

# HOLY TRINITY CATHOLIC SCHOOLS, INC.

## Board of Education Meeting

January 28, 2019

The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:05pm Monday, January 28, 2019 by President Steve Link at the Holy Trinity Catholic Jr/Sr High School in Fort Madison, IA. Father Spring led the group in an opening prayer.

**Roll Call:** Present: Mike Avery, Father DeRammelaere, Lisa Hansen, Steve Link, Loren Menke, Ray Menke, Father Phung, Father Spring and Paul Wilkerson.

Absent: Brad Box, Father Hoffman and Amy Merschman.

**Agenda:** The agenda was approved on a motion made by Paul Wilkerson, seconded by Father Spring. Motion carried.

**Minutes:** The minutes of the December 10, 2018 regular meeting were approved on a motion made by Loren Menke and seconded by Lisa Hansen. Motion carried. The minutes of the January 21, 2019 special meeting were approved on a motion made by Loren Menke and seconded by Ray Menke. Motion carried.

**Welcome Guests/Comments from Audience/Open Forum:** Steve welcomed the guests, including John Hansen, Rebecca Hannum, Anna & Maria Sobczak, Mallory Wills, Ernie Schiller, Stefanie Drollinger and Brenda Graham. There were no comments from the audience.

### Old business:

**Update on Elementary Project** – John Hansen addressed the board regarding the construction of the new elementary school, including updates regarding the sound board, the north canopy, roofing, exterior window frames and glass, drywall, interior steps, underground drain for the storm sewer, and the connecting vestibule footings. All electrical wiring is in and they're ready to install wiring for phone and data systems. He is still planning on a June date for the school to take over the building. John also presented information regarding the color scheme and presented a carpet sample of the carpet that has been chosen. He presented swatches of the accent patterns for the flooring in the cafeteria, spark room and media center. He distributed examples of possible flooring patterns and asked the board to provide a decision on one of the patterns for those 3 areas (cafeteria, spark room and media center) right away so the interior designer could work up the overall design (to scale) for final board approval prior to ordering. A question was raised regarding the timing of the flooring as it affects the overall project timing. John said the needed lead time would be 8 weeks. Steve said the board was scheduled to reconvene on February 11th and asked that the interior designer provide the board with a design (possibly on a digital walk-through). John said he would get the information to Mindy to distribute to the board prior to February 11th. Michael also suggested that Corey enter this into his "Sketch up" program for a visual of the flooring in each room.

John also asked for approval of a change order pertaining to the vestibule. A motion was made by Ray Menke and seconded by Lisa Hansen to approve this change order. Motion carried.

John also presented information regarding the bullet proof glazing and a deduction for removal of glazing on the 2nd floor.

John also presented a change order for drywall in the main entrance and the teachers' lounge (rather than concrete walls in those areas).

John presented a change order for a firewall between the gym and the new building, in order to follow the requirements of the fire marshal. It may require new roofing on the gymnasium, which will be discussed at a future work session.

The change orders above, apart from the vestibule, were not put up for formal approval because John was still in negotiations with the contractor regarding the cost. John will have an updated contingency list for the next meeting.

John also discussed the concession stand interiors with the Athletic Board, specifically the cabinetry, countertops and shelving. The AB was under the impression that these items would be covered by the Project funds. Q. Would this expense come out of the contingency? John wasn't sure. Q. What was the original plan for the concession stand? John's understanding was that we would provide the finished space and the AB would furnish it. Steve recommended that we discuss this further on February 11th during the work session, which would give the board members time to research this further and invite members of the AB to the Feb 11th meeting.

John also discussed the key system for the new school. The board agreed on the structure for the key system.

John asked about the funding for the new phone/paging system. It was the board's understanding that it would come out of the project, which would be covered by the contingency. This will be discussed further at the February 11th work session.

### **New Business:**

***Technology Committee – Annual Presentation and Recommendations:*** Loren Menke welcomed Maria Sobczak, who made the presentation to the board. Hard copies of the presentation slides are stored with these minutes. The board had an opportunity to ask questions regarding the recommendations. This subject will be discussed further at a future work session.

***Science Club Trip to Florida Keys in July of 2020 – Mallory Wills and Ernie Schiller.*** Ernie introduced Mallory and invited her to tell the group a little about herself. Ernie invited everyone to a science night scheduled for the following Wednesday at the HS, including a spaghetti dinner. Ernie also provided information regarding upcoming science fairs. He also provided information regarding Wyatt Hellman and the World Food Institute and his interview process with that organization. He also provided information regarding Mrs. Cooper's grant application for robotics, and our math and science programs becoming more intertwined.

Ernie and Mallory presented information regarding a proposed science trip to the Florida Keys, Florida Everglades and Disney in Orlando for the YES program (Youth Education Series). The YES program qualifies the group for discounted tickets, meals, etc. Ernie said many important considerations have been discussed, such as security, travel needs, chaperones, a 3-year rotation for this trip, eligibility requirements, etc. and appealed to the board to give approval to pursue this further. Ernie answered questions from the board. They have 18 months in which to fundraise and plan the trip in more detail. They are planning for the trip to occur during the third week of July and would invite families to join if they wanted to integrate a family vacation. Father Spring made a motion to approve further research and planning for this trip by the Science Club. His motion was seconded by Mike Avery. Motion carried.

***ECC Spring Fundraiser - Popcornopolis*** – Stefanie Drollinger presented a fundraiser through Popcornopolis and stated the purpose of the funds would be to fund summer activities. Target dates of March 18 – 29, 2019 have been set for this fundraiser. This falls within the available dates on the school's fundraiser schedule. A motion was made by Lisa Hansen and seconded by Loren Menke to approve this fundraiser. Motion carried.

***First Reading of Smoking and Tobacco Policy*** - Steve directed the board to the policy document included in the board packet, which was also previously emailed and discussed at a prior work session. Steve read the policy aloud in its entirety. Concerns and questions were discussed by the board. Changes were proposed. A motion was made by Paul Wilkerson to approve the policy, as amended during discussion, and his motion was seconded by Father Spring. Motion failed with 4 in favor, 4 not in favor and 1 abstaining. The policy committee will use the board's comments and suggestions to work up a new draft of this policy for consideration at the next regular meeting.

***ECC Resignation of Stephanie Stancil*** – A motion was made by Paul Wilkerson and seconded by Lisa Hansen to accept the resignation. Motion carried.

### **Administrative reports:**

***Youth Ministry:*** Nothing submitted.

***Early Childhood Centers:*** Written report submitted by Stefanie Drollinger. Stefanie also reported that Stephanie Stancil recently resigned, as she accepted a director opportunity in Keokuk. She described some re-structuring of employees in the various rooms at the ECC. She also said they're always in need of substitutes and encouraged board members to get the word out to that affect. The ECC will have summer job openings available for teenagers. Steve also reported to the board regarding building updates that are needed at the ECC. He and Michael have started the process of preparing some financial information to present to the board regarding updates.

***Elementary and Jr/Sr High School:*** In lieu of a written report, Michael Sheerin reported that they have the funding for the next Milwaukee trip. A science trip will also be funded by title 2a, as well as robotics training for the teachers. The title money will fund a lot of professional development for the teachers. He reported that 6 students recently transferred out and 2 new students had recently enrolled. A question was raised regarding the Iowa STEM grant and if HTC will apply soon. Mr. Sheerin will investigate it with the help of Mrs. Stull. He also met with John Hansen regarding the white boards and clarification of their locations. He also reported that the "furniture fair" had been canceled and an alternate furniture selection and bid process set up, in which they will "furnish" an entire

classroom and provide the applicable cost. He reminded everyone that the next work session will be instrumental in identifying all the items that will fall under the “contingency” in the elementary project budget.

***Marketing Director:*** Written report submitted by Brenda Graham. Brenda also reported that the Catholic Schools Week supplement was published in the Daily Democrat, which she passed around for the board to see. She updated many of the pictures that had been used year after year. She has also submitted a lot of information in the church bulletins and has been working with Josh Ragar to combine their efforts.

***Business Manager:*** Mindy Goldie presented the 2nd quarter and fiscal YTD Profit & Loss reports, as well as the balance sheet and January bills for approval. A motion was made by Paul Wilkerson and seconded by Loren Menke to approve the payment of the bills as presented in the Accounts Payable report. Motion carried.

**Committee reports:**

**Finance & Budget:** Steve reported that the budget committee was scheduled to meet on Feb 5th at 4:00 in the spark room. He appealed to the board to provide any input that is important to them for the budget committee to consider. There wasn't any input from the board members.

**Building & Grounds:** Steve reported that the Fort Madison ECC building updates are currently under review.

**Curriculum:** Paul presented a report from the curriculum committee. This will be discussed at the next work session.

***Adjournment:*** Father Spring made a motion to adjourn at 9:28pm. His motion was seconded by Lisa Hansen. Motion carried. Father Phung offered a closing prayer.

Respectfully submitted by Mindy Goldie.