

HOLY TRINITY CATHOLIC SCHOOLS, INC.

Board of Education Meeting

October 29, 2019

The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:01pm Tuesday, October 29, 2019 by President Steve Link at the Holy Trinity Catholic Jr/Sr High School in Fort Madison, IA. Father Bruce led the group in an opening prayer.

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

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

- Under Contracts add Amanda Welding as assistant varsity girls' basketball coach
- Budgets: Music Boosters 2019-20

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

Minutes: The minutes of the September 23, 2019 were approved on a motion made by Ryan Kruse, seconded by Ray Menke. Motion carried unanimously.

Welcome Guests/ Comments from Audience: Steve welcomed the guests, including Karen Schumaker, Linda Peitz, Rebecca Hannum, John Hansen, and Maria Sobczak. There were no comments from the audience. Steve commented that we went through a busy month of October with three successful parish sales and Holy Trinity's God's Portion Day. Thanked Father Bruce and the committee members for all their hard work for the parishes and school.

Old Business:

- A. Elementary Bills & Update: John Hansen-** John noted that the mechanic lien with S.G. construction has been settled and should be getting final paper work. John talked to Michael that we ordered the floor cleaner. He brought a maintenance agreement for the elevator for two different contracts one for quarterly inspection and semi-annual inspection. John recommends to approve the semi-annual inspection from Barnard Elevator company to have the elementary project pay for 1 year. A motion by Loren Menke was made to approve a maintenance contract from Barnard Elevator for 1-year semi-annual inspection, seconded by Brian Graham. Motion carried unanimous.

The canopy over the ramp was installed. John presented the invoices for the elementary project. A motion from Chuck Osmanski to pay the invoices presented, seconded by Ray Menke. Motion carried unanimous.

- B. Update one move from Old Building:** Mr. Sheerin gave an update on moving from the old building into the new building. There was no school on October 25, so the teachers could move everything out of the old classrooms into the old cafeteria. Karen Schumaker thanked for giving the day off so they could move everything out of the old building. Everything is placed in the old cafeteria where it is free to whom ever wants to go through. They are looking at installing scissor gates for keeping people out when there are basketball games. Steve will come out later that week to walk through with Mr. Sheerin. Steve asked about the technology and what was still left. Mr. Sheerin stated there were 4 promethean boards, 3 smart boards with 1 smart board is being used

by the preschool. Mr. Sheerin suggested donating the 3 smart boards to a Catholic school in Western Iowa. Leah Steffensmeier made a motion to donate the 6 boards to the Catholic school in Western Iowa and the school must come pick them up, unless ECC could use them, seconded by Brian Graham.

Four blocks of lockers were sold at God's Portion Day. Checking with ECC to see if they could use the other lockers.

New Business:

A. Contracts

1. Ryan Kruse- 5th Grade Girls Basketball- Volunteer
2. Loren Menke- 6th Grade Girls Basketball-Volunteer
3. Dirk Williams- 5th Grade Boys Basketball-Volunteer
4. Mike Rung- 6th Grade Boys Basketball-Volunteer
5. Dan Bendlage- 7th Grade Girls Basketball
6. Brad Randolph- 8th Grade Girls Basketball- Volunteer
7. Shawn Hopper- 7th Grade Boys Basketball
8. Mike Rung- 8th Grade Boys Basketball
9. Amanda Welding- Assistant Varsity Girls Coach

A motion was made by Leah Steffensmeier, to approve the volunteer contracts, seconded by Chuck Osmanski. Motion carried unanimous.

A motion was made by Ryan Kruse to approve 7th girls & boys, 8th girls & boys, and assistant varsity, seconded by Loren Menke. Motion carried unanimous.

B. Fundraisers:

1. Bingo Night at LULAC Club- HTC Boys Basketball
2. Dance Team- Thirty-One Bags
3. Junior Class yard sale – moved to November 23, 2019

A motion was made by Brian Graham to approve the fundraisers, seconded by Loren Menke. Motion carried unanimous.

C. Technology-

1. JM Electric- 10 Week Contract Extension – biggest issue is ICN bandwidth, new devices on old bandwidth hoping to switch to new bandwidth next week or 2 weeks. Highschool is having problems when students are all on line and they drop. Mr. Woodley thinks once the bandwidth is changed to the new one it would solve the problem with dropping. Mr. Woodley also, recommends to continue looking for a full-time tech person, and to re-up advertising locally. It has been working well with JM Electric, besides the major glitches at the high school, but it may be because of ICN and the bandwidth. Continue to search for an IT person and leave it up to discretion of CAO. No motion due to continuing the 10-week contract automatic renewal.
2. Contract- J & S Electronics for new biz hubs- new biz hubs purchase of the new machines, that was discussed at the work session. All the buildings need new machines. Mr. Sheerin and Nicole will break down to lease and buy and what would be elementary project. This will be moved to the work session.

- D. YMCA Dues \$1,000.00-** Athletic Board is asking to split the \$1,000.00, \$500.00 each from general and athletic board. Due to students using YMCA that aren't athletes and for P.E. classes. A

motion from Leah Steffensmeier to have Athletic Board pay the \$1,000.00, seconded by Ray Menke. Motion passes 6 yes – 2 no.

- E. Budgets: Music Boosters 2019-20:** Maria Sobczak presented the Music Boosters budget. Mrs. Otte talked to Maria about a trip to Adventureland with the band students to compete in competitions. The choir students are involved in musicals, and will have to get it approved. Nicole is checking into the transportation and will get together with Maria. Steve thanked Maria and the music boosters for their work and told them it was much appreciated. A motion made by Paul Wilkerson to approve the Music Boosters budget, seconded by Ryan Kruse. Motion carried unanimous.

Administration Reports:

- A. Youth Ministry-** none
- B. Early Childhood Center-** Stefanie Drollinger – submitted a written report.
- C. Elementary and Junior/Senior High School – Michael Sheerin and Jason Woodley-** Mr. Sheerin submitted a written report. The cafeteria furniture will be here November 6th and set up. The chapel is painted and finished for most parts, just need tile and carpet. The chapel should be completed in 2 weeks. Steve noted that the mats for the high school foyer should be in the following week. During the winter students will go in center door since the ramp won't be able to salt the ramp. Mr. Woodley submitted a written report, but also gave an update. 52 students represented at parent /teacher conferences and hoping it increases, hoping to increase with the newsletters going out and on JMC. Lucy Graham was selected for All State Band on November 21st. Matt Hellige is participating in state cross country on Saturday. Volleyball was moved to Van Buren Community Schools. K-12 staff presenting at next meeting alternating rotation 1 presenting at each meeting.
- D. Marketing Director- Brenda Graham-** submitted written report
- E. Business Manager-** Nicole Holtkamp presented the October bills for approval. Noted that we received the insurance claim for the vandalism at the concession stand behind the high school and the water bill is back to normal. 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-* met before meeting and gross receipts in line from last year for God's Portion Day. Will start looking at budget numbers. Went through rodeo numbers and co-curricular contracts.
- ii. Buildings and Grounds- High School – Ray Menke-* neighbor stated water is running in yard, contacting Ron Cullen. *Elementary – Ryan –* nothing to report
- iii. Policy – Father Joseph Phung, Paul Wilkerson, Chuck Osmanski -*meeting November 7th.
- iv. Technology – Loren Menke –* met twice and plan to meet 1 more time, will have report by January.
- v. Marketing- Father Bruce DeRammelaere, Steve Link, Chuck Osmanski –* Met on 10/15/19
- vi. Curriculum- Paul Wilkerson, Loren Menke-* nothing to report
- 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* – Brian talked to Father Phung to set up a meeting

A. Ad Hoc Committees

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 TAPS is planning a luncheon on November 1, 2019 professional development day for teachers and staff. Poinsetta sales are due November 8th.

ii. *Athletic Board- Paul Wilkerson*- meeting 10/30/19, cake auction 12/3/19: school board will donate a cake to the auction and the theme is winter.

iii. *Music Boosters- Leah Steffensmeier*- fruit and cheese due 10/30/19

iv. *Rodeo- Loren Menke*-waiting to hear when wrap up meeting will be.

XI. Adjournment: Motion from Leah Steffensmeier to adjourn the meeting at 8:52pm seconded by Ray Menke. Motion carried unanimous.

XII. Closing Prayer – Father Bruce led the closing prayer.

Respectfully submitted by Nicole Holtkamp Business Manager