

# HOLY TRINITY CATHOLIC SCHOOLS, INC.

## Board of Education Meeting

April 27, 2020

*The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:05pm Monday, April 27th, 2020 by President Steve Link on a zoom call. 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 Joseph Phung, Leah Steffensmeier, Paul Wilkerson. Absent: none

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

- Remove item 7: Closed Session
- Add A1: 2.5 % sign on bonus
- Add New Business: Item C: Steve Rung Retirement

A motion by Ray Menke to approve the amended agenda, seconded by Loren Menke. There was no discussion. Motion carried unanimous

**Minutes:** Paul Wilkerson made a motion to approve the February 24, 2020 Regular Meeting, Electronic Vote on March 4, 2020, and April 6, 2020, seconded by Ryan Kruse. Motion carried unanimous.

**Welcome Guests/ Comments from Audience:** Steve welcomed the guests, including Stefanie Drollinger, Karen Schumaker, Linda Peitz, Brenda Graham Julie Freesmeier, and Jeremy Swink Ft Madison High School Activities Director. Steve thanked staff for their hard work and all what they have done during the last month and a half. No other comments from the audience.

Jeremy Swink the activity and athletic director from Ft. Madison Community School District wanted to talk about possibly hiring a fourth assistant baseball coach, that currently shares with Holy Trinity. He thanked everyone for letting him speak. This request was denied by the board, but wanted to follow up and answer any questions or concerns. He stated he is 100% in support on sharing sports agreements with Holy Trinity. The request was wanting Holy Trinity to pay for the fourth assistant baseball coach, the reasoning for the request was that their conference changed the baseball schedule with junior varsity at one location and varsity at another location. They didn't think it was a good situation for two coaches to be one place and another coach by them self, this wouldn't be fair for the players, coaches, and parents. They are looking at the longevity of the program. He surveyed 39 schools, 33 of them currently compensate the host school in some form. Loren Menke asked of 33 school districts are located in same school district. Jeremy will share the survey results with the board. Paul Wilkerson asked if Holy Trinity athletes weren't in the program if they would need a fourth coach? Jeremy answered that probably yes, they would need four coaches. Leah Steffensmeier asked how many total players and how many from Holy Trinity? Jeremy answered they didn't have an actual roster due to the COVID19. He estimated there were around six, and he would be getting the exact numbers. The board will discuss and will be back in touch. Jeremy thanked the board for letting him speak.

### Old Business:

- A. Elementary Bills:** Nicole Holtkamp, Business Manager presented the elementary bills for approval. A motion made by Loren Menke to approve the elementary bills that were presented, seconded by Chuck Osmanski. Motion carried unanimous.

Steve noted that he and Mr. Sheerin received an email from John Hansen regarding the freezer and will start getting the freezer installed.

**New Business:**

**A. Budget 2020-21:**

A motion by Chuck Osmanski to approve proposal number 1 Mr. Sheerin's budget as presented, seconded by Brian Graham. Motion failed 3-7 Yes votes: Brian Graham, Chuck Osmanski, Father Phung. No votes: Fr. Bruce, Fr. Hoffman, Ryan Kruse, Loren Menke, Ray Menke, Leah Steffensmeier, Paul Wilkerson.

A motion by Ray Menke to approve proposal number 2 Finance Committee's budget, seconded by Loren Menke. Motion passes 7-2-1. Yes votes: Fr. Bruce, Fr. Hoffman, Ryan Kruse, Ray Menke, Loren Menke, Leah Steffensmeier, Paul Wilkerson. No votes: Brian Graham, Chuck Osmanski. Abstained: Fr. Phung.

Proposal number 2 passes.

**A1. 2.5% sign on bonus:** A motion was made by Ray Menke to approve 2.5% sign on bonuses, seconded by Loren Menke

Brian Graham noted for the guests in attendance to not get the interpretation for the members who may vote no to understand that there were two choices one proposal had a salary increase and the other proposal with the 2.5% sign on bonus. There were two choices the board had and thought it was important for the guests who are sitting in on the call. He doesn't want the reception cast without more knowledge around the nature of the response in vote.

Motion passes 8-2: yes votes: Fr. Bruce, Fr. Hoffman, Ryan Kruse, Loren Menke, Ray Menke, Fr. Phung, Leah Steffensmeier, Paul Wilkerson. No votes: Brian Graham and Chuck Osmanski.

**B. Discussion Items:**

- 1. Graduation:** Mr. Sheerin stated that graduation will be moved to August 2<sup>nd</sup>, 2020. Hoping that social distancing will be gone and we can provide an in-person graduation.
- 2. Other year end school events:** Looking to explore having a virtual Kindergarten graduation or possibly having it at the green area where the kids have recess, depending on social distancing, that day would be May 29<sup>th</sup> the last official day of school. May have 6<sup>th</sup> grade clap out in an open area on the last day of school to have closure to the elementary. Everything is tentative with the recommendations with social distancing. Stefanie and Mr. Sheerin have discussed about possibly opening the daycare back up with a total of 32 kids: 8 kids to a room and two staff members. They are watching the numbers and guidance. It is not guaranteed right now. Baccalaureate will be on May 20<sup>th</sup> it will be streamed on Facebook live and will start around 9:30 a.m. with Fr. Bruce leaving this is a way all the priests will be involved in the graduation. Mr. Sheerin and Mr. Woodley will discuss on possibly moving baccalaureate to a Sunday.
- 3. Remainder of this calendar year:** Mr. Sheerin doesn't have a new school year calendar to present yet due to Ft. Madison Community School District, doesn't have it set yet. He did speak to Erin Slater with regards to school starting earlier. No school has come to a decision on starting the new school year. Once they have a calendar Mr. Sheerin and Mr. Woodley will present it to the board.

- C. **Steve Rung Retirement-** Steve Link read Steve Rung's retirement letter to the board. A motion made by Paul Wilkerson to approve Steve Rung's retirement with regret, seconded by Chuck Osmanski. Motion carried unanimous.

**Administration Reports:**

- A. **Early Childhood Center-** written report submitted. Stefanie stated they finished their popcorn fundraiser and even though we weren't in school, it was still a great success. It is amazing how much the families are supporting even though we haven't been in session. She said they have had great response in regards to the online learning. They have given packets out to the students. Mr. Sheerin touched base on possibly opening daycare back up. She said they are possibly using the preschool and pre-kindergarten rooms as daycare and school age needs, 16 out of daycare and 16 out of school age room. All staff would need to wear masks and check temperatures daily. Stefanie personally called daycare parents to see if they could fill the 32 spots and she feels that they can be filled.
- B. **Elementary and Junior/Senior High School – Mr. Sheerin and Mr. Woodley:** Mr. Woodley thanked everyone for their hard work and help during this weird time with COVID19. He thanked the teachers for all their hard work and effort to continue to teach students through zoom and we are doing our best. He submitted a written report. Seniors last day is Wednesday May 20<sup>th</sup> where they can come to school to drop off their books and technology. Last day of school is May 29<sup>th</sup> for Kindergarten – 11<sup>th</sup>. He has been in contact Mrs. Stull in regards to registering students for next year which will be done online. For the incoming 7<sup>th</sup> graders, she is setting up a meeting with them and their parents to talk about classes that are offered. 7<sup>th</sup> – 11<sup>th</sup> graders students and parents are allowed to come to school to return items they have on May 28<sup>th</sup> at 4-7p.m. and May 29<sup>th</sup> in the morning. Continuing the tradition of seniors painting the bricks and will start that the first week of May. Awards night will be on May 19<sup>th</sup> through zoom. KHQA has reached out to Tri-State area with photos of seniors and what their plans are for future and will air at a later date.

*Mr. Sheerin:* provided written report. K-6<sup>th</sup> will have pickup similar to Mr. Woodley's on May 28<sup>th</sup> and May 29<sup>th</sup>. The meeting with Kim Harmon and GPAEA Working on STO with Nicole in the coming weeks. Continue to talk with parents and goal is to reach out and visit with families to check in over phone or visit within guidelines. Plan by Wednesday to mail out contracts since budget has been passed.

*Mr. Woodley* will be sending out zoom links for interview candidates for Art, Spanish, and Science.

- C. **Marketing Director- Brenda Graham-** written report submitted. A few notes in addition to the written report. The community is doing outreach for the senior class. Pen City Current and Daily Democrat will be running big promotions. Shottenkirk will provide each senior class family with a yard sign. The 4<sup>th</sup> of July parade is inviting the FMHS and Holy Trinity Class to be Grand Marshalls of the parade. A parent is wanting to do a car parade for the seniors through Ft. Madison. The 6<sup>th</sup> grade and 8<sup>th</sup> graders will be receiving gifts. Brenda has spoken with Mr. Sheerin and Mr. Woodley regarding reaching out to families, especially the 6<sup>th</sup> and 8<sup>th</sup> grade parents, to make sure families are being approached by us and are happy with the education and attention they are receiving.
- D. **Business Manager-** Nicole Holtkamp Business Manager presented the account payable and income report for March and April 2020. A motion by Ray Menke to approve the March and April accounts payable report as presented, seconded by Paul Wilkerson. Motion carried unanimous

**Committee Reports:**

## ***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 – Ray had a question for Mr. Woodley that he contacted Ron Cullen about water drainage on tennis courts and if he has contacted him. Mr. Woodley said not that he knew of, Ray will call Ron to touch base. Ryan commented about going through elementary a few months ago, but everything came up and they still need to do that.*

*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 – everything was stated by Benda.*

*vi. Curriculum- Paul Wilkerson, Loren Menke- nothing to report*

*vii. Health / Wellness / Safety- Leah Steffensmeier, Father Dennis Hoffman, Brian Graham- they were going to meet, but it was the week school was shut down.*

*viii. Catholic Identity- Father Bruce DeRammelaere, Father Dennis Hoffman, Father Joseph Phung, Brian Graham, Leah Steffensmeier –. Had a meeting beginning of March and talked about building foundation of Catholic Identity. It was tabled since everything was shut down.*

## ***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- nothing to report*

*iv. Music Boosters- Leah Steffensmeier- nothing to report*

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

**Steve reminded the board members that some haven't returned the CAO evaluations, need to do that ASAP. He encouraged them to complete the self-evaluations from the one Brian sent, and the Diocesans evaluation. Going forward at the next work session on Monday May 11<sup>th</sup> will be looking at goal setting for next year, and going through the self-evaluation. The next school board meeting will be Tuesday May 26<sup>th</sup>.**

**Adjournment:** A motion by Ray Menke to adjourn the meeting at 8:45 p.m. seconded by Father Dennis Hoffman. Motion carried unanimous.

**Closing Prayer** – Father Joseph Phung led the closing prayer.

Respectfully submitted by Nicole Holtkamp Business Manager