

HOLY TRINITY CATHOLIC SCHOOLS, INC.

Board of Education Meeting

September 28, 2020

The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:00pm Monday, September 28, 2020 by President Loren Menke at the elementary building. Father Joseph Phung led the group in an opening prayer.

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

Approval of Agenda: Loren Menke removed new business B Contracts, item number C: Part Time Spanish Teacher. A motion was made by Leah Steffensmeier, to approve the amended agenda removing Item number C from Contracts, seconded by Fr. Dennis Hoffman. Motion carried unanimous.

Minutes: A motion was made by Chad Ward to approve the minutes from the August 24, 2020 Regular Meeting, August 27, 2020 special electronic vote, and September 14, 2020 special zoom meeting, seconded by Ryan Kruse. Motion carried unanimous.

Welcome Guests/ Comments from Audience: Loren welcomed the guests, including Dennis Menke, Stefanie Drollinger, Jay Henrich, Brian Foecke, Linda Peitz, Karen Schumaker, Maria Sobczack, and Angela Holland.

Loren thanked the guests for coming and asked if there were any comments. Karen Schumaker presented two checks from Raymond and Carla Pilkington for \$640.00 to the Music Department and \$600.00 to the science department from the proceeds of the corn stand they had at the high school. Fr. Dan commented on the St. John's Harvest Festival that was a huge success. Loren mentioned about the St. James God's Acre Sale on October 3rd, St. Mary's Fall Festival online from October 7th- October 10th, and God's Portion Day live online Saturday October 24th along with online auction starting October 21st.

Old Business:

- A. Elementary Bills:** Nicole Holtkamp presented the elementary bills. A motion was made by Leah Steffensmeier, to approve the elementary bills, seconded by Kim Menke. Motion carried unanimous.

Dennis Menke noted that the freezer is working and we are just waiting on the shelves.

New Business:

A. Approval of Fundraisers:

- a. Senior Night Trivia:** A motion was made by Chad Ward to approve the senior night trivia, seconded by Fr. Dan. Motion carried unanimous.
- b. Krispy Kreme Donuts:** A motion was made by Ryan Kruse, to approve the senior class Krispy Kreme donut fundraiser, seconded by Kim Menke. Motion carried unanimous.
- c. HTC Volleyball Pineapple Whip Ice Cream (New):** A motion was made by Fr. Dan to approve the HTC Volleyball pineapple whip Ice Cream, seconded by Ryan Kruse. Motion carried unanimous.
- d. Hy-Vee Rodeo Fundraiser:** This will take place the weekend of October 16th-October 18th for groceries only. Spend \$100.00 and 5% goes back to HTC. Mr. Sheerin will have a JMC message sent to families. Motion made by Fr. Dennis to approve they Hy-Vee Rodeo Fundraiser, seconded by Leah Steffensmeier. Motion carried unanimous.

B. Approval of Contracts:

- a. **Stephanie Mohrfeld- Volleyball-** A motion was made by Leah Steffensmeier, to approve Stephanie Mohrfeld's volleyball contract, seconded by Chad Ward. Motion carried unanimous.
- b. **Mr. Goetz/Mr. Moylan split contract for Middle School Athletic Director for 1 year:** A motion was made by Leah Steffensmeier to approve Mr. Goetz & Mr. Moylan's split contract for Middle School Athletic Director, seconded by Fr. Dan. Motion carried unanimous.

C. Approval for Adding Janitorial Help at High School and Elementary: Nicole broke down the costs of hiring full time or part time. Will need to add additional evening janitorial at elementary to clean / dust classrooms and also the gymnasium in the evening. The high school would only need someone on the nights that there are home games. There are around 45 home games left for this yea including junior high.

A motion was made by Paul Wilkerson to approve janitorial staff at the high school and elementary at the administrator's discretion for current school year, seconded by Fr. Dennis. Motion carried unanimous.

D. Approval of 2020-2021 Budgets:

- a. **Music Boosters:** Maria Sobczack presented the music boosters budget, they lowered budget due to no bingo at Sweet Corn Festival, but kept in everything else. They are still planning on doing the fruit, meat, and cheese. Their biggest fundraiser is the pop can return. Loren thanked Shelley for taking on the pop can returns, and also Maria for her dedication.

A motion was made by Leah Steffensmeier to approve the 2020-2021 Music Boosters budget, seconded by Ryan Kruse. Motion carried unanimous.

- b. **Athletic Board:** Paul Wilkerson presented the athletic board budget. They are showing a deficit due to the restrictions of spectators and fundraisers were taken into consideration. Paul is the school board rep for the athletic board.

A motion was made by Ryan Kruse to approve the athletic board 2020-2021 budget, seconded by Kim Menke. Motion carried unanimous.

- c. **TAPS:** Kim Menke and Loren Menke presented the TAPS budget. Since no carnival or bunny hop last year due to COVID they are the two major fundraisers. This year they are planning on poinsettia sales, bunny hop, and carnival. They give awards for various things, year end celebration, breakfast for teachers, open house, and wish list items. No field trips planned this year. May possibly do a virtual 5K.

A motion was made by Chad Ward to approve the TAPS 2020-2021 budget, seconded by Paul Wilkerson. Motion carried unanimous.

E. Approval of Tech Committee Members: The members of the tech committee are: Loren Menke and Fr. Dan: the school board reps, Mr. Sheerin as CAO, Mr. Huebner as 7-12th principal, Chris Schierbrock as IT coordinator, Linda Peitz as elementary teacher rep, Kathy Steffensmeier as high school teacher rep, Bobbi Kruse local business rep, Maria Sobczack as the TAPS rep, and Keith Gehling as the parent rep.

A motion was made by Leah Steffensmeier to approve the tech committee members, seconded by Kim Menke. Motion carried unanimous.

- F. Elementary Order for Shelving, Blinds, and chairs:** Mr. Sheerin made a request to order shelving, blinds, and teacher chairs and will be out of the elementary project. Quotes for the blinds were from Holtkamp Furniture, Library shelving NBF, PE/snow boot racks & basement storage shelving from Costco, and teacher chairs from staples/smith systems. Will get chairs in so the teachers can try them out before purchasing. Around \$28,000.00 for the shelving, blinds, and chairs.

A motion was made by Leah Steffensmeier to approve the classroom blinds with or without fascia to be left up to Mr. Sheerin discretion, seconded by Ryan Kruse. Motion carried unanimous.

For the chairs Mr. Sheerin will check with Holtkamp's about bringing chair samples.

A motion was made by Leah Steffensmeier to approve the purchase of the library shelving, seconded by Paul Wilkerson. Motion carried unanimous.

The rest is tabled to next work session.

- G. School Calendar:** Fort Madison Community School District has approved to dismiss on Wednesdays at 11:45 am instead of 1:45 pm from October 7th- November 11th. Mr. Huebner talked to their transportation director around 75 to 100 utilize the buses on the early out days. Pre-K would eat in their classrooms at their normal 10:50 time, K-1st would eat in cafeteria, and 2nd-6th would have lunch brought to their classrooms. Teachers will still have professional development on these days.

A motion by Chad Ward to approve the school calendar early out changes for the 6 weeks, seconded by Kim Menke. Motion carried unanimous.

Administration Reports:

- A. Early Childhood Center-** written report submitted. Stefanie mentioned that they have had a call on two families interested in the pre-k and preschool in Fort Madison. Lost 3 kids due to COVID, so there are a few openings.
- B. Elementary and Junior/Senior High School – Mr. Sheerin & Mr. Huebner– Mr. Huebner** -submitted written report. Held first ever club fair for students and started some new clubs. Spanish is currently being covered with in house teachers during their free period and they are using Apex program through Kirkwood for the Spanish classes. A past student as reached out about being the Spanish monitor and he is still looking into it. **Mr. Sheerin-** elementary is back at full staff and teacher levels, student attendance is around 96-97%. Megan Rempe completed her substitute teacher license and having a difficult time finding subs. Elementary playground rubber mulch has been added. Professional development in google classroom, seasaw. Student masses are attended in person with one class each week and the other classes watch in classrooms. Possibly getting flu vaccine for faculty and staff.
- C. Marketing Director- Brenda Graham-** written report submitted.
- D. Business Manager-** Nicole Holtkamp Business Manager presented the account payable and income report for September 2020. A motion made by Chad Ward to approve the September accounts payable and income report, seconded by Ryan Kruse. Motion carried unanimous.

Committee Reports: Loren assigned committee members for the 2020-2021 school year.

A. Standing Committees

- i. Finance and Budget: Loren Menke, Paul Wilkerson, Ryan Kruse, Chad Ward-nothing to report*
- ii. Buildings and Grounds- High School – Ryan Kruse-nothing to report*
- iii. Policy – Father Joseph Phung, Paul Wilkerson, Brian Graham -nothing to report*
- iv. Technology – Loren Menke and Father Dan Dorau – trying to meet in October*
- v. Marketing- Kim Menke, Fr. Dennis Hoffman –nothing to report*
- vi. Curriculum- Paul Wilkerson, Loren Menke- nothing to report*
- vii. Health / Wellness / Safety- Leah Steffensmeier and chad Ward- nothing*
- viii. Catholic Identity- Father Dan Dorau, Father Dennis Hoffman, Father Joseph Phung, Leah Steffensmeier –nothing*
- ix. Family Accounts Board-Loren Menke and Paul Wilkerson- met before school started*

A. Ad Hoc Committees

- i. SIAC- Paul Wilkerson, Loren Menke- no updates*
- ii. HR Committee-Brian Graham- report in closed session*

A. Organizations-

- i. Foundation Board- Chad Ward- noting*
- ii. TAPS- Kim Menke –meeting monthly via zoom*
- iii. Athletic Board- Paul Wilkerson- Requested Mr. Goetz survey for the YMCA*
- iv. Music Boosters- Loren Menke- nothing to report*
 - v. Rodeo- Loren Menke- Jay Henrich gave an update that they were able to cancel food order, return plexi glass, and there were a few bills that they were going to pay for such as Dram shop, cotton candy which can be kept for next year, and the liquor. He is staying on for one more year, not sure about Ben and Alvin, but they are looking for another person to learn the ropes.*

A motion was made at 8:43 pm by Fr. Hoffman to move out of open session and go to closed session, seconded by Fr. Dan. Motion carried unanimous.

Closed Session- HR Committee Report

Adjournment

Closing Prayer

Respectfully submitted by Nicole Holtkamp Business Manager