

HOLY TRINITY CATHOLIC SCHOOLS, INC.

Board of Education Meeting

December 9, 2019

The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:04pm Monday, December, 2019 by President Steve Link at the Holy Trinity Catholic Elementary School in West Point, IA. Father Bruce 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, Leah Steffensmeier, Paul Wilkerson. Absent: none

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

- Under old business A: remove Elementary Bills & Update-John Hansen
- Under welcome guests/comments from audience: add 3rd Grade teacher presentations

A motion by Loren Menke, to approve the amended agenda, seconded by Leah Steffensmeier. Motion carried unanimous.

Minutes: The minutes of the November 25, 2019 regular meeting were approved on a motion made Ryan Kruse, seconded by Chuck Osmanski. Motion carried unanimous.

Welcome Guests/ Comments from Audience: Steve welcomed the guests, including Gree Daley, Lynn Meierotto, Rebecca Hannum, and Judi Dinwiddie. There were no comments from the audience.

Teacher Presentations: Steve Link introduced and thanked the 3rd Grade teachers Grised Daley and Lynn Meierotto. The 3rd grade have done life cycles for science unit. A bee-keeper came, butterflies were hatched to see the life cycle, and they explored Shimek Forrest. The students are currently learning motion and force in science where they designed and redesigned using pennies to build a bridge and they also use mystery science. In reading one resource is the journey as a whole, and break into small book club. The students get together and discuss the books. In math they use everyday math series that teaches 3rd grade, but a little higher or a little lower level. Write about this app that is completely safe for kids and has different categories with pictures and they choose and have to write about why they chose. For Christmas took a picture of the students and filled out an application on why they would be a good reindeer. Use handwriting with out tears for cursive, and also use typing.com for keyboarding. Technology is working well.

Old Business:

A. Policies- First Reading and Action-

1. 205.00 Election of Board Members- A motion was made by Ray Menke to approve the second reading of policy 205.00 Election of Board Members, seconded by Ryan Kruse. Motion carried unanimous.

A motion by Ray Menke to waive the 3rd reading 205.00 Election of Board Members and take action of policy 205.00 Election of Board Members to add to Holy Trinity Catholic Schools Inc. to the policy manual, seconded by Chuck Osmanski. Motion carried Unanimous.

2. 803.00 Business Management Procedures- A motion was made to act on the 2nd reading policy change of 803.00 Business Management Procedures by Ray Menke, seconded by Brian Graham. Motion carried unanimous.

A motion to waive the 3rd reading of policy 803.00 Business Management Procedures and add policy amendment to the policy procedures, by Ray Menke, seconded by Chuck Osmanski. Motion carried unanimous.

New Business:

- A. **Website Proposal:** Steve welcomed Judi Dinwiddie to present the proposal of the website. Judi explained there were two proposals from WSI our current website host and Big Imprints a local Iowa company. She had numerous phone calls with both companies, but financially WSI is the best choice for Holy Trinity. WSI is a global company and can get the website uploaded to new content within 2-3 weeks' time frame and the new website up and running after Christmas. Brenda and Judi have had numerous discussions on how the website laid out and the content moved over. The new website focus is clear clean consistent message and drop-down menus. The one-time cost is design and migration of up to 50 pages of content. Judi envisions pictures scrolling on main page with elementary, high school, and the parishes. On the main page have about page that explains mission statement, and the parishes that support the school system, admissions to attract families to school along with financial aid. Current families tab would be extracurricular, lunch, current news and what ever is applicable. The website is mobile app optimized. \$3.00 charge per added page is a one-time fee and the monthly cost will be \$125.00, which is what HTC is currently paying per month. A motion by Ryan Kruse to approve and take action from the WSI website proposal upgrade for a one-time cost of \$3,900.00 and a monthly fee of \$125.00 was seconded by Brian Graham. Motion carried unanimous. The goal is to get the website up and running by January 7, 2020.
- B. **Resignation- Molly Cain-** A motion by Chuck Osmanski to approve Molly Cain's resignation was seconded by Father Dennis Hoffman. Motion carried unanimous.

Administration Reports:

- A. **Youth Ministry-** none
- B. **Early Childhood Center-** Stefanie Drollinger – submitted a written report. ECC update: everything is done except the exterior doors that will be done in the spring. Flooring on thresholds needs completed. Steve emailed Tom Merschman at Building Materials and will find out about getting the floor finished ASAP along with the door locks on the bathroom stalls.
- C. **Elementary and Junior/Senior High School – Mr. Sheerin and Mr. Woodley-** Mr. Sheerin met with Kim Harmon with transportation for IEP students and also funding through title. Picked up two returning students and a tour was given for a potential student possibly starting in January. Lost two students from 6th grade. Observations have started, interviewing IT candidates and will have a board member sit in on the next interviews. Preparing for Christmas programs and held an art show on December 4th. Relocated the scrip coordinator and the business administrative assistant to Eileen's office with Paula. Talked to Mrs. Otte about the options for the band in regards to the other building.

Mr. Woodley stated evaluations are going well, have attended some curriculum meetings. Concert season has started with the band concert on December 8, 2019 and the Chorus concert is on December 11th. It is homecoming week and Friday December 13th is the king and queen coronation at 5:45 followed by the basketball games. Semester tests will be held December 18th – 20th. Loren

Menke asked if there has been improvement with the internet. Mr. Woodley stated everything has been switched over and both buildings are working on a GB.

D. Marketing Director- Brenda Graham- submitted written report

E. Business Manager- Nicole Holtkamp presented the December bills for approval. A motion was made by Ray Menke and seconded by Brian Graham to approve the payment of the bills for the general and activity account 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- Next meeting Tuesday December 17th at 1:30 at the elementary building. Steve asked if any of the 3 priests to be on the finance committee.

ii. Buildings and Grounds- High School – Ray Menke- nothing to report. *Elementary – Ryan Kruse-* nothing to report.

*iii. Policy – Father Joseph Phung, Paul Wilkerson, Chuck Osmanski -*nothing to report

iv. Technology – Loren Menke – will report at January meeting on recommendations for next year.

v. Marketing- Father Bruce DeRammelaere, Steve Link, Chuck Osmanski – newsletter was mailed out.

vi. Curriculum- Paul Wilkerson, Loren Menke- meeting after the holidays

vii. Health / Wellness / Safety- Leah Steffensmeier, Father Dennis Hoffman, Brian Graham- hoping to meet at beginning of year and safety plan.

viii. Catholic Identity- Father Bruce DeRammelaere, Father Dennis Hoffman, Father Joseph Phung, Brian Graham, Leah Steffensmeier – Priests are in charge of committee. Brian Graham is chair of Catholic Identity and plan to meet second week in January.

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- net proceeds from cake auction was around \$8,600.00 and was about same as previous year.

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

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

XI. Adjournment: Merry Christmas to everyone and enjoy the family time. A motion was made by Brian Graham to adjourn the meeting, seconded by Chuck Osmanski. Motion carried unanimous and meeting was adjourned at 8:17 P.M.

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

Respectfully submitted by Nicole Holtkamp Business Manager

