

HOLY TRINITY CATHOLIC SCHOOLS, INC.

Board of Education Meeting

January 27, 2020

The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:01pm Monday, January 27, 2020 by President Steve Link at the Holy Trinity Catholic Jr/Sr. High School in Fort Madison, IA. Father Joseph Phung led the group in an opening prayer:

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

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

- Under New Business F: add senior class fundraiser, Little Caesar's pizza
- Under New Business G: add post prom at Fun City in Burlington

A motion by Ray Menke, to approve the amended agenda, seconded by Chuck Osmanski. Motion carried unanimous.

Minutes: Ray Menke made a motion to approve the December 9, 2019 minutes as amended, by adding Ray Menke making the first motion to waive the 3rd reading of policy 803.00 Business Management Procedures, which was not included in the minutes, seconded by Ryan Kruse. Motion carried unanimous.

Welcome Guests/ Comments from Audience: Steve welcomed the guests, including Mallory Wills, Lisa Gendron, Alice Hoenig, Mike and Sally Knustrom, Julie Freese-meier, Jessica Moore, Rebecca Hannum, Lynn Meierotto, Bobbi Kruse, Maria Sobczak, and Judi Dinwiddie. No comments from the audience.

Teacher Presentations High School Science: Mr. Woodley introduced the high school science department Mallory Wills and Lisa Gendron. 7th grade scientific method, metric system, cell and bacteria viruses, plant processes and reproduction. 7th graders currently doing worm dissection. 8th grade work with lab safety, earth science course such as minerals rocks, erosion, weather, water, and physical science. The class is going to start a project with a green screen where they will be making their own weather reports. The 4th quarter will be physical science based and building mouse trap cars. A question was asked how often 7th & 8th grade has science? They currently meet every day along with the 9th graders. Another question was using current viruses and they discuss such as the Australia wild fires.

High School classes that are offered are: physical science where first quarter is chemistry based (atoms, elements), second quarter physics based (motion, work energy, electricity) third quarter environmental science (energy and the environment, solar, nuclear power), fourth quarter electromagnetic waves. Biology is the last required class which the 10th graders take. Quarter one scientific method and environmental science, quarter two students have to research a country and find out about a typical family where they have to identify a problem in that country and come up with solutions. Quarter three cell processes and genetics and quarter four working with bacteria and viruses. Science research where students work on grant writing, symposium submission, individual research project, and presenting research. Anatomy and physiology course are mainly juniors and seniors where they review skeletal system, respiratory, cardiovascular, and muscular system. Environmental science currently learning about habitats, abiotic and biotic factors, ecosystems and biodiversity, along with environmental issues. One time a quarter they go to the Lee County conservation board to do hands on labs where they have done surveying and soil testing. Chemistry is for juniors and seniors: intro to chemistry, analyzing data, atomic structures, periodic table, periodic law, and chemical bonding. Physics kinematics focused on semester one and has a lot of graphing and motion. Semester two is focused on forces and nuclear energy.

Old Business:

- A. Elementary Bills & Update-** John Hansen presented the pay application to give a general consensus of what is still outstanding. S.G. Construction had a mechanic lien and has since been resolved, and the lien was released. Contingency letter to city council where they have a resolution in place to pay 50% of sidewalk to be reimbursed to Holy Trinity. John will call Dennis Menke since he has been handling the storm sewers with the city and would like to turn it in at the next city council meeting. Invoices that are outstanding air conditioner units to gymnasium, bench for Eileen's waiting area, signage for public restrooms, and book cases for upstairs library.

John issued a letter to the board requesting another freezer, putting it behind kitchen under canopy. Looked at replacing condenser and cost was going to be about the same as a new freezer. Possibly adding a gate in the kitchen, but would need to add a sink to the concession stand. Waiting for the weather to get better to pour cement for the west sidewalk and the concrete slabs for the air conditioners for the gym. John will inform Steve about what happens at the city council meeting.

A motion by Chuck Osmanski to approve the elementary bills, seconded by Paul Wilkerson. Motion carried unanimous.

New Business:

- A. Boys' Soccer:** looking at numbers and they are low, especially with sickness and eligibility won't have enough for a team. Would like to have a share agreement with Fort Madison Community Schools for one year, possibly two years. Mr. Goetz has met with students and commitment of game, also he talked with the athletic director and coach Kevin Wellman at Ft Madison. Ryan Culbertson would go over and coach with the Ft Madison coaches. Will negotiate with them about hosting some games at South Park. Mr. Sheerin and Mr. Goetz feels that with the students we have it is in the best interest to reach out to Ft Madison and share boys' soccer.

A motion by Brian Graham with the recommendation from Mr. Sheerin and Mr. Goetz to share boys' soccer with Ft Madison High School for the 2020 season, seconded by Chuck Osmanski. Motion carried unanimous.

- B. St Paul ECC location:** Need to make a decision for next school year that is under the St. Paul name. Mr. Sheerin provided updates that the fire marshal will need to do a walk through, the boiler will need to be inspected, HVAC needs inspected. May need to fence their playground since by a road, Stefanie will check. They cannot use the elementary playground since it is not age appropriate. Concerns are drop off and bussing, will talk with Fr. Dennis. If there is a funeral at St. Mary's will alert families through JMC and have them come through the elementary and exit through the gym at the alley. Stefanie is fully supportive of keeping it in West Point. This will be a permanent move. Radon test was extended due to a one-year grace period and DHS grandfathered us in.

A motion was made by Loren Menke to permanently move ECC from St. Paul to West Point, seconded by Ryan Kruse. Motion carries unanimous.

- C. Associates for teachers:** Mr. Sheerin introduced Sally Knustrom who addressed the board on behalf of the teachers with regards to consider adding associates. Sally Knustrom thanked the fellow teachers coming. She is concerned as the needs for the students have become increasingly complex and challenging. The resources for teachers and staff members to support them are not really changing. Students have diagnosed and undiagnosed social and emotional issues that are causing outbursts in the classroom. This is not a single student issue, but rather one that needs to be thoughtful considered in our school system. Adding one associate for the kindergarten classes for the remainder of this year, potentially a floating associate if needed elsewhere. Our goal is to meet the needs of all our students. The board will take this under advisement and will let Mr. Sheerin and Sally Knustrom know.
- D. 1st reading of tuition policy #815:** Steve ran this by legal counsel and there were no issues. Loren would like to request in the next work session get some comparisons between the two policies and what we are changing. Steve mentioned in the next work session to go through the policy list. A motion

was made by Ryan Kruse to approve the first reading of tuition policy 815.00, seconded by Ray Menke. Motion carried unanimous.

- E. Tech Committee presentation:** Steve introduced Bobbi Kruse, Maria Sobczak, Loren Menke, Linda Peitz, Mr. Sheerin, and Mr. Woodley who are on the tech committee. They are recommending new iPad's for teachers in grades 7th& 8th grade around 8-10 teachers. New MacBook's for all teacher grades K-12 which will be around 36 laptops. This will allow the teachers to have the same technology as the students. Mr. Woodley and Judi have been working on inventorying and documenting all the equipment. Also putting a barcoding label on all the IT equipment to help keep track of the inventory. Teachers need both MacBook's and iPads.
- F. Senior Class Fundraiser Little Caesar's Pizzas:** A motion to approve the senior class fundraiser of Little Caesar's Pizza's was made by Ray Menke, seconded by Paul Wilkerson. Motion carried unanimous.
- G. Post Prom at Fun City in Burlington:** authorization to Fun City for 2 hours and will bus the kids back and forth. They will be able to do laser tag and bowling. A motion was made by Chuck Osmanski to approve post prom at Fun City in Burlington, seconded by Brian Graham. Motion carried unanimous.

Administration Reports:

- A. Youth Ministry-** none
- B. Early Childhood Center-** written report submitted
- C. Elementary and Junior/Senior High School – Mr. Sheerin and Mr. Woodley-** Mr. Woodley submitted a written report. Invited everyone to the all school mass at the high school welcoming Keokuk Catholic, Notre Dame, and Dr. Morrison from the Diocese. There are lots activities planned for the week. He attended cellus training last week with Denise Cooper and Suzanne Ozsalar. Talking with Mr. Sheerin and Renee Holiday to come in one day a week to check in with seniors on scholarships etc. Currently they are coming to Deb and Mr. Woodley for scholarship information. Renee mentioned to meet with students every two weeks to touch base, until Mrs. Stull comes back. Curriculum working with teachers K-12 to get prepared with the new ISAP test students will be taking in March. Students 3-11 will be taking these tests. Will send out a letter to parents letting them know about the tests. They are expected to have a 6 – 8 weeks turn around with results.

Mr. Sheerin- ECC discussion, soccer sharing, and areas to address. Nicole and Mr. Sheerin have had budget meeting and discussed different areas. We have also been to Burlington at insurance meetings the last two weeks, to set insurance rates for coming fiscal year. Music Boosters to provide tickets to Hamilton in St. Louis and Iowa Opera. PBIS assemblies, weekly administrative meetings, and special education meetings. Possibility of a proposal at next work session about special education with Ft. Madison. Met with Michelle Brown at SCC about students taking college courses. State is granting approximate cost \$50-75 per credit hour and direct link to SCC. Addendum parents will pay difference. SCC would be willing if everything goes well, if we have 10 students the teacher will either come to the school or the building in Ft. Madison. In each course it is articulated out to which colleges accept those credits.
- D. Marketing Director- Brenda Graham-** written report submitted. Catholic Schools week has begun, and Brenda is excited what Pen City Current is doing this week to promote Catholic Schools week. The foreign exchange student who was supposed to be coming this semester, unfortunately had to back out, but is planning on attending next fall. For 2021 school year we don't get international students until March, and 1 is planning on returning for the next school year.
- E. Business Manager-** Nicole Holtkamp presented the remainder of the December and January bills for approval along with the financial statements. A motion was made by Paul Wilkerson to approve the December/January bills, seconded by Chuck Osmanski. Motion carried unanimous.

Committee Reports Appointments:

A. Standing Committees

- i. Finance and Budget- Steve Link, Loren Menke, Paul Wilkerson- nothing to report*
- ii. Buildings and Grounds- High School – Ray Menke- nothing to report. Elementary – Ryan Kruse- elementary: snow removal and astro turf is peeled back and will look into.*
- 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 – Brenda is a self-starter and working on Catholic Schools week. Look at materials with various publications or refresh submissions and look at long term marketing strategies.*
- vi. Curriculum- Paul Wilkerson, Loren Menke- set meeting for February 12th.*
- vii. Health / Wellness / Safety- Leah Steffensmeier, Father Dennis Hoffman, Brian Graham- nothing to report*
- viii. Catholic Identity- Father Bruce DeRammelaere, Father Dennis Hoffman, Father Joseph Phung, Brian Graham, Leah Steffensmeier – sent out email. Brian had a preliminary meeting with Fr. Dennis good conversation on Catholic identity ownership at high school level. Brian showed a video on Catholic Identity looks like at a high school and how we can approach it.*

A. Ad Hoc Committees

- i. SIAC- Paul Wilkerson, Ryan Kruse- need to get with Brenda to set up a meeting*

B. Organizations-

- i. Foundation Board- Ray Menke- Nicole needs to get a pie chart of where money comes from for student tuition to Josh to show on newsletter. Ray urges everyone to donate to the annual fund drive.*
- i. TAPS- Brian Graham – working on bunny hop*
- ii. Athletic Board- Paul Wilkerson- meeting Wednesday January 29th.*
- iii. Music Boosters- Leah Steffensmeier- nothing to report*
- iv. Rodeo- Loren Menke- nothing to report.*

Closing Prayer – Father Dennis Hoffman led the closing prayer.

Adjournment: A motion was made by Chuck Osmanski to leave the regular meeting at 9:53 p.m. to go into executive session, seconded by Loren Menke. Motion carried unanimously.

Respectfully submitted by Nicole Holtkamp Business Manager