**HOLY TRINITY CATHOLIC SCHOOLS, INC.**

**Board of Education Meeting**

**July 27, 2020**

*The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:00pm Monday, July 27, 2020 by President Loren Menke at the elementary building. Father Dan Dorau led the group in an opening prayer.*

***Roll Call:*** Present: Father Dan Dorau, Brian Graham, Father Dennis Hoffman, Ryan Kruse, Kim Menke, Loren Menke, Father Joseph Phung, Leah Steffensmeier, and Paul Wilkerson. Absent: none

***Approval of Agenda:*** A motion was made by Ryan Kruse to approve the agenda with the addition of Item F in New Business: Great River Health System Trainer contract and under the guest portion Jay Henrich-update on rodeo, seconded by Leah Steffensmeier. Motion carried unanimous

***Minutes:*** A motion was made to approve the minutes amended policy 205.00 line 8 should read elected 8. Motion was made by Paul Wilkerson, seconded by Father Dan Dorau. Motion carried unanimous.

***Welcome Guests/ Comments from Audience:*** Steve welcomed the guests, including Dennis Menke, Stefanie Drollinger, Steve Link, Jay Henrich, Brian Foecke, Chad Ward, Scott Moeller, Karen Moeller, Linda Peitz, Dan Steffensmeier, Josh Scott, Sabrina Snaadt, Tom Wilkens.

Loren welcomed new members of the board: Kim Menke for St. Mary’s parish in West Point, and Fr. Dan new priest for St. James and St. Johns.

Jay Henrich gave an update on rodeo, they are moving forward as is, so far from their perspective. From HTC’s perspective volunteer numbers are down dramatically. This is the first year with online sign up. They have a rodeo meeting tomorrow night. Some people are willing to work extra shifts, and they talked about not having the students hawk. Making sure everyone is on the same page. They are in the process of changing the menu. Jay would like the school board to discuss about moving forward as is or hybrid. Jay has been in contact with Tony Johnson weekly and if we do move forward, we need to all come together to work.

Back to school plan with masking if it will be mandatory. Some parents were opposed to the mandatory masks that were in the return to plan with the psychological effects.

Dennis Menke- commented on how communication is key to the families and supporters of the school. He asked about the fall festivals about possibly getting cut back and that is what happened with a few other parishes in the area.

Someone asked if they are having the sales, and a committee member from God’s Portion Day and have had zero communication with the school. Loren will check in to it with the Diocese. Fr. Hoffman said they Diocese recommends social distancing, masks, and they are aware of financial impact if not having the sales.

A question was asked about IEP and we will provide as many services we can with IEP. Mr. Sheerin said that the faculty and staff are doing everything they can to get the students in the classroom.

**Policy 205.00 – second reading:** Paul gave the changes for policy 205.00, 4 from Holy Family, 1 from St. Mary’s, 1 from St. James, 1 St. John’s and 1 at large. They amended and changed it to 3 from Holy Family, 2 from St. Mary’s, 1 from St. James, 1 from St. John’s and 1 at large.

A motion to approve the second reading of policy 205.00 by Ryan Kruse, seconded by Leah Steffensmeier. No discussion. Yes: Fr. Dan, Fr. Hoffman, Ryan Kruse, Kim Menke, Leah Steffensmeier, and Paul Wilkerson. No: Brian Graham and Fr. Joseph. Motion carries 6-2

A motion to waive the 3rd reading for policy 205.00 by Ryan Kruse, seconded by Leah Steffensmeier. Yes: Fr. Hoffman, Ryan Kruse, Kim Menke, Leah Steffensmeier, Paul Wilkerson. No: Brian Graham, Fr. Joseph, Fr. Dan. Motion passes 5-3

Holy Family will now have 3 members on school board and St. Mary’s will have 2.

**Election of Officers for 2020-2021:**

 **President:** nominations for president were open and Paul Wilkerson nominated Loren Menke for president. There were no other nominations and nominations were closed. 6 voted yes: Fr. Dan, Fr. Hoffman, Ryan Kruse, Kim Menke, Leah Steffensmeier, Paul Wilkerson. 2 abstain: Brian Graham & Fr. Joseph.

 **Vice President:** nominations for vice president were open and Loren Menke nominated Paul Wilkerson. No other nominations and nominations were closed. 6 voted yes: Fr. Dan, Fr. Hoffman, Ryan Kruse, Kim Menke, Leah Steffensmeier, Loren Menke. 2 abstain: Brian Graham & Fr. Joseph.

 **Secretary/Treasurer:** nominations for secretary/treasurer were open and Loren Menke nominated Ryan Kruse. There were no other nominations and nominations were closed. 6 voted yes: Fr. Dan, Fr. Hoffman, Kim Menke, Leah Steffensmeier, Loren Menke, and Paul Wilkerson. 2 abstain: Fr. Joseph and Brian Graham.

***Old Business:***

1. **Elementary Bills:** Nicole Holtkamp presented the elementary bills. A motion was made by Paul Wilkerson, seconded by Fr. Hoffman. Motion carried unanimous.

***New Business:***

1. **Quarterly Maintenance Service with Paul’s Plumbing-Dennis Menke & Josh Scott:**  Dennis asked Josh to come to meeting tonight about a contract since the maintenance on the heating and cooling system is very important. Josh said there are 34 units in the school and he proposed quarterly for August, December, March, and May when there is a teacher in service. He proposed $790.00 per visit x 4 = $3,160.00 for 1 year.

A motion to approve the quarterly contract with Paul’s Plumbing was made by Leah Steffensmeier, seconded by Ryan Kruse. Motion carried unanimous.

1. **Approval of School Calendar-** basic calendar, no major changes we are locked in with Fort Madison due to transportation. August 24th will be first day of school; we may modify and tweak here and there. Sales on the 26th & 3rd are just one day. No school on September 11th.

A motion to approve the school calendar was made by Fr.Dennis Hoffman, seconded by Fr. Dan Dorau. Motion carried unanimous.

1. **Approval for Return to Learn Plan:** was sent to families recently, changes could be made through out the school year. Overriding goal is to get every student and teacher in to school. The classrooms have been spaced six feet apart. The religion teacher will go to classroom to teach. Music teacher will teach on the go also. It is Mr. Sheerin’s job to make a decision and not favorable. Students wear face mask entering school, and will be 6 foot apart in the classroom. They will wear a mask in the hallway, four lunch times, Pre-K through 1st grade will be introduced mask etiquette.

A motion by Leah Steffensmeier to approve the return to learn plan with the amendment of changing masks recommended to strongly encouraged, seconded by Fr. Hoffman. 5 voted yes: Fr. Dan, Fr. Hoffman, Ryan Kruse, Kim Menke, Leah Steffensmeier. 3 voted no: Brian Graham, Fr. Joseph, and Paul Wilkerson.

Return to learn passes 5-3 with the change that masks are strongly encouraged.

1. **Co-Curricular Contracts:**
2. **Stewart Beyer- Opus & State Vocal Contests**
3. **Taylor Beyer- AP U.S. History & Advisor High School Debate Team (2 separate contracts)**

A motion to approve the two co-curricular contracts was made by Ryan Kruse, seconded by Leah Steffensmeier. Motion carries unanimous.

1. **Resignations:**
2. **Jason Woodley-7-12 Principal**

A motion was made by Fr. Dan Dorau to approve Jason Woodley’s resignation with regret, seconded by Fr. Hoffman. Motion carried unanimous.

1. **Lisa Vincent**

A motion was made by Leah Steffensmeier to approve Lisa Vincent’s resignation, seconded by Paul Wilkerson. Motion carried unanimous.

1. **Great River Health Trainer Contract:** the athletic board hasn’t met; the contract is around $1,200.00. Possibly in future making this part of the co-curricular.

A motion was made by Paul Wilkerson to approve the Great River trainer contract, seconded by Ryan Kruse. Motion carried unanimous.

***Administration Reports:***

1. ***Early Childhood Center-*** written report submitted. Stefanie stated she has had a discussion with the teachers about moving preschool and prekindergarten up to September 1st instead of starting after Labor Day. Discussing parent/teacher nights with CDC guidelines. Taking inventory for Prekindergarten in West Point, and has purchased the curriculum books.
2. ***Elementary and Junior/Senior High School – Mr. Sheerin –*** worked on back to school plan, zoom meetings and guidance. From grants were able to purchase 5 new smart boards for the high school. Graduation will be August 2nd and will be outside if possible. 8:00 am is baccalaureate in West Point. There are 5 candidates for the high school principal position. There is a selection committee on the interview process for the principal and 3 panels.
3. ***Marketing Director- Brenda Graham-*** written report submitted.
4. ***Business Manager-*** Nicole Holtkamp Business Manager presented the account payable and income report for July 2020. A motion made by Paul Wilkerson to approve the July accounts payable and financial report, seconded by Leah Steffensmeier. Motion carried unanimous.

***Committee Reports:***

 ***A. Standing Committees***

*i. Finance and Budget: Steve Link, Loren Menke, Paul Wilkerson- will send report*

*ii. Buildings and Grounds- High School – Ray Menke-* nothing to report. *Elementary – elevator alarms going off at elementary.*

*iii. Policy – Father Joseph Phung, Paul Wilkerson, Chuck Osmanski* -nothing to report

*iv. Technology – Loren Menke* – nothing to report

*v. Marketing- Father Bruce DeRammelaere, Steve Link, Chuck Osmanski –*nothing to report

*vi. Curriculum- Paul Wilkerson, Loren Menke*- nothing to report

*vii. Health / Wellness / Safety- Leah Steffensmeier, Father Dennis Hoffman, Brian Graham-* nothing

*viii. Catholic Identity- Father Bruce DeRammelaere, Father Dennis Hoffman, Father Joseph Phung, Brian Graham, Leah Steffensmeier –*nothing

1. ***Ad Hoc Committees***
2. ***SIAC-*** *Paul Wilkerson, Ryan Kruse-* no updates

***ii. HR Committee-****Brian Graham- closed session*

1. ***Organizations-***
	* 1. *Foundation Board- Ray Menke*- Josh Ragar leaving effective June 12th.
		2. *TAPS- Brian Graham* – no updates
		3. *Athletic Board- Paul Wilkerson*- Golf tournament on August 7th, over 43 teams
		4. *Music Boosters- Leah Steffensmeier*- nothing to report
		5. *Rodeo- Loren Menke-*meeting July 28th

**Adjournment:** A motion was made by Ryan Kruse at 9:08 p.m. to adjourn the meeting, seconded by Fr. Hoffman. Motion carried unanimous.

**Closing Prayer-** Fr. Hoffman led the closing prayer

Respectfully submitted by Nicole Holtkamp Business Manager