenda:** Deletions: VI. B. Religious Ed Curriculum Update and Report; VII. G. Contract Approval and VII H. Fund Raiser Requests. Additions: None. The revised agenda was approved on a motion Brian Foecke, second by Lisa Hansen. Motion carried.

**Minutes:** The minutes of the November meeting were approved as moved by Cindy Wellman, seconded by Brian Foecke. Motion carried.

**Welcome Guests/Audience Comments :** There were no comments from the guests in attendance.

**Old Business :**

**State of Our Schools:** The meeting has been set for 6:30 p.m. on Wednesday, January 31, 2007, at the Ss. Mary & Joseph Parish Center in Ft. Madison. Board members are to prepare their assigned segments.

**Parish Support Allocation and Reconciliation:** If payments continue at their present level, there will be a \$26,000.00 shortfall from St. Mary's Parish in West Point. Gary Hoyer will meet with the parish council to discuss the situation.

**STO - Merlin Hellman:** Merlin Hellman presented an update on the status of the Southeast Iowa Student Tuition Organization. Donations stand at \$54,500 of the \$74,000 cap for Holy Trinity; while the Southeast Iowa STO is halfway to its overall goal. All donations must be in by December 31, 2006. Applications from families seeking this aid must be received by mid-March. The Private School Aid Service will evaluate all applications, assigning them a need level of 1 to 10. No Holy Trinity personnel or board members will see the applications. The board needs to develop a marketing plan to ensure all eligible families apply. The money will be awarded before June 30 to be used for 2007-08 tuition.

**New Business :**

**Request by Junior Class to Override Administrator's Decision on Prom Date and Location:** Keeping in mind academic priorities and extra curricular activities, the administration set the date for the 2007 Prom on May 11. Several students and parents present at the meeting objected to the choice, preferring a date in April. Since last year's Prom was in Ft. Madison, they asked that a location other than Roling Hall be considered. After much discussion, Cindy Wellman made a motion requesting that Doris Turner change the date and location of the Prom. Lisa



Hansen seconded it. The motion was defeated on a roll call vote with 2 aye, 4 nay and 2 abstentions.

***Discussion on Tuition Freeze for 2007-08:*** The budget committee had met earlier in the month and discussed tuition rates for 2007-08. The board would like to keep tuition at its current rate and structure, but with income from other sources (parishes, fund raisers) seemingly at its maximum, the consensus was that a cost of living increase (about 3%) may be necessary.

***Consolidation of Accounts:*** Gary Hoyer recommended that all Holy Trinity assets be consolidated into four accounts: General Operating, Payroll, Activities and Restricted. Rick Kuhljuergen pointed out that it would be very inconvenient not to have a separate Rodeo account as an employee of the bank holding that account does a great deal of work preparing starting cash for the events. It was noted that money still being held in a Marquette restricted account will be used to pay the nearly \$20,000.00 owed to Ft. Madison Community Schools for 2005-06 textbooks.

***Daily Democrat Fund Raiser:*** Tabled to future meeting.

***ITBS/ITED Results:*** Donna McVeigh presented a report on the results of the ITBS/ITED taken by Holy Trinity students in grades 3-11. Strengths and weaknesses varied from grade to grade. Item analysis will help determine if there are gaps in the curriculum to be addressed. Also, teachers will seek ways to challenge students who are performing well above grade level.

***Realignment of Building Administration:*** After moving the secretary from the Fort Madison Elementary building to the high school for most of the day, it was determined that the elementary building was in need of a more consistent presence than volunteers could provide. Stephanie Merritt, former teachers aide at that building, has been hired to work half time (mornings) at the elementary building. Alice Hellenthal, secretary, is at the high school full time. Donna McVeigh coordinates technology at all buildings and is at the Fort Madison elementary the remainder of the time. Doris Turner is at the high school the majority of the time, spending all day Tuesdays and Fridays after 10:00 a.m. at St. Paul. Dan Kieler is at the middle school most of the time, but helps out at the high school during the middle of the day on "A" days.

#### **Administrative Reports :**

- Religious Education - Reports submitted by Mike Linnenbrink and Dixie Booten. Dixie and Mike will no longer regularly attend meetings, but will be available to attend if needed.
- Elementary/High School - Report submitted by Doris Turner.
- Early Childhood Center - Report submitted by Kathy Osipowicz.
- Middle School - Report submitted by Dan Kieler.
- Technology - Report submitted by Donna McVeigh.
- Financial reports were submitted. Motion to approve by Brian Foecke, second by Rick Kuhljuergen. Motion carried.

#### **Committee Reports :**

*Budget & Finance* No report.

*Curriculum* No report.

*Policy* No report.

*Building & Grounds* No report.

*Athletics* No report.

*Marketing* No report.

*Merger* No report.

***Adjournment:*** The meeting was adjourned at 9:15 p.m.