

# HOLY TRINITY CATHOLIC SCHOOLS, INC.

## Board of Education Meeting

December 10, 2018

The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:09pm Monday, December 10, 2018 by President Steve Link at the Holy Trinity Catholic Jr/Sr High School in Fort Madison, IA. Father Hoffman led the group in an opening prayer.

**Roll Call:** Present: Brad Box, Father DeRammelaere, Lisa Hansen, Father Hoffman, Steve Link, Loren Menke, Ray Menke, Amy Merschman and Paul Wilkerson.

Absent: Mike Avery, Father Phung and Father Spring.

**Agenda:** Steve Link requested adding New Business Item D., Non-certified contract for Alyssa Haas, to the agenda. The amended agenda was approved on a motion made by Lisa Hansen, seconded by Brad Box. Motion carried.

**Minutes:** The minutes of the November 26, 2018 regular meeting were approved on a motion made by Ray Menke and seconded by Lisa Hansen. Motion carried.

**Welcome Guests/Comments from Audience/Open Forum:** Steve welcomed the guests, including Linda Peitz, Rebecca Hannum, Brenda Graham, Stefanie Drollinger and John Hansen. There were no comments from the audience.

### Old business:

**Update on Elementary Project** – John Hansen presented 2 change orders for the board’s review and approval:

1. Change order from S.G. Construction:
  - a. Bullet proof glazing caused an increase in cost.
  - b. Provide magnetic marker boards.
2. Change order from Paul’s Plumbing & Heating for a change in the kitchen design of the new kitchen to accommodate the gas line.

Ray Menke moved to approve the 2 change orders as presented, seconded by Brad Box. Motion carried. John provided more information regarding the windows and the vestibule which connects the buildings.

**Review and approval of Elementary Project bills** – John presented the project pay application for December and discussed the details of each line item. John answered questions from the board. Loren Menke made a motion to approve the project pay application, seconded by Ray Menke. Motion carried.

### New Business:

**ECC QRS Application Document Review (Ft. Madison and St. Paul Centers):** Stefanie Drollinger explained that the QRS certification provides extra “points” for the ECC in order to qualify for additional programs such as Community Action, as well as receive additional products for the classrooms (e.g. laptop). She said the centers seek certification every 2 years. We currently have a score of 4 out of 5 (5 being the best).

1. **Hazard Mitigation plans:** Lisa Hansen made a motion to approve the Hazard Mitigation plans for both centers. Her motion was seconded by Father Hoffman. Motion carried.
2. **Childcare Improvement plans:** Lisa moved to approve the childcare improvement plans for both centers as presented. Her motion was seconded by Loren Menke. Motion carried.

**Professional Development Updates** – Michael Sheerin reported that he, Samantha Lang and Denise Cooper traveled to Milwaukee to visit a high school (enrollment 1,400) that operates a charter school model within the high school. There are 4 main areas of training (STEM, traditional teaching, fine arts and legacy). He described their typical day at the high school. Planning to return in February, to the elementary predominantly, but also to some areas of the high school. The goal is to make learning become the responsibility of

the student. Not all methods work for all schools, as it depends on your school's model. He hopes to gather ideas to bring back to our faculty to brainstorm and decide what methods would work in our model, eventually bringing the ideas to the community and board members and decide how to move forward. To move toward this type of teaching would be a long-term commitment, not something that would happen within 1 to 2 years. He believes that Iowa will eventually move to personalized learning so it's good to educate ourselves by visiting schools that have implemented these methods.

***Discussion and Action on Christmas holiday break and pay for non-certified staff:*** Steve described the current benefit of paid holidays for non-certified staff. Asked if the board wanted to provide more paid vacation days when the school is closed for break. The board requested more information before moving forward with this consideration.

***Non-Certified Staff Contract – Alyssa Haas:*** Steve presented a non-certified full-time contract for a Preschool Aide. The contract was prepared according to the budget that was approved for the 2018-19 fiscal year. Lisa Hansen made a motion to approve the contract, seconded by Amy Merschman. Motion carried.

#### **Administrative reports:**

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

***Early Childhood Centers:*** Written report submitted by Stefanie Drollinger. Stefanie also reported to the board regarding the St. Paul preschool's Christmas party.

***Elementary and Jr/Sr High School:*** In lieu of a written report, Michael Sheerin reported that the damaged solar panel had been replaced (previously reported as cracked). Also requested if it would be okay to offer an earlier dismissal to all students K-12 on the last day of high school finals (i.e., the Friday before Christmas), in case parents want to pick up all of their kids at the same time. The school will still be open as planned but we would offer this option to parents. The board agreed. On Wednesday of that week the HS staff planned to go caroling at the Kensington. Interested in starting Science club in 2020 and potentially plan a trip to the Florida Keys to study the ecosystem. Will possibly take 8-10 employees to the Institute of Personalized Learning in February. Also wanted to remind the board that we offer equal opportunity in teaching and extra-curricular activities for gender equity.

***Marketing Director:*** Written report submitted by Brenda Graham. Brenda also reported that she approved a Christmas greeting ad with the Pen City Current. She had been working with Josh Ragar to update the e-tapestry database. She was seeking a family to host a Chinese student who would like to attend HTC, but was within a few days of that deadline. She answered a question regarding offering shorter visits, such as one semester or even one quarter, which is more attractive to the European students according to Educatius. She felt that shorter term commitments might be desirable for some host families as well. The short-term visit would not be for credits and the student would likely not be able to participate in organized sports.

***Business Manager:*** Mindy Goldie provided financial reports and December bills for approval. A motion was made by Lisa Hansen and seconded by Loren Menke 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 met and discussed some technology needs for the new school and would have a recommendation in January for the school board's consideration.

***Executive Session:*** Loren Menke made a motion to move into executive session at 8:08pm, and his motion was seconded by Lisa Hansen. Motion carried. Upon conclusion of the session, Ray Menke made a motion to move out of executive session and his motion was seconded by Father Hoffman. Motion carried.

***Adjournment:*** Paul Wilkerson made a motion to adjourn at 9:35pm. His motion was seconded by Ray Menke. Motion carried. Father Bruce offered a closing prayer.

Respectfully submitted by Mindy Goldie.