

# HOLY TRINITY CATHOLIC SCHOOLS, INC.

## Board of Education Meeting

May 28, 2019

The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:02pm Monday, May 28, 2019 by President Steve Link at the HTC Jr/Sr High School in Fort Madison, IA. Father Hoffman led the group in an opening prayer.

**Roll Call:** Present: Father Bruce DeRammelaere, Father Dennis Hoffman, Steve Link, Loren Menke, Ray Menke, Amy Merschman, Father Joseph Phung and Paul Wilkerson.

Absent: Mike Avery, Brad Box, Lisa Hansen and Father Mark Spring

**Agenda:** Steve added the following item to the agenda: Under New Business A, item 4. Taylor Fernholz resignation from the high school teaching position. The amended agenda was approved on a motion made by Paul Wilkerson, seconded by Ray Menke. Motion carried.

**Minutes:** The minutes of the April 22, 2019 regular meeting, as well as the addendum to the minutes, were approved on a motion made by Ray Menke and seconded by Amy Merschman. Motion carried. The minutes of the April 29, 2019 special meeting were approved on a motion made by Loren Menke and seconded by Amy Merschman. Motion carried.

**Welcome Guests/Comments from Audience/Open Forum:** Steve welcomed the guests, including Linda Peitz, Karen Schumaker, Rebecca Hannum, Dennis Menke, Ray Menke, Josh Ragar and Chad Ward. There were no comments from the audience.

### Old business:

#### **Update on Elementary Project:**

John Hansen addressed the board regarding the following items:

- Project update
- Review and approval of the contractor pay application – John presented the project cost recap as of May 1, 2019 and went through each line item. Recommended that the board approve the payment of the bills. Question raised about contractor's on-site charges. John expanded on this service that he provides. This was covered in a prior meeting, where John advised the school board of his company having someone on-site to manage the project with so much going on at once. He said he is trying to keep that down to a bare minimum.
- Discussed change orders and purchase orders
- Discussed schedule

Ray Menke made a motion to approve the payment of the bills as presented by John Hansen. Seconded by Paul Wilkerson. Motion carried.

John presented a proposal from Tierney Bros for 18 Smart boards that was provided to him by Michael Sheerin. He received another proposal from JM Electric to mount the Smart boards along with the installation and programming of the boards. John asked the board if those items should have been approved in advance or if he should proceed with those proposals. There was discussion regarding this issue, including budget considerations. John also received an email from Steve regarding classroom furniture, which is accounted for in a line item in the project cost recap budget. The email that he received shows plans with booths along the wall in the cafeteria. John pointed out that the fire marshal wanted that area clear in order to maintain the appropriate size corridor for an emergency. He also asked if the board needs John to finalize the furniture and how the board plans to choose furniture and/or provide approval. John said there isn't any money budgeted for the furniture that is shown on the plans in this recent email.

John reiterated the amount of money that is left in the contingency in order to caution against overspending.

Steve asked the board if they wanted to take action on any of the items that had been presented, such as the Smart boards and the furniture in the cafeteria. Loren Menke made a motion to approve the purchase of the Smart boards as presented in the amount of

\$120,771.00. Seconded by Paul Wilkerson. Motion carried. Loren made a motion to approve the purchase of the cafeteria furniture, office furniture and staff seating up to a maximum of \$79,000 with the contingency that Michael Sheerin gets approval from John in advance. His motion was seconded by Paul Wilkerson. Motion carried.

***Approval for line of credit with Lee County Bank for Elementary Project:***

Approval of authorized signers as Steve Link, Board President and Loren Menke, Board VP -- Steve explained that the purpose of this LOC is to continue paying the bills which will precede the remaining pledge payments. Since we are ready to finish the school within the next few months, the final bills will need to be paid. He invited Dennis Menke to expand on this. Dennis explained the pledges span up to 5 years, therefore the remaining pledge money will continue to be received over the next 2 years. The LOC will be around \$1.4 million. The bills will be paid with the LOC, and as the pledge payments come in the LOC will be paid off. Therefore, we will only draw on what is needed. The interest rate will be 4.5 percent, which will be paid out of the Elementary Project. It will be open until 12/31/21, which coincides with the end of the pledge term. We hope to pay it off sooner. A motion was made by Ray Menke to approve this LOC with the authorized signers as presented. His motion was seconded by Loren Menke. Motion carried.

**New Business:**

***Resignations:***

1. Alyssa Haas, Fort Madison ECC – Steve read Alyssa’s letter of resignation aloud to the board.
2. Diane Tone, St. Paul ECC
3. Charlene Sallen, Lunch Program
4. Taylor Fernholz, Teacher. Steve also mentioned that since Taylor’s contract had already been signed, he will pay an early termination fee as well as reimburse HTC for the University of Iowa tuition we paid on his behalf.

Ray Menke made a motion to approve the 4 resignations presented above. His motion was seconded by Paul Wilkerson. Motion carried.

***Certified 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 2019-20 budget:

1. Grised Daley, Elementary Teacher
2. Denise Cooper, Jr/Sr High School Teacher, 75% of full time
3. Melissa Freesmeier, Jr/Sr High School Teacher
4. Sara Mueller, Jr/Sr High School Teacher
5. Michael Sheerin, Principal/CAO

Amy Merschman made a motion to approve the certified contracts presented above, and her motion was seconded by Ray Menke. Motion carried.

***Co-Curricular Contracts*** - Steve presented the following contracts to the board. All of the contracts were prepared according the budget approved for 2019-20:

1. Denise Cooper, AP Calculus
2. Melissa Freesmeier, Volleyball Coach
3. Melissa Freesmeier, Senior Class Advisor
4. Sara Mueller, English supplement

Paul Wilkerson made a motion to approve the co-curricular contracts presented above, and his motion was seconded by Ray Menke. Motion carried.

**Non-Certified Contracts** - Steve presented the following contracts to the board. All of the contracts were prepared according to the budget approved for 2019-20:

1. Jessica Peitz, FM ECC Preschool Associate
2. Dawn Harriott, SP ECC Preschool Associate
3. Shelley Sheerin, Web Site/Admissions
4. Mary Jane Pranger, Lunch, PT
5. Diana Horsey, Lunch, FT
6. Malissa Cain, Lunch, FT
7. Paula Bales, Lunch Program Manager
8. Teresa Sallen, Lunch, PT

Ray Menke made a motion to approve the non-certified contracts presented above and his motion was seconded by Amy Merschman. Motion carried.

**First Reading of New Policy – Adoption of Return-to-play Protocol** – Steve advised the board that this policy was emailed prior to the last work session and it was discussed at that time. The state mandates that this is part of our school policy. Per our protocol, there should be 3 formal readings of the policy in order to approve it permanently. Loren moved to approve the first reading, seconded by Father Hoffman. Motion carried.

**Fundraising Requests** - Steve presented the following Science Club fundraising requests to the board, to raise money for the science trip to Florida which was previously approved by the board:

1. Chicken dinner at Charleston on 9/15/19
2. Sell Casey's Pizza cards over the summer break

Ray Menke made a motion to approve both requests. His motion was seconded by Amy Merschman. Q. Will there be any additional fundraisers for the project? We are not sure at this time, but would assume so. Motion carried.

**CAT 6 replacement and upgrades contract - JM Electric** – Steve advised the board that the quote was sent previously via email. One board member indicated that he did not receive it. A copy was provided to him at the meeting. Steve read the bid aloud to the board. If approved, they would be able to begin the project on Monday, June 3. This would work in conjunction with the new phone system to be installed here as well. Money has been set aside for this project. Loren Menke made a motion to approve this bid from JM Electric. Seconded by Ray Menke. Motion carried.

**Corporate Resolution for FM ECC remodeling project** – Steve read the Corporate Resolution aloud to the board. Paul Wilkerson made a motion to approve the corporate resolution, seconded by Amy Merschman. Motion carried.

**Bid acceptance and contracts awarded for FM ECC remodeling project** – Steve read the low bids aloud to the board, which were previously shared with the board:

1. Interior doors, Mt. Hamill Lumber
2. Bathroom partitions, Mt. Hamill Lumber
3. Ceiling tiles and materials, Building Materials FM
4. Flooring (LVT and carpet squares and labor), Holtkamp Floors, Décor & More in FM
5. Exterior doors, 2 sets. We received 2 bids. However, the local bid is higher. With that said, Steve recommended going with the higher bid in this case due to the commitment of this retailer to HTC over the years.

6. Plumbing and fixtures, Paul's Plumbing of WP
7. Steve recommended splitting between 2 contractors who both have children enrolled at HTC, Dave Vradenburg and Mike Schmitt
8. Steve gave the total project cost. Amy Merschman then read an email aloud that Tom Merschman had sent to Steve Link regarding the flooring and an additional discount if we did exterior doors and flooring with Building Materials. Steve then read aloud the flooring bid from Building Materials and compared it to Holtkamp's bid. Steve recommended going into executive session to discuss the details of the competitive bids.

**Administrative reports:**

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

***Early Childhood Centers:*** Written report submitted by Stefanie Drollinger.

***Elementary and Jr/Sr High School:*** Michael Sheerin did not submit a report.

***Marketing Director:*** Written report submitted by Brenda Graham. Steve also reported that the senior exit surveys will be provided during the next board work session.

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

**Committee reports:**

**SIAC** – Paul Wilkerson reported that the first meeting will be held in June.

**Foundation Board** - Ray Menke reported that they met on 4/29 and voted “yes” to donate the Foundation share of the rodeo money to the general fund in 2019-20.

**Athletic Board** - Paul Wilkerson reported that the AB would meet the following night and asked the board for any input to take to the AB. None provided. Steve reported that Ray was successful in purchasing a bus at an auction. We also hope to sell the 2 buses that aren't being used.

Steve reminded all board members to turn in their evaluation of Michael Sheerin as principal/CAO if they have not done so already. Within the next 2 weeks the executive committee will meet with Michael regarding his performance evaluation. He asked the board to remain briefly after the meeting. Steve thanked Mindy Goldie for her years of service and dedication as Business Manager/CFO and Board Secretary.

A question was raised regarding a construction item in the chapel and there was discussion regarding this topic.

A question was raised regarding the HTC web site and the Foundation Board having a prominent role in the ongoing development of the web site.

Steve asked the priests to let him know about the open board positions within their respective parishes. The board term begins on July 1.

***Executive Session:*** Paul Wilkerson made a motion to move into executive session at 8:53pm. His motion was seconded by Ray Menke. Motion carried.

***Adjournment***

Respectfully submitted by Mindy Goldie.