

HOLY TRINITY CATHOLIC SCHOOLS, INC.

Board of Education Meeting

September 23, 2019

The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:05pm Monday, September 23, 2019 by President Steve Link at the Holy Trinity Catholic Jr/Sr High School in Fort Madison, IA. Father Hoffman led the group in an opening prayer:

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

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

- Under New Business, item E. number 2 approval of marketing committee.
- Discussion Item: online store proposal
- Item B Contracts number 2 Tamara Schroeder contract for 4 hours lunch room and 4 hours janitor

The agenda was approved as amended on a motion made by Leah Steffensmeier, seconded by Loren Menke. Motion carried unanimously.

Minutes: The minutes of the August 26, 2019 were approved on a motion made by Ryan Kruse, seconded by Chuck Osmanski. Motion carried unanimously.

Welcome Guests/ Comments from Audience: Steve welcomed the guests, including Karen Schumaker, Linda Peitz, Stefanie Drollinger, Rebecca Hannum, Dennis Menke, and John Hansen. Steve thanked Karen, Stefanie, Linda, and Rebecca for taking time out of their evenings to attend the school board meetings.

Old Business:

New Business:

- A. Elementary Project-** Steve read a letter from the city of West Point thanking the school board with the pickup/drop off procedures, regarding the city concerns, with the most treasured assets the children. Steve thanked Mr. Sheerin, Judi Dinwiddie and staff in West Point for their ideas and working with the city of West Point on the pickup/drop off issues. John Hansen updated the board on the updates with the elementary project. John and Mr. Sheerin met with the fire marshal. John met with the roofers and did a walk through with a few items that needed cleaned up. Winger contracting proposal for fire sprinkler inspection annually. Motion by Paul Wilkerson to approve Winger contracting proposal for testing fire sprinkler system annually at elementary school, seconded by Chuck Osmanski. Motion carried unanimously. AAA budget for asbestos removal will be addressed at the next work session. Father Hoffman asked John if the damaged kitchen supplies were being returned and the replaced. John said he is working with Malissa. John presented the bills for the elementary project and a motion by Chuck Osmanski was made to approve the bills that were presented, seconded by Brian Graham. Motion carried unanimously.

John stated the addition of storm work on north side of Ave C intersection, he has been working with Dennis Menke and Paul Walker. Work that still needs to be done are the air conditioners in

the gymnasium, covering the back ramp, replacing the side walk on the west side by the church, and a little more office furniture.

Motion by Loren Menke to withdraw from the line of credit to pay for the elementary bills that were presented, seconded by Chuck Osmanski. Motion carried unanimous.

B. Contracts

1. Tracy Pauly- non-salaried position teacher contract required by the state for the Rapid program. Motion made by Leah Steffensmeier to approve the contract for Tracy Pauly, seconded by Ryan Kruse. Motion carried unanimous.
2. Tamera Schroeder- motion made by Leah Steffensmeier to approve the contract for Tamera Schroeder 4 hours lunch/ 4 hours janitorial, seconded by Paul Wilkerson. Motion carried unanimous.

C. Dance Team Fundraiser: motion made by Paul Wilkerson to approve the Dance Team's Pure Vida Bracelets in HTC colors, seconded by Chuck Osmanski. Motion carried unanimous.

D. Policy Updates: Paul Wilkerson updated the board on the policy meeting. Went through the tuition policy that can be found in three different places. Gathering information and will have a meeting November 7, 2019 and felt they did not want to put something together right away since it will go in effect on 2020-2021 school year. The goal is to simplify the policy.

The policy committee also discussed the purchase order process and given to the teachers. The purchase orders must be filled out pre purchase or in case of emergency post purchase, with the exception of emergency maintenance. If the policy is not followed it would be up to the person to pay for the purchase.

E. Tech Committee:

1. **Approval of Tech Committee members per policy requirements:** Loren Menke chair, Linda Peitz, Kathy Steffensmeier, Maria Sobczak, Bobbi Kruse, Michael Sheerin, Keith Gehling, and Steve Link. Motion by Leah Steffensmeier to approve the tech committee members for the 2019-2020 school year, seconded by Father Dennis Hoffman. Motion carried unanimous.
2. **Approval of marketing committee:** Chuck Osmanski chair, Brenda Graham, Stefanie Williams, Megan Rempe, Christine Berlett, Michael Sheerin, and Steve Link. Motion by Ryan Kruse to approve the marketing committee for the 2019-2020 school year, seconded by Loren Menke. Motion carried unanimous.

F. Discussion- Online Store: Brian Graham presented a Holy Trinity Catholic Online Store Proposal for discussion. Brian talked to Anywhere apparel in Burlington and is no cost to the school. Notify the current vendors if the decision is made to proceed with the initiative and they can have the opportunity to compete for the HTC merchandising business in the future. Brian suggested the management of the online store be incorporated into the curriculum of an appropriate class at HTC. Having one vendor would be easier, but having multiple designers bringing their ideas to the table, there would be extra costs. There is some concern with our current vendors since they have been doing it for a while. The board is willing to discuss further at the work session.

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. Almost back to 2 rests rooms should be back and running on 9/24/19. Stefanie talked to Dave Vradenberg about the exterior doors and could be a month to six weeks. They started to install the interior doors. Six students are enrolled in the West Point pre-school from St. Paul. Few inquires on pre-school in West Point, but would only sign them up if there was a guarantee that the pre-school would stay in West Point.
- C. *Elementary and Junior/Senior High School – Michael Sheerin and Jason Woodley-* Mr. Sheerin updated that the elementary had two new students start, with two more inquiring. Everyone is settling in nicely in the elementary. There are a few things here and there that need done yet such as the outlets in the south west hall way need caps on the outlets. Attending principal meetings and professional development. New cameras were installed in gym from the Barber memorial. Mr. Woodley submitted written reports.
- D. *Marketing Director- Brenda Graham-* submitted written report
- E. *Business Manager-* Nicole Holtkamp presented the September bills for approval. A motion was made by Paul Wilkerson 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-* will meet soon and before next work session.
- ii. *Buildings and Grounds- High School – Ray Menke Elementary –* Ryan called Jeff Knipe, but waiting to hear back from him for the elementary.
- iii. *Policy – Father Joseph Phung, Paul Wilkerson, Chuck Osmanski –* report was given in the new business.
- iv. *Technology – Loren Menke –* first meeting 9/25/19
- v. *Marketing- Father Bruce DeRammelaere, Steve Link, Chuck Osmanski –* first meeting 10/15/19
- vi. *Curriculum- Paul Wilkerson, Loren Menke-* Paul Wilkerson talked with Mr. Woodley when he gets things settled, he would like to talk to him. Steve mentioned he talked with Mr. Woodley and they are starting a monthly newsletter in October for the high school.
- vii. *Health / Wellness / Safety- Leah Steffensmeier, Father Dennis Hoffman, Brian Graham-* still need to set up a meeting
- viii. *Catholic Identity- Father Bruce DeRammelaere, Father Dennis Hoffman, Father Joseph Phung, Brian Graham, Leah Steffensmeier –* need to set up a meeting

A. Ad Hoc Committies

- i. *SIAC- Paul Wilkerson, Ryan Kruse-* nothing to report

B. Organizations-

- i. *Foundation Board- Ray Menke-* nothing to report
- i. *TAPS- Brian Graham –* Brian reported Ashley Dobson is the new TAPS president. TAPS is planning a luncheon on November 1, 2019 professional development day for teachers and staff. Steve asked Brian that the board will need TAPS budget.
- ii. *Athletic Board- Paul Wilkerson-* meeting 9/25/19 Steve mentioned to Paul the board needs the athletic board's budget.

iii. Music Boosters- Leah Steffensmeier- nothing to report, but Steve mentioned the board needs the budget.

iv. Rodeo- Loren Menke- nothing to report, wrap up meeting will be after the sales are done.

Steve reminded the board about the upcoming Festivals:

- St. John's Harvest Festival September 28th -29th
- St. James God's Acre Sale October 5th-6th
- St. Mary's Fall Festival October 12th-13th

Two mats for the foyer at the high school with the HTC logo a bid from Holtkamp's Floor Décor and Furniture was presented 6x14 with no logo and 6x25 with Holy Trinity spelled out across the middle, main color of rugs bank grey (charcoal blue tone) font is crystal blue. Estimate is \$3,700.00 that was supposed to come out of last years budget. Motion by Paul Wilkerson to approve buying the two rugs for the front foyer, seconded by Brian Graham. Vote passed 5-3.

XI. Adjournment: Motion from Chuck Osmanski to adjourn the meeting at 9:17pm seconded by Father Dennis Hoffman. Motion carried unanimous.

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

Respectfully submitted by Nicole Holtkamp Business Manager