

HOLY TRINITY CATHOLIC SCHOOLS, INC.

Board of Education Meeting

August 26, 2019

The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:01pm Monday, August 26, 2019 by President Steve Link at the Holy Trinity Catholic Jr/Sr High School in Fort Madison, IA. Father Bruce DeRammelaere led the group in an opening prayer.

Roll Call: Present: Father Bruce DeRammelaere, Ryan Kruse, Steve Link, Loren Menke, Ray Menke, Chuck Osmanski, Father Joseph Phung, Leah Steffensmeier, and Brian Graham. Absent: Father Dennis Hoffman, Paul Wilkerson.

Steve welcomed Brian Graham the new board member.

Approval of Agenda: Steve requested the agenda be amended as follows:

- Under New Business, Co-Curricular contracts add item number 9 Jessica Bohnenkamp dance team co coach, and number 10 Trisha Lake co-coach dance team.
- Add item 3 under Discussion Items: Special Education update

The agenda was approved as amended on a motion made by Ryan Kruse, seconded by Chuck Osmanski. Motion carried unanimously.

Minutes: The minutes of the July 22, 2019 and special meeting from August 12, 2019 were approved on a motion with the changes from July 22, 2019 that Dr be changed to Father. Motion to approve from Loren Menke, seconded by Ray Menke. Motion carried unanimously.

Welcome Guests/ Comments from Audience: Steve welcomed the guests, including Karen Schumaker, Linda Peitz, Stefanie Drollinger, and Tracy Pauly. Karen Schumaker thanked the school board for the new school and said it's wonderful to be there, the kids and teachers are excited for this school year.

Old Business:

- A. IT Managed Services Contract with JM Electric:** Mr. Sheerin updated that JM is willing to go to quarterly instead of yearly. Recommendation is to go by quarterly, while still searching for a full-time employee. Provide 8 hours support weekly for equipment supported laptops, desktops, interactive boards, iPad, educational apps, mobile devices. A motion by Ray Menke was made to approve the IT Managed Services Contract with JM Electric on a quarterly basis for the school year ending May 26, 2020 and revisit if necessary, seconded by Chuck Osmanski. Motion carried unanimous.

New Business:

A. 2019-20 Co-curricular Contracts:

1. Tony Johnson- Girls Basketball Head Coach
2. Kirsten Shaffer- JV/asst varsity

Motion to approve these two contracts for the girls' basketball by Chuck Osmanski, seconded by Ryan Kruse. Motion carried unanimously.

3. John Hellige- Boys Basketball Head Coach
4. Jay Baldwin-Boys Basketball Assistant Coach
5. Matt Linnenbrink- JV boys' Basketball Coach

Motion to approve the three contracts for the boys' basketball by Loren Menke, seconded by Leah Steffensmeier. Motion carried unanimously.

6. Lisa Vincent- Cheerleading

Motion to approve the cheerleading contract for cheerleading by Ryan Kruse, seconded by Leah Steffensmeier. Motion carried unanimously.

7. Sara Mueller- Student Council Advisor
8. Brenda Graham- National Honor Society

Motion to approve the advisor contracts for Student Council Advisor and National Honor Society by Leah Steffensmeier, seconded by Chuck Osmanski. Motion carried unanimously.

9. Jessica Bohnenkamp- Dance Team Co-coach
10. Trisha Lake- Dance Team Co-Coach

Motion to approve the Dance Team Co-Coach contracts by Ray Menke, seconded by Ryan Kruse. Motion carried unanimously.

B. 2019-20 Non-Certified Contracts

1. Judi Dinwiddie- website
2. Brenda Graham- Admissions

Leah Steffensmeier made a motion to go into closed session for employment contracts at 7:30 pm, seconded by Loren Menke. Motion carried unanimously. Motion to leave closed session and come back to open session at 7:52 pm by Loren Menke, seconded by Ray Menke. Motion carried unanimously.

Motion to approve the two non-certified contracts for website and admissions by Ray Menke, seconded by Chuck Osmanski. 7 voted yes; 1 voted no.

Discussion Items:

1. ***Policy: Business Procedure Policy-*** Steve emailed the Business Policy procedures for policy number 800, going through expenditures, purchase orders, formal written bids, purchasing procedures and payments. Business Policy 803.00 this policy was last reviewed in 2011, and may not be the best worded policy. Steve would like to the policy committee go back to drawing board and talk with the administrators and business office on how to make this procedure work with accounting check and balances. Father Joseph Phung suggested the policy committee do some research, talking to other schools on their policies and bringing it to the policy committee. Chuck Osmanski commented on asking the teachers their input and how they interact with purchases with administration to stream line the process and also extend it to other pieces of information that we have out there. The policy committee will meet and come back with recommendations on how to update the policy.
2. ***Past Due tuition and fee policy-*** this policy needs reviewed because there are different policies under administration policy 323.00 adopted June 2011, under business procedures 815 adopted on February 22, 2016, and information that goes out to families. All 3 policies have different terms. The biggest issue is that if families have outstanding tuition that they can't enroll in the following

year, and the board needs to make a decision. This policy needs to be discussed so the administration can follow the policy. The policy committee will discuss and bring back to the board with their recommendations.

3. **Special Education-** Leah Steffensmeier was asking if there was an area for the students to go or if they were coming to and from Ft Madison. Michael commented that services were removed from our school last year and said that they didn't have to provide the services. We were the only school in Diocese that had Special Education services provided. Students can continue IEP in their district, discontinue IEP and stay in our system, or stay in our system and bus the students to the middle school or high school. Michael commented that this was a concern with parents and teachers. If the student cancels their IEP or transfer school they would have to start and re apply to get these services and we have no control over this.

Administration Reports:

- A. **Youth Ministry-** none
- B. **Early Childhood Center-** Stefanie Drollinger – submitted a written report, but also gave an update on the renovations going on at ECC. The renovation on the restrooms will start on August 28, 2019. Then will rip up the tile, in two weeks new classroom doors and the entrance doors 2-3 weeks. The staff, parents and kids are appreciative of the remodel at the ECC. The parents meeting went well, and preschool starts on September 3, 2019. She also noted Pre-Kindergarten is full with 12 students. 24 kids in the 3-year-old preschool and 19 in the 4-year-old preschool in Ft Madison.
- C. **Elementary and Junior/Senior High School – Michael Sheerin and Jason Woodley-** Mr. Sheerin and Mr. Woodley submitted written reports. Mr. Sheerin commented that the chapel renovation should be completed by end of September / beginning of October. The high school roof was completed, but there have been some issues and Brockway Mechanical and Roofing are going to come back to repair. The new elementary school has been getting raving reviews. Kumar prepared the elementary school lunch for the first two days. Mr. Woodley commented on how great the kids have been for the first two days of school. Getting technology out and getting student body out to the activities.
- D. **Marketing Director- Brenda Graham-** submitted written report
- E. **Business Manager-** Nicole Holtkamp presented the financial reports and August bills for approval. A motion was made by Loren Menke and seconded by Chuck Osmanski to approve the payment of the bills as presented in the Accounts Payable report. Motion carried unanimous.

X. Committee Reports Appointments: Steve appointed the board members to the following committees for 2019-2020

A. Standing Committees

- i. **Finance and Budget:** Steve Link, Loren Menke, Paul Wilkerson
- ii. **Buildings and Grounds- High School – Ray Menke Elementary – Ryan Kruse**
- iii. **Policy – Father Joseph Phung, Paul Wilkerson, Chuck Osmanski**
- iv. **Technology – Loren Menke**
- v. **Marketing- Father Bruce DeRammelaere, Steve Link, Chuck Osmanski**
- vi. **Curriculum- Paul Wilkerson, Loren Menke**
- vii. **Health / Wellness / Safety- Leah Steffensmeier, Father Dennis Hoffman, Brian Graham**
- viii. **Catholic Identity- Father Bruce DeRammelaere, Father Dennis Hoffman, Father Joseph Phung, Brian Graham, Leah Steffensmeier**

B. Ad Hoc Committies

- i. **SIAC-** Paul Wilkerson, Ryan Kruse

C. Organizations-

- i. Foundation Board- Ray Menke*
- ii. TAPS- Brian Graham*
- iii. Athletic Board- Paul Wilkerson*
- iv. Music Boosters- Leah Steffensmeier*
- v. Rodeo- Loren Menke*

XI. Adjournment: Motion from Ray Menke to adjourn the meeting at 8:50pm, seconded by Ryan Kruse.
Motion carried unanimous.

XII. Closing Prayer – Father Joseph Phung led the closing prayer.

Respectfully submitted by Nicole Holtkamp Business Manager