

# HOLY TRINITY CATHOLIC SCHOOLS, INC.

## Board of Education Meeting

November 25, 2019

*The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:00pm Monday, November 25, 2019 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, Ray Menke, Chuck Osmanski, Leah Steffensmeier, Paul Wilkerson. Absent: Loren Menke

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

- Under new business D policy 815.00 Tuition and Financial policies removed, waiting for legal opinion
- Add policy 205.00 election of member

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

**Minutes:** The minutes of the October 29, 2019 regular meeting were approved on a motion made Chuck Osmanski, seconded by Paul Wilkerson. Motion carried unanimous.

**Welcome Guests/ Comments from Audience:** Steve welcomed the guests, including Karen Schumaker, Linda Peitz, Rebecca Hannum, Brenda Graham, Mr. Goetz, Mrs. Cooper, and Mr. Larson. There were no comments from the audience.

**Teacher Presentations:** Mr. Woodley introduced the math department for their presentations.

**Mr. Goetz-** teaches 7<sup>th</sup> and part 8<sup>th</sup> grade, two life skills math class where they use the acellus program. Will get into everyday math problems to help them when they are juniors and seniors. 7<sup>th</sup> & 8<sup>th</sup> grade students working on story problems, positive, negative numbers, graphs, ratios, and proportions. The kids are doing really well and he feels his job is to help get them ready for the upper math problems. One thing he would like is to get new math books.

**Mr. Larson-**teaches geometry, algebra 2, and pre-calculus. Geometry working on proofs and has found helpful students writing proofs and uses the projector to check their answers where it shows a visual. Mr. Larson makes power point for lessons and can email the notes to students if they miss class. In algebra 2 students are having a difficult time with long division. Father Dennis Hoffman asked if aids are available for parents to help the students with homework, if they are having a difficult time. Mr. Larson answered there are books in the class and he is using what Mr. Kurtz left, and he can email the class notes also.

**Mrs. Cooper-** teaches algebra 1 8<sup>th</sup> grade, algebra 1 high school, dual credit college algebra, AP calculus, and an independent study with Elle Rashid so she can take AP Calculus 2. Projects they have been working on are road trip; students were given a map of Iowa and give five different towns with each section of the state. They had to calculate the cost of trip (food, gas, hotel, etc.) they were given skittle to see if they could get the same percentages, and they were within a percent of all them. Capture and recapture working with proportions by using gold fish snacks to simulate going out to wild capturing, tagging, and putting back in to estimate the population. Stained glass graphing linear inequalities', and cost of recycling in rural communities to name a few of the projects they have been working on. Mrs. Cooper uses quizzes where she can type a quiz, graphing calculators in acellus. They take quizzes every day to wrap up what they have learned for that day and lets them work all the problems again.

Mr. Woodley stated one of the math departments goals was to use more technology in the class room, especially with graphing calculators. The department have been looking at going to conferences.

**Old Business:**

- A. **Elementary Bills & Update:** the elementary bills were presented and was approved at a previous meeting: Hillyards for the floor cleaner, the remainder of the cafeteria furniture. A motion by Ryan Kruse to approve the elementary bills presented, seconded by Ray Menke. Motion carried unanimous.
- B. **Action J&S Contract for Copiers:** Copiers needed are the high school: main office, library, marketing office total for high school \$14,757.53 to buy. The buyout option for all the equipment for high school, elementary, and ECC total \$31,515.06. The difference between the leasing option and purchase price over five years is \$3,800.00. The total for \$14,757.53 to buy the elementary printers, and ECC printer \$950.00. There will still be a maintenance monthly cost for toners and on-site repairs, the savings will be there whether lease or buy the printers over 5 years and will save \$2,600.00 a year on maintenance cost. A motion was made by Chuck Osmanski to accept purchasing three printers for the elementary building out of the elementary project and leasing the remainder for the three high school machines and ECC, seconded by Leah Steffensmeier. Motion carried unanimous.

**New Business:**

**A. Contracts**

- 1. Ami Knepp-Lunch
- 2. Malissa Cain-Janitor P/T
- 3. Tamara Schroeder- Contract Modification

A motion made by Ray Menke to approve the contracts, seconded by Brian Graham. Motion carried unanimous.

**B. Fundraisers:**

- 1. Boys Basketball Fundraiser
- 2. Junior Class Parents- Post prom – Request Donations from local businesses
- 3. Senior Class Denims & Diamond- Annual Fundraiser

A motion was made by Paul Wilkerson to approve the fundraisers, seconded by Ryan Kruse. Motion carried unanimous.

**C. Budgets:**

- 1. Athletic Board's budget was presented: a motion was made by Brian Graham to approve the Athletic Board budget for 2019-2020 fiscal year, seconded by Chuck Osmanski. Motion carried unanimous.
- 2. TAP budget was presented and a motion was made by Leah Steffensmeier to approve the TAPS budget for 2019-2020 fiscal year, with the exception to check the open house / unpack your back pack night typo, seconded by Ray Menke. Motion carried unanimous.

**D. Policies- First Reading and Action**

- 1. 205.00 Election of Members: change from 12 members to 11 due to the passing of Father Mark Spring, same layout and representation and board terms. The major change from 12 members of board shall not be less than 10 and no more than 11 depending on number of priests. The other change was elected parish members of assigned priest shall have 1 vote each and add if any building coordinator to elementary. It requires 3 readings to pass. This is the first reading. A motion was made by Ryan

Kruse to approve the first reading of policy 205.00 election of members, seconded by Ray Menke. Motion carried unanimous.

2. 803.00 Business Management Procedures: eliminate any and all procedures that would be inherited within the policy and to give guidelines of what is expected from the business management standpoint. The major change is under purchasing guidelines changing formal bids from \$3,500.00 to \$5,000.00 or more unless provided specifically in the budget. Took the procedure out and kept the policy. A motion was made by Ray Menke to approve the first reading of policy 803.00 business management procedures recommended by the policy committee, seconded by Brian Graham. 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 – Mr. Sheerin and Mr. Woodley-*** Mr. Sheerin submitted a written report. The elementary students had a Veteran’s Day mass celebration. The chapel is near completion, waiting for the stations of the cross that should be delivered in two weeks. The flooring is installed and seating is in and being installed. Waiting for the interior door to be installed. Looking into PBIS. Delivered 345 boxes to Operation Christmas Child. Teacher evaluations will start December 3<sup>rd</sup>. Conducting IT interviews. Mr. Woodley submitted a written report. November was busy with volleyball and Lucy Graham performed at All State band. December is gearing up for basketball, semester tests. Homecoming will be December 13<sup>th</sup> and recognize the classes of 1995 from Aquinas and Marquette along with class of 2010.
- D. Marketing Director- Brenda Graham-*** submitted written report and stated that the alumni newsletter will be sent out.
- E. Business Manager-*** Nicole Holtkamp presented the November 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-* nothing to report. Father Phung mentioned the budget needs to go through the parish first.
- ii. Buildings and Grounds- High School – Ray Menke-* nothing to report. *Elementary –* Ryan Kruse and Loren Menke went through the things in basement and bring a trailer to haul. Mr. Sheerin will ask once more to make sure no one wants anything else. Rebecca Hannum added that Dennis called and said they can look at the trailer and possibly consolidate to one trailer.
- 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 –* nothing to report
- vi. Curriculum- Paul Wilkerson, Loren Menke-* looking to have another meeting
- vii. Health / Wellness / Safety- Leah Steffensmeier, Father Dennis Hoffman, Brian Graham-* Paula Bales working on putting a group together that the state recommends talking about the policies.

viii. *Catholic Identity- Father Bruce DeRammelaere, Father Dennis Hoffman, Father Joseph Phung, Brian Graham, Leah Steffensmeier* – nothing to report.

**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* – nothing to report

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

iii. *Music Boosters- Leah Steffensmeier*- fruit and cheese delivered on 12/5/19

iv. *Rodeo- Loren Menke*-nothing to report.

**XI. Adjournment:** The next meeting will be held December 9<sup>th</sup>, 2019 at Holy Trinity Elementary School in the media center. Motion from Ray Menke to adjourn the regular meeting and to go to closed session at 8:54pm seconded by Father Dennis Hoffman. Motion carried unanimous.

**XII. Closing Prayer** – Father Dennis Hoffman led the closing prayer.

**XII. Closed Session- Administrators Evaluations-** session moved into closed session.

Respectfully submitted by Nicole Holtkamp Business Manager