

# HOLY TRINITY CATHOLIC SCHOOLS, INC.

## Board of Education Meeting

November 26, 2018

The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:01pm Monday, November 26, 2018 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, Brad Box, Father DeRammelaere, Father Hoffman, Steve Link, Loren Menke, Father Phung, Father Spring and Paul Wilkerson.

**Agenda:** The agenda was approved on a motion made by Brad Box, seconded by Loren Menke. Motion carried.

**Minutes:** The minutes of the October 22, 2018 regular meeting were approved on a motion made by Father Spring and seconded by Brad Box. Motion carried. The minutes of the November 12, 2018 special meeting were approved on a motion made by Brad Box, seconded by Father Hoffman. Motion carried.

**Welcome Guests/Comments from Audience/Open Forum:** Steve welcomed the guests, including Karen Schumaker, Taylor Beyer, Samantha Lang, Rebecca Hannum, and Brenda Graham.

### Teacher Presentations:

Taylor Beyer – Teaches JH and HS courses, including Psychology, Sociology, World Geography and Cultures, Contemporary Global Studies, American History, World History and AP U.S. History. She explained the topics she focuses on in each class. She demonstrated how she has implemented the new standards in common core. She also demonstrated Google Classroom and how the students receive and submit completed assignments.

Samantha Lang – Teaches HS English and Composition. Just started teaching 10th Grade Honors English this year. Discussed technology she uses in her classroom as well as topics taught in each class.

### Old business:

**Updates on HS Spanish, HS Science and TAG program/teacher** – Michael Sheerin provided the following information regarding HS Spanish: The state has received all of the required paperwork for Mrs. Gibbs and will make a ruling soon regarding her licensure. In the meantime, Mr. Fullenkamp will continue to be present in the class. If she does not receive her certificate, we will need to use Acellus for Spanish as a non-accredited class. Regarding HS Science, there will be a contract offer to Mallory Wills for the second semester assuming all of her paperwork is approved by the state. She will teach 7th and 8th grade Science. Regarding the TAG program, Mr. Sheerin has scheduled a Skype interview with a candidate who could possibly start in January as a full-time employee.

**Update on Century Strong Capital Campaign** – Steve Link advised the board that the Finance committee met prior to this meeting and we are continuing to pursue wrapping up the Phase 1 campaign and collect outstanding pledges. 60% of the outstanding pledge money is from one donor and Mindy has taken steps to update our account with the investment firm so that the funds may be transferred.

### New Business:

**Teacher Contracts:** Steve requested the board to move into closed session to discuss these contracts. Paul Wilkerson made a motion to move into closed session, and his motion was seconded by Father Spring. Motion carried. Upon completion of the closed session, Father Spring made a motion to move out of closed session, which was seconded by Paul Wilkerson. Motion carried. Steve then presented the following contracts to the board. They were prepared within the budget that was approved for 2018-19:

1. Mallory Wills – 2nd Semester – HS Science Teacher (Certified contract)
2. Mallory Wills, Science Fair Advisor (Co-curricular contract)

Mike Avery made a motion to approve the 2 contracts with Mallory Wills, as presented. His motion was seconded by Brad Box. Motion carried.

3. Renee Holliday – 2nd Semester – HS English Teacher (Certified contract)

Mike Avery made a motion to approve the contract with Renee Holliday, as presented. His motion was seconded by Paul Wilkerson. Motion carried.

**Corporate resolution for chapel renovations at HS** – Included in the board packets, Steve read the Corporate Resolution aloud to the board. Mike Avery pointed out that the itemized list adds up to \$28,500 so the resolution provides a small cushion. He also advised the board regarding the contractor proposal and provided more details regarding each of the items in need. He feels the costs included in the Corporate Resolution are all-inclusive. The cost has exceeded the initial \$25,000 plan because the south wall is in worse shape than originally anticipated. There was discussion regarding the need to involve the liturgy committee and to proactively call Deacon Agnoli at the Diocese to make sure he has what he needs. Father Mark will call him on behalf of the board. Mike Avery made a motion to approve the Corporate Resolution, seconded by Paul Wilkerson. Motion carried with one “no” vote.

**St. Paul ECC – furnace:** Michael Sheerin advised the board regarding a carbon monoxide leak at the SP ECC. The proper authorities were called and Paul’s Plumbing gave an assessment, took steps to repair it, but ultimately said the furnace was in disrepair. Michael contacted Father Bruce and they determined a new furnace would cost approximately \$4,000 (installed). A parishioner who does this type of work professionally was able to get it installed within a few days so that the preschool class could resume by Monday 11/26. Michael asked the board if we would absorb this total cost in our ordinary repairs budget since we use the building. The board agreed.

**Approval of budgets:** Steve Link presented the following budgets to the board:

1. Athletic Board
2. TAPS
3. Music Boosters

Steve suggested approving all 3 budgets with one motion. There was discussion among the board regarding each budget. No questions or concerns were raised regarding any of the budgets. Father Mark moved to approve all 3 budgets for the 2018-19 school year, seconded by Loren Menke. Motion carried.

**Rodeo update:** Steve Link reported to the board regarding the status of the concessionaire contract negotiation. HTC rejected the TSR offer so we’re currently at a stand-still. The communications are still open between the HTC and TSR committees so we are hopeful that an agreement can be reached. We’re currently at 30.5% of gross receipts and the TSR offered 33%. There was discussion regarding this issue. There is a December 31st deadline to either come to an agreement or walk away from this fundraiser. Steve will continue to update the board as developments occur.

**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 advised the board of his recent activities:

- Principal’s meeting in Iowa City
- VB State tournament in Cedar Rapids
- Visit to an elementary school to view interior design options
- Induction ceremony
- Dinner theatre

- Veterans' Day program – only K-6 participated this year with the exception of NHS students
- Scheduled a visit to Milwaukee, WI. 6 teachers and Michael will attend the institute of personalized learning. This is provided at no expense to HTC due to Title 1 funding.
- GPD
- IEP meetings
- Teacher evaluations
- Technology assessment for the new elementary school
- Skype interview scheduled with TAG teacher candidate
- Chapel renovation planning

***Marketing Director:*** Written report submitted by Brenda Graham.

***Business Manager:*** Mindy Goldie provided financial reports and November bills for approval. Also provided John Hansen with the list of Category 2 eligible equipment for 2019 fiscal year e-rate funding. There was discussion among the board regarding some of the bills. There was also a question raised regarding the warranty on the solar panels at the HS, as one of them is cracked. Michael said he would have Jeff Grossenkemper call Michael Mohrfeld regarding this issue. A motion was made by Brad Box and seconded by Father Spring to approve the payment of the bills as presented in the Accounts Payable report. Motion carried.

**Committee reports:**

**Technology:** Loren Menke reported that the Tech committee was scheduled to meet on the upcoming Wednesday.

**Foundation Board:** Steve distributed invitations from Brian Foecke to the open house on Wednesday to welcome Josh Ragar as the new HTC Development Director.

**Athletic Board:** Paul Wilkerson reported on the list of future fundraisers planned by the Athletic Board and provided more details on many of them. Paul offered to plan a cake sponsored by the School Board for the cake auction in January.

***Adjournment:*** Father Spring made a motion to adjourn at 8:45pm. His motion was seconded by Brad Box. Motion carried. Father Phung offered a closing prayer.

***Executive Session:*** Loren Menke made a motion to move into executive session, and his motion was seconded by Brad Box. Motion carried.

Respectfully submitted by Mindy Goldie.