

HOLY TRINITY CATHOLIC SCHOOLS, INC.

Board of Education Meeting

March 25, 2019

The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:05pm Monday, March 25, 2019 by President Steve Link at the HTC Jr/Sr High School in Fort Madison, IA. Father Phung led the group in an opening prayer.

Roll Call: Present: Mike Avery, Brad Box, Father Bruce DeRammelaere, Lisa Hansen, Father Dennis Hoffman, Steve Link, Loren Menke, Ray Menke, Amy Merschman, Father Joseph Phung and Paul Wilkerson.

Absent: Father Mark Spring

Agenda: Steve Link requested New Business D, Update on the Chapel at the High School. The amended agenda was approved on a motion made by Loren Menke, seconded by Lisa Hansen. Motion carried.

Minutes: The minutes of the February 25, 2019 regular meeting were approved on a motion made by Father Hoffman and seconded by Lisa Hansen. Motion carried.

Welcome Guests/Comments from Audience/Open Forum: Steve welcomed the guests, including Brenda Graham, Linda Peitz, Karen Schumaker, Jill Stull, John Hansen, and Rebecca Hannum. Rebecca Hannum addressed the board regarding baseball. Jill Stull presented to the board regarding Acellus as well as the 2017-18 Iowa assessment scores:

- Jill presented the Iowa Core report for 2017-18, which was previously emailed to the full board by Steve Link. The report compared our students' scores to the AEA and the State in the areas of reading (proficiency in reading at each grade level, for example), math, and science.
 - Includes students in grades 3 through 11.
 - The results are from testing last Fall (in the 2017-18 school year).
 - Future testing will be in the Spring and will be called ISASP (computerized testing which will also include a writing test), which is new testing for all districts in Iowa.
 - Also charted growth year over year in reading (i.e., positive, modest or no growth), and math. Science growth will be incorporated in the new testing.
- Jill also presented information to the board regarding Acellus. She displayed a desktop display of the learning system and described the various features of the program. She said there will be end-of-the-year reports which she would like to share with the board at that time. There are 165 students in grades 4-12 using Acellus this year. Jill also presented information regarding our students' success scores with the program. The board had an opportunity to ask questions.

Old business:

Update on Elementary Project –

1. Construction Update - John Hansen gave an update regarding the progress of the construction crew. He also reported to the board regarding the gas main and the gas company planning to replace it with a new unit. The plans for the street are completed, including the alley. The flooring will begin soon so he would like to set up a time for the board to visit the building and look at the pattern to give final approval. This will allow Bobby Holtkamp to order the rest of the materials. He will meet with the city council on 4/8/19 regarding the streets, along with Dennis Menke and Jake Denning from JJD.
2. Change orders – John presented a change order for Paul's Plumbing & Heating to add a floor drain in the kitchen for the freezer/cooler condensation, and a change order to install HVAC in the connecting vestibule (they're going to take the existing system down and try to sell it to recoup some of our costs). He also presented a change order for SG Construction. The board had an opportunity to ask questions. Ray Menke made a motion to approve the change orders as presented. His motion was seconded by Brad Box. Motion carried.

3. Approval of bills – John presented the Project Cost Recap as of 3/1/19 and went over each line item in detail. The board had an opportunity to ask questions. Ray Menke made a motion to approve the payment of the bills as presented, and his motion was seconded by Lisa Hansen. Motion carried.
4. John also addressed the board regarding the contingency items, because he continues to update the sheet that lists additional expenses as the project moves forward. He touched on the technology needs (to be supplemented by category 2 e-rate funding), the new phone system cost (which Michael Sheerin estimated the quote from J&S to be \$21,000), the space-saver shelving (mobile rolling files) system for the basement ‘cage’ mobile, the workshop shelving and the teachers’ workshop area in the administrative area. Mindy Goldie reminded the board of the basement storage needs for 10 years of payroll (in locking cabinets) and 3 years of accounts payable files, for example. He also presented information for concession stand cabinets and stainless-steel countertops as requested by the Athletic Board. Steve Link and Paul Wilkerson met with the AB and came to the agreement that these costs will be built into the project (\$5,363.90). Paul Wilkerson made a motion to approve the concession stand add-on costs. His motion was seconded by Loren Menke. Motion carried.

Second reading of drug, alcohol and prohibited substances policy – Steve Link presented this policy to the board for the second reading and asked if anyone had questions. Mike Avery made a motion to approve the second reading, and his motion was seconded by Amy Merschman. Motion carried. Mike Avery then made a motion to waive the third reading of this policy for immediate approval, which was seconded by Lisa Hansen. Motion carried. Therefore, this policy is effective immediately. Michael will have packets prepared to inform parents and Steve will get the policy wording to Deb Foecke and Shelley Sheerin to update the handbook online.

New Business:

Co-curricular Contracts - Steve presented the following contracts to the board for their consideration and approval. All of the contracts were prepared according to the terms approved in the 2018-19 budget:

- JH Soccer – Tom Gendron
- JH Track – Amy Hellige

Paul Wilkerson made a motion to approve the above contracts and his motion was seconded by Amy Merschman. Motion carried.

Baseball sharing agreement with Fort Madison High School – Steve spoke with Mr. Goetz and learned that we only have 11 students interested in playing baseball this year. As such, John recommended that we share with FMHS. This would only be for one year, so if the numbers are up next year, we can move back to having an HTC team. There is no fee for students to play with the FMHS team. The FMCS School Board has already approved this agreement. Lisa Hansen made a motion to approve the sharing agreement, and her motion was seconded by Mike Avery. Motion carried. Mr. Goetz will contact FMCS to let them know our school board approved it.

Budget for 2019-20 fiscal year – Steve presented the budget for the 2019-20 fiscal year, as was discussed at the work session immediately before the regular meeting. This budget was passed by the finance and budget committee and is being recommended to the board. Loren Menke made a motion to approve the budget as presented, and his motion was seconded by Lisa Hansen. The board had an opportunity to ask questions. Motion carried with one dissenting vote. Mindy will prepare the teacher contracts and Steve will proceed with presenting this to the parish finance councils.

Update on Chapel at the high school – Father Bruce provided an update regarding the chapel. He addressed the board regarding his meeting with the liturgy committee at the Diocese of Davenport. He met with Father Joseph and Father Dennis, as well as Mike Avery and Michael, prior to his trip to the Diocese. He provided pictures to the Diocese and gave a summary of the improvements. The Diocese was in favor of the changes after asking questions and making some minor suggestions. Father Bruce described the diocesan changes/suggestions to the board. No further review is required by the Diocese and we are cleared for take-off.

Administrative reports:

Youth Ministry: Nothing submitted.

Early Childhood Centers: Written report submitted by Stefanie Drollinger.

Elementary and Jr/Sr High School: In lieu of a written report, Michael Sheerin provided information regarding the following topics:

- Attended meetings regarding furniture for the new building
- Reviewed technology needs, such as access points, determining what we need with the help of Meraki and Mr. Hamilton (the information is included in the quote that was provided to John Hansen).
- Attended budget meetings
- Reviewed Iowa assessments
- Went on Senior class trip – he provided a summary of all of the activities and places they visited on the trip
- Sent a letter to teachers and families regarding the FMCSO student tragedy.
- Addressed the board regarding a threatening note that was found in pieces in a recycling bin at the high school, and resulting action that was taken by the school. Q. Can the school board be linked to the JMC messages that go out to families? Michael said he will ask Judi to make sure this gets done.

Marketing Director: Written report submitted by Brenda Graham. Brenda also reported on the Blue/Silver event, which was a success, and she thanked all who supported it. She also reported that a female Korean student has reached out to HTC to possibly attend next year as a 12th grader. Also, Father Joseph knows a male student in Vietnam who may be interested in attending next year as a 12th grader as well. Brenda also answered questions regarding the Virtus training, which applies to all staff and volunteers.

Business Manager: Mindy Goldie presented the financial reports and March bills for approval. A motion was made by Ray Menke and seconded by Lisa Hansen to approve the payment of the bills as presented in the Accounts Payable report. Motion carried.

Committee reports:

Technology: Loren Menke provided the date of the next meeting.

TAPS: Amy Merschman provided the date of the upcoming Bunny Hop.

Athletic Board: Paul Wilkerson reported the date of the next AB meeting and asked for board input. He also announced the date and time of the upcoming AB fish fry at the K of C in Houghton.

Music Boosters: Mike Avery provided information about the musical, Little Shop of Horrors, on April 5-7th.

Ray Menke reported that RAGBRAI will go into West Point, and he said he has an acre of ground on the route. So, if anyone wants a place for an HTC booth, he's willing to offer the space. Paul will take that to the AB to see if they have any interest. It's a great spot for a potential fundraiser.

Executive Session: Lisa Hansen made a motion to move into executive session at 8:55pm. Her motion was seconded by Father Dennis. Motion carried. After all of the guests left, the executive session began at 9:00pm.

Upon conclusion, Ray Menke made a motion to adjourn the executive session at 9:51pm, seconded by Father Dennis. Motion carried.

Adjournment: Ray Menke made a motion to adjourn the regular meeting at 9:55pm. His motion was seconded by Father Dennis. Motion carried.

Respectfully submitted by Mindy Goldie.