

HOLY TRINITY CATHOLIC SCHOOLS, INC.

Board of Education Meeting

June 1, 2020

The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:00pm Monday, June 1, 2020 by President Steve Link on a zoom call. Father Bruce led the group in an opening prayer. Steve mentioned that it is nice to see everyone in person. He thanked Mr. Sheerin, Nicole Holtkamp, Karen Schumaker, Linda Peitz, Stefanie Drollinger, Mr. Woodley, and Brenda Graham for all the work they have done the last two and a half months for the school system and the students.

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: A motion by Chuck Osmanski was made to approve the June 1st, 2020 agenda, seconded by Paul Wilkerson. There was no discussion. Motion carried unanimous.

Minutes: Paul Wilkerson made a motion to approve the April 27, 2020 board minutes as presented, seconded by Brian Graham. Motion carried unanimous.

Welcome Guests/ Comments from Audience: Steve welcomed the guests, including Stefanie Drollinger, Karen Schumaker, Brenda Graham, and Linda Peitz. Karen thanked the priests for keeping the masses going and rosary's going while we were off during COVID. Parents were very appreciative and thanked Mr. Sheerin for checking in on the teachers.

Old Business:

- A. Elementary Bills:** Nicole Holtkamp, Business Manager presented the elementary bills for approval. A motion made by Ryan Kruse, seconded by Loren Menke. Motion carried unanimous.

A motion was made by Chuck Osmanski to pay down the line of credit not exceeding \$33,000.00, seconded by Brian Graham. Motion carried unanimous.

A motion was made at 7:12 pm to go into closed session by Ray Menke, seconded by Brian Graham. Motion carried unanimous.

A motion was made at 7:40 to go back to open session by Chuck Osmanski, seconded by Fr. Dennis Hoffman. Motion carried unanimous.

New Business:

- A. Retirement: Lynn Meierotto-** After 42 years and not knowing what this next school year she is deciding to retire. Ms. Schumaker and Judi Dinwiddie organized a parade by giving her flowers and apples for each year of service. Linda Peitz said it was a pleasure working with her all these years. Mr. Sheerin read her retirement letter.

A motion was made by Paul Wilkerson to approve Lynn Meierotto's retirement with regret and great appreciation with dedication to the catholic education, seconded by Ryan Kruse. Motion carried unanimous.

- B. 2020-21 Certified Contracts-** Steve read the list of certified contracts. A motion was made by Loren Menke to approve the certified contracts for the 2020-21 school year, seconded by Leah Steffensmeier. Motion carried unanimous.

A motion was made by Paul Wilkerson to approve Jason Woodley as principal 7-12 and curriculum director, seconded by Ray Menke. Motion carried unanimous.

C. 2020-21 Non-Certified Contracts:

1. **Nicole Holtkamp-** as business manager with changes discussed to move to an administrative level.

A motion was made by Ryan Kruse to approve Nicole Holtkamp's contract with the changes presented, seconded by Leah Steffensmeier. Motion carried unanimous.

2. **Non-Certified Contracts-** Steve read the list of noncertified contracts. A motion was made by Ray Menke seconded by Ryan Kruse. Motion carried unanimous.

3. **Brenda Graham marketing and admissions-** A motion was made by Paul Wilkerson to approve Brenda Graham's contract, seconded by Leah Steffensmeier. Motion carried 10 with Brian Graham abstaining.

D. 2020-21 Co-Curricular Contracts:

1. Denise Cooper-AP Calculus & Dual Credit
2. Sara Mueller, English Supplement
3. John Goetz-Athletic Director
4. Michael Moylan- Middle School Athletic Director
5. Emily Otte-Instrumental Music
6. Ernie Schiller-Advisor 5-8 & High School Science Fair & Science Consultant

A motion was made by Chuck Osmanski to approve the 2020-21 Co-Curricular Contracts, seconded by Ray Menke. Motion carried unanimous.

- E. Corporate Resolution- Purchase smart boards for the HS not to exceed \$35,000.00** – Funds are coming from grants and memorials to not exceed \$35,000.00 A motion was made by Ray Menke to approve the corporate resolution to not exceed \$35,000.00, seconded by Chuck Osmanski. Motion carried unanimous.

- F. Preschool and Prekindergarten in West Point-** Mr. Sheerin presented a proposal and fill the void with Little Scholars preschool at both locations, both are full with a waiting list. Costs would be \$3,500.00 per student, 5 days a week 8:15-2:30 and will provide lunch. This will require a teacher and an associate. The classroom will be Mrs. Knustrom's old kindergarten room. There could be a possibility of art, music, and p.e. By DHS we are required for 45 minutes to an hour of rest time. Have had very positive feedback from parents.

A motion was made by Chuck Osmanski to add a prekindergarten program with a prekindergarten teacher and part time associate in West Point with a budgeted amount of \$42,000 and tuition is \$3,500.00 per student, seconded by Paul Wilkerson. Motion carried unanimous.

Administration Reports:

- A. **Early Childhood Center-** written report submitted. Stefanie stated that the ECC has been open since May 26th with limited numbers and received first installment of grant. She is still waiting on salaries grant.
- B. **Elementary and Junior/Senior High School – Mr. Sheerin and Mr. Woodley:** Mr. Sheerin explained that Stefanie and him have been in conversations that an employee had a raised temperature that has stayed home waiting for results on the COVID test. Stefanie has been notifying parents and all were ok as they have seen the cleaning procedures and will continue sending kids. Contacted the LCHD. Working on return to learn plan and have to have three plans done by July 1st. Bussing is the biggest issue. Possibly changing school day and school calendar.

Mr. Woodley- submitted a written report. Tuesday May 19th via zoom was the senior awards. Graduation ceremony will be on August 2nd. Summer sports started June 1st. Kids have returned books. Mr. Woodley congratulated Joe Harmon and Steve Rung on retirement. Excited to have Tracee Jones as the new art teacher. The Iowa Department of Education put on hold on the teacher exchange program for the time being, as the Embassies are closed. Mr. Woodley is starting the process on interviewing Spanish teachers.

- C. **Marketing Director- Brenda Graham-** written report submitted. She is moving forward to and thinking outside the box on advertising. As of right now there will be 3 new students at the junior and senior high school and possibly 4 or 5 transfer for elementary waiting on financial aid. Mr. Sheerin and Brenda have talked about radio advertising.
- D. **Business Manager-** Nicole Holtkamp Business Manager presented the account payable and income report for May 2020. A motion by Ray Menke to approve the May 2020 bills as presented for the general and activities accounts, seconded by Loren Menke. Motion carried unanimous.
A motion was made by Ryan Kruse to approve the financial 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- nothing to report- Nicole to send actual vs budget to board members.*
- ii. *Buildings and Grounds- High School – Ray Menke- nothing to report. Elementary – nothing*
- 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- nothing to report*
- vii. *Health / Wellness / Safety- Leah Steffensmeier, Father Dennis Hoffman, Brian Graham- nothing*
- viii. *Catholic Identity- Father Bruce DeRammelaere, Father Dennis Hoffman, Father Joseph Phung, Brian Graham, Leah Steffensmeier –nothing*

B. Ad Hoc Committees

- i. **SIAC-** Paul Wilkerson, Ryan Kruse- no updates
- ii. **HR Committee-**Brian Graham- no updates
- A. **Organizations-**
 - i. **Foundation Board-** Ray Menke- Josh Ragar leaving effective June 12th.
 - ii. **TAPS-** Brian Graham – no updates
 - iii. **Athletic Board-** Paul Wilkerson- Meeting Wednesday June 3rd
 - iv. **Music Boosters-** Leah Steffensmeier- nothing to report

- v. *Rodeo- Loren Menke*-Met on May 19th, concerned about volunteers and finding people to take over for overall chairman and corn dog corner. Moving to an online sign up for volunteers. Will know in the next 6 weeks if they will have the event.

Adjournment: A motion was made by Loren Menke to go into closed session at 8:59 pm, seconded by Ray Menke.

Closing Prayer –

Respectfully submitted by Nicole Holtkamp Business Manager