

HOLY TRINITY CATHOLIC SCHOOLS, INC.

Board of Education Meeting

February 24, 2020

The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:00pm Monday, February 24, 2020 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, Father Hoffman, Ryan Kruse, Steve Link, Loren Menke, Ray Menke, Chuck Osmanski, Leah Steffensmeier, Paul Wilkerson. Absent: Father Joseph Phung

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

- Under New Business J: add dance team fundraiser pies on parade
- Under New Business K: add JM Electric contract

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

Minutes: Loren Menke made a motion to approve the January 27th, regular meeting minutes, seconded by Father Dennis Hoffman. Motion carried unanimous.

Welcome Guests/ Comments from Audience: Steve welcomed the guests, including Stefanie Drollinger, Karen Schumaker, Linda Peitz, and Brenda Graham. Linda commented they are loving the new library shelves. No other comments from the audience.

New Business:

- A. 2nd Reading policy 815-** the first reading passed at the January 27th meeting. At the work session questions were asked and the changes were emailed out to the board members. A motion by Ryan Kruse to approve the 2nd reading of policy 815, seconded by Ray Menke. Motion carried unanimous.

Ray Menke made a motion to waive the 3rd reading and institute the new policy to go into the policy manual, seconded by Chuck Osmanski. Motion carried unanimous.

- B. Kindergarten Associate Contract- Aubyryana Johnson-** A motion was made by Leah Steffensmeier to approve Aubyryana Johnson's kindergarten associate contract, seconded by Ray Menke. Motion carried unanimous.
- C. Action on request from FMCS D- baseball coach-** Ryan Kruse made a motion to decline to pay another baseball coach for FMCS D shared program, seconded by Leah Steffensmeier. Motion carried unanimous.
- D. Elementary Project Kitchen Freezer purchase-** the freezer in basement quit on February 17th and several volunteers came and helped salvage some of the products. Cost standpoint is the freezer to go outside back door with freezer \$20,000.00 expense is the best proposal. Looked at making refrigerator into a freezer for time being but, John Hansen recommended on December 31st, 2019 it would not work changing refrigerator to freezer. Mr. Sheerin recommends to purchase new freezer. A motion by Chuck Osmanski to proceed with the proposal to hire Martin Brothers and other contractors not to exceed \$20,000.00, seconded by Paul Wilkerson. Motion was defeated 6-3
- E. New Heating Unit for high school-** To fix the heater by installing a new heat exchange it would cost around \$2,000.00 and to put in a new unit around \$7,000.00. No heat in the band room currently. If the board decides to go new there will need to be more bids. Contacted three businesses to get quotes, if want to replace will need to wait on quotes. If board wants to spend to fix it. Would like to get another opinion as to whether to change the exchanger would be a good idea. If using the new material to last longer, would be

wiser to go that route. If the three contractors agree that the unit is fixable with installing the new exchange, then go ahead and fix it. Decided to table.

F. Contracts

1. **Varsity Girls Soccer-Michael Sheerin**
2. **Varsity Girls Soccer- Tom Gendron**
3. **JH Soccer- Tom Gendron**
4. **Boys Golf- John Goetz**
5. **Girls Golf- Melissa Freesmeier**
6. **Varsity Softball- Loren Menke**
7. **JV/Assistant Softball- John Hellige & DJ DiPrima (split)**
8. **JH Track- Amy Hellige**
9. **Volunteer Assistant Track – Carrie Schneider**

A motion by Ryan Kruse to approve the spring/summer co-curricular contracts, seconded by Paul Wilkerson. Motion carried unanimous.

G. Resignations:

1. **Joe Harmon**
2. **Mallory Wills**

A motion by Paul Wilkerson to approve the resignations, seconded by Loren Menke. Motion carried unanimous.

H. Curriculum Committee Report & Recommendations- Mr. Woodley presented the recommendations and what they have been working on. PLC's (Professional Learning Communities) are in place at the K-12 grade level. This is the opportunity for teachers in like subjects to meet, discuss the alignment of curriculum, standards, and look at student work. The focus is on student learning. K-6 staff has started PBIS "Positive Behavior Interventions and Supports," 7-12 staff has started implementing MTSS / Tier II interventions by creating Crusader Time. Iowa Statewide Assessment of Student Progress. The new Iowa Assessment Test grades 3-11 will take the test in March of 2020. 7-12 staff is going through the HTC Course Description Guide. Editing, adding, and omitting information to make updates. **Future goals and recommendations:** the goal is to create K-12 Vertical Teams to allow teachers K-12 to look at the curriculum school-wide and to make sure we have no gaps. Mr. Woodley's recommendation is with two meetings a year. Teachers and staff to attend professional development training(s), workshops, classes, etc. on personal learning, technology, literacy, and PLC's. Mr. Woodley has begun to update graduation requirements to reflect current practice.

A motion by Loren Menke to accept and approve the curriculum that was presented by Mr. Woodley, seconded by Paul Wilkerson. Motion carried unanimous.

- I. Facilities Review-** Mr. Sheerin presented the facilities review. The developmental director will not have space come fall, possibly moving to one of old kindergarten rooms. The band members are currently in old building. Mr. Sheerin presented pros and cons to the situations. Possibly moving band to basement by pillars and building a classroom. Will discuss in a work session.
- J. Pies on parade- Dance team:** A motion by Loren Mene to approve the pies on parade fundraiser for the dance team, seconded by Paul Wilkerson. Motion carried unanimous.
- K. JM Electric Contract-** contract automatically renews and has already been approved at prior meeting. Just needed the signed contract for this quarter.

Administration Reports:

- A. **Early Childhood Center-** written report submitted. Stefanie stated that they have 9 children signed up for ECC in West Point: 7 in 4-year-old and 2 in 3-year-old. Waiting on state fire marshal to get license, everything else is done, that needs to be done. February 25th is the preschool open house in Ft Madison.
- B. **Elementary and Junior/Senior High School – Mr. Sheerin and Mr. Woodley-** Mr. Sheerin submitted written report. He met with Kim Harmon and AEA in regards to title funding for next year. New families have been interested in attending, and Brenda has been working avidly. Abby Denning memorial to go at the high school, the plans are drafted up to show the board, and the pad is to be donated by JJD. Preliminary plans for SAT Student Assistant Team on the elementary level where teachers create a team and look at students at risk or have additional needs, then as a group will make recommendations on meeting their needs.

Mr. Woodley report- submitted written report. Working with students on scholarships. Renee Holiday is meeting with seniors one time a week while Mrs. Stull is out on maternity leave. There are job postings on teach Iowa and they have applicants for all the positions that were posted and hopefully start interviews in March. Mr. Woodley will go through that. Teachers have come to him to check out lessons. 7th graders in geography class had international food fair that was a huge success.

Mr. Sheerin and Steve are working with Josh Ragar the developmental director to get some funds put together to possibly put smart boards at the high school for next school year.

- C. **Marketing Director- Brenda Graham-** written report submitted. Chuck and Brenda met to have a marketing update in regards to the committee and offer support to beef up blue and silver donations and will make contact with businesses and/or individuals who haven't responded yet. Brenda commented that she is very pleased with phone calls for transfer students. Quiz bowl team went to state tournament and took 2nd and qualified to go to nationals.
- D. **Business Manager-** Nicole Holtkamp Business Manager presented the account payable and income report for February 2020. A motion by Loren Menke to approve the February accounts payable report as presented, seconded by Ray Menke. Motion carried unanimous

Committee Reports:

A. Standing Committees

- i. *Finance and Budget: Steve Link, Loren Menke, Paul Wilkerson-* budget meeting March 4th currently working on budget.
- ii. *Buildings and Grounds- High School – Ray Menke-* nothing to report. *Elementary – none*
- 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-* reported in agenda item H
- vii. *Health / Wellness / Safety- Leah Steffensmeier, Father Dennis Hoffman, Brian Graham-* Steve gave some ideas to Leah for March's health and wellness.
- viii. *Catholic Identity- Father Bruce DeRammelaere, Father Dennis Hoffman, Father Joseph Phung, Brian Graham, Leah Steffensmeier –* plan to meet on March 12th.

A. Ad Hoc Committees

- i. **SIAC-** Paul Wilkerson, Ryan Kruse- no updates

B. Organizations-

- i. **Foundation Board-** Ray Menke- no updates

- ii. TAPS- Brian Graham – no updates*
- iii. Athletic Board- Paul Wilkerson- meeting Wednesday March 4th.*
- iv. Music Boosters- Leah Steffensmeier- nothing to report*
- v. Rodeo- Loren Menke-nothing to report.*

Adjournment: A motion was made by Ryan Kruse to adjourn the regular meeting at 8:36 p.m. to go into executive session, seconded by Chuck Osmanski. Motion carried unanimous.

Closing Prayer – Father Dennis Hoffman led the closing prayer.

Closed Session – HR Committee update

Respectfully submitted by Nicole Holtkamp Business Manager