

Holy Trinity Catholic Schools, INC.

Board of Education Meeting

July 22, 2019

The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:12pm Monday July 22, 2019 by President Steve Link at the HTC Jr/Sr High School in Fort Madison, IA. Father Joseph Phung led the group in opening prayer. Steve asked that we keep Father Spring and the Goetz family in our prayers.

Roll Call: 9 present: Steve Link, Father Bruce DeRammelaere, Father Dennis Hoffman, Ray Menke, Leah Steffensmeier, Paul Wilkerson, Loren Menke, Ryan Kruse, Father Joseph Phung. Absent: Chuck Osanski and Father Mark Spring.

Agenda: Steve added the following items to the agenda Old Business A #3 elementary update. New Business A under service contracts #3 FM ECC bathroom flooring. New Business E St. Paul ECC Discussion and Action. A motion was made by Leah Steffensmeier, seconded by Ray Menke. Motion carried.

Minutes: The minutes of June 24, 2019 regular meeting. Motion from Paul Wilkerson, seconded by Fr. Hoffman. Motion carried. Special board meeting July 8, 2019, and email vote from July 10, 2019. Motion from Ryan Kruse and seconded Loren Menke. Motion carried

Welcome Guests/ Comments from Audience/ Open Forum: Steve welcomed the guests, including Linda Peitz, Karen Shumaker, and Brenda Graham. Steve also welcomed Jason Woodley as new High School Principal and Curriculum Director.

Election of Officers for 2019-20: President: Loren Menke nominated Steve Link as president seconded by Ray Menke. Motion from Ray Menke to close nominations seconded by Leah Steffensmeier. Vice President: Ray Menke nominated Loren Menke seconded by Paul Wilkerson. Motion from Ryan to close nominations seconded by Leah Steffensmeier. Motion carried. Secretary/Treasurer: Loren Menke made a motion to nominate Paul Wilkerson seconded by Ray Menke. Motion by Leah Steffensmeier seconded by Ryan Kruse. Motion carried. Approved unanimously

Old Business:

Updates on remodels:

1. **High School:** Michael updated the roof should be finished by end of week. Internet / phone should be done by end of week, phones may not be up for another 2 weeks. Chapel waiting on door and update flooring can be installed in 2 weeks. Flesner Floors will come and rebuff the floors on July 29th at no cost. Paul's is coming in to work on the water to be able to shut it off rather than the entire school. Repainting the orange brick by old concession stand.

2. **FM ECC:** Doug's contract with the cameras. Staff painted lockers.
3. **Elementary:** kitchen staff came in, concrete work almost finished, sidewalk by ramp needs done. John said office furniture has been ordered and will be delivered Thursday or Friday. Cafeteria furniture will be moved from basement with staff here for open house. Construction group will come in and clean later this week. Landscaping will be done July 29. Classroom furniture will be put up starting Tuesday July 23, 2019. Steve reminded that there is a thank you event for donors, contributors, and staff on July 31, 2019.

New Business:

A. Service Contract

1. IT and Technology Coordinator contract 2019-20: 7-3-19 proposal from JM Electric installation and configuration of iPad's and MacBook's design, staff profiles and covers for K-12 \$5,200.00. Motion from Paul Wilkerson to accept the contract, seconded by Ray Menke. Motion carried.
 - a. IT & Technology Management contract with JM Electric for maintenance and service for 10 Months at \$2,000 a month and on call provide 8 hours per week. Ray asked if this could be done on a quarterly contract until find someone full time. Ray motioned to table this until work session, seconded by Paul Wilkerson. Motion carried.
 2. Mount Pleasant Electrical - FM ECC: lighting in hallway and break room where new ceiling with drop ceiling to lower camera \$2,170.00 done same week that ceiling is being dropped. Motion from Ray Menke to approve contract, seconded by Ryan Kruse. Motion carried.
 3. Bathroom flooring at FM ECC: bathroom flooring is in poor shape, flooring bid from Holtkamp's Floor Décor and Furniture \$6,732.09 to replace flooring in bathrooms. Includes Cove creek tile with grout, tear up, dispose and labor. Motion from Ray Menke to approve quote, seconded by Fr Dennis. Motion carried.
- B. 2019-20 Co-Curricular Contracts:** Steve presented the following contracts to the board for consideration and approval. All contracts were prepared according to the terms approved in 2019-20 budget:
1. Tom Gendron- Assistant Coach Volleyball
 2. Kelly Knustrom- Head Coach JV Volleyball
 3. Stephanie Mohrfeld- Head Coach JH Volleyball & Fresh/Soph assistant
 4. Jenna Freesmeier- Assistant Coach JH Volleyball
 5. Matt Mohrfeld- Head Coach Cross Country Contract-Volunteer contract
 6. Jairo Scruggs- Assistant Cross Country-Volunteer contract

Loren Menke made a motion to approve the contracts, seconded by Ryan Kruse. Steve noted that the head coach for cross country could take the coaching salary and put it in the cross-

country fund, and doesn't feel it is correct. It is either a volunteer or paid contract. Asking Matt if he wants it to be paid or volunteer. Motion carried.

C. Resignations:

1. Ryan Alfred- High School teacher

Ray Menke motioned to approve the 1 resignation presented above, seconded by Fr Joseph. He will pay \$500.00 termination fee to get out of the contract. Motion carried.

D. Girls Tennis

1. Sharing agreement with FMHS- no issue with sharing agreement. Mr. Goetz will go ahead and get contract.

Motion from Loren Menke to approve sharing agreement with FMHS girl's tennis, seconded by Paul Wilkerson. Motion carried.

E. Discussion St. Paul ECC

1. Possible move to West Point for 2019-20 school year- moved to the elementary building in one of the Kindergarten rooms for 1 year, while construction is going on in St. Paul. Business office has received more phone calls about sending kids to pre-school in West Point if it's moved. The 6 families were reached and were fine with moving West Point. Fr. Bruce said that the demolition will be done before school starts. Motion by Ryan Kruse to move St Paul ECC to West Point for 2019-20 school year meeting all legal, Diocesan, and state requirements, seconded by Paul Wilkerson. 6 Voted yes, 1 Voted no, and 3 abstained.

- F. Senior Exit Surveys-** Steve asked Brenda and Michael to present to the board and it was sent to board members. Loren asked if SIAC looks and reviews to take action on them. Dr Joseph suggested there be a work session to discuss. Moved to discuss at next work session.

Administrative Reports:

Youth Ministry: none

Early Childhood Centers: Written report submitted by Stefanie Drollinger

Elementary and Jr/ Sr High School:

1. Michael Sheerin: CAO/Elementary Principal: update on elementary building. Steve noted they were laying the stair threads down.
2. Jason Woodley: JH/HS Principal & Curriculum Director: updated on what he has been doing since he started.

Marketing Director: Written report submitted by Brenda Graham. She commented on that host families were found for the two incoming exchange students. She noted that there are 4 transfer students.

Business Manager: No reports or bills presented

Committee Reports:

Standing Committees: Steve addressed that next month they will divide the committees

- i. Finance and Budget
- ii. Building and Grounds
- iii. Policy
- iv. Technology
- v. Marketing
- vi. Curriculum
- vii. Health/Wellness/Safety

B. Ad Hoc Committees

- i. SIAC

C. Organizations

- i. Foundation Board
- ii. TAPS
- iii. Athletic Board
- iv. Music Boosters

Adjournment:

Fr Dennis Hoffman made a motion to adjourn, Loren Menke seconded. Motion carried.

Closing Prayer:

Fr Dennis Hoffman lead the closing prayer and meeting ended at 8:47 pm.

Respectfully submitted by Nicole Holtkamp- Business Manager