

# HOLY TRINITY CATHOLIC SCHOOLS, INC.

## Board of Education Meeting

August 27, 2018

The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:03pm Monday, August 27, 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: Mike Avery, Brad Box, Lisa Hansen, Father Hoffman, Steve Link, Loren Menke, Ray Menke, Amy Merschman, Father Phung, Father Spring and Paul Wilkerson.

**Agenda:** Steve requested that the agenda be amended as follows:

- Under New Business, move the Executive Session to the very end of the meeting after Committee Reports - Organizations.
- Add item 2 under Old Business A. Certified Contracts, revised contract for Denise Cooper.
- Under New Business, add item G. PGSB bank insurance option.

The agenda was approved as amended on a motion made by Lisa Hansen, seconded by Brad Box. Motion carried.

**Minutes:** The minutes of the July 23, 2018 regular meeting and August 13, 2018 special meeting were approved on a motion made by Loren Menke, seconded by Lisa Hansen. Motion carried.

**Welcome Guests/Comments from Audience/Open Forum:** Steve welcomed the guests, including Raymond Pilkington, Ryan Alfred, Linda Peitz, Sasha Rea, Karen Schumaker, Brenda Graham and Rebecca Hannum.

- Raymond thanked the board for allowing him to set up a sweet corn stand in front of the high school this summer. He presented the school board with a check for \$500, a gift designated to the Music Boosters. Steve and the board thanked Raymond for this kind and generous gift. Raymond hopes to set up a stand again next summer and the board welcomed him to do so.
- Mindy introduced Sasha Rea, who recently joined HTC as her Administrative Assistant. Welcome to our team!

Teacher Presentations:

Steve invited the teachers to stop by and talk to the board about what is happening in their classrooms. There will usually be 2 teachers speaking at each meeting. Ryan Alfred and Linda Peitz provided highlights and answered questions.

### Old business:

#### **Certified Contracts:**

Renee Holliday – High School English (one semester) – Steve presented a full-time contract for one semester for Renee Holliday. She will teach our AP Language & Comp as well as 11th and 12<sup>th</sup> grade English.

Denise Cooper – Teacher, Grades 7-12 - Her contract was increased to 75% of full time due to adding ACT Prep, Algebra and Dual Credit Statistics.

The contracts listed above were prepared according to the terms approved in the 2018-19 budget. Brad Box made a motion to approve these certified contracts, which was seconded by Amy Merschman. Motion carried.

**Non-Certified Contracts:** Steve presented the following non-certified contracts to the board:

1. Christine Berlett – Online Media Associate, English
2. Tere Gibbs – Online Media Associate, Spanish

3. Paula Bales – Lunch Program Manager
4. Cindy DiPrima – Lunch, HS (part time)
5. Diana Horsey – Lunch, Head Cook HS (full time)
6. Malissa Cain – Lunch, Head Cook Elementary (full time)

The contracts listed above were prepared according to the terms approved in the 2018-19 budget. Brad Box made a motion to approve the contracts as presented. His motion was seconded by Amy Merschman. Motion carried.

***Co-curricular Contracts:*** Steve presented the following co-curricular contracts to the board:

1. Jairo Scruggs – Volunteer Cross Country Assistant
2. John Hellige – Volunteer Cross Country Assistant
3. Mike Schneider – Volunteer Cross Country Assistant

Father Spring made a motion to approve the contracts listed above and his motion was seconded by Paul Wilkerson. Motion carried.

***New Business:***

***Committee Assignments & Approvals:***

Steve previously communicated with all board members regarding their preferences for committee assignments. He read the assignments aloud to the board. Father Spring made a motion to approve the committee assignments, and his motion was seconded by Lisa Hansen. Motion carried.

***Fundraiser – Boys Basketball:*** Steve presented a fundraiser request submitted by John Hellige to sell cookie dough via a 1-day telephone blitz. A concern was raised regarding this fundraiser potentially taking sales away from the ECC’s annual cookie dough fundraiser, which is their only fundraiser benefiting their school-aged program. Motion made by Brad Box and seconded by Lisa Hansen to table discussion on this fundraiser until more information is gathered. Paul Wilkerson felt this was not prudent due to the timeline offered on the request. Motion carried with one dissenting vote. Steve will call John Hellige to communicate.

***Dress Code 2018-19:*** Steve reported that Mr. Goetz approached him regarding feedback from parents about how the dress code is developed and enforced. Some proposed changes are:

Tops – currently, shirts are not to have a logo from brands such as UA or Nike. Proposed approving a non-HTC logo as long as it’s no bigger than 4” in diameter. Also, Mr. Goetz proposed allowing all shirts purchased at church sales or approved vendors that have the HTC logo in the approved colors or stripes.

Shoes – Proposed adding boots and sandals to the list of acceptable footwear.

Dresses – Proposed prohibiting dresses unless announced by the administration.

Some members of the board felt this should go back to a dress code committee rather than being limited to Mr. Goetz and Mr. Sheerin. A question was raised regarding the consequences faced by a student who is noncompliant with the dress code. Mr. Sheerin replied to the question. Another board member pointed out that the normal procedures for proposing policy change should be followed. Lisa Hansen moved to table this for further discussion between the school board and dress code committee. Another member suggested inviting the SIAC committee as well. Her motion was seconded by Brad Box. Motion carried with one dissenting vote.

***State of the School Meeting Date:*** Steve proposed having a State of the School meeting. He asked the board for input regarding a good time of year. Suggestions: CSW, or the time between VB and basketball seasons. Steve wanted everyone to think about this for further discussion at the next work session.

***School Board Meeting Dates in December, April and May:*** The 4th Monday conflicts with holidays during these months. Therefore, Steve asked the board for input regarding moving those meeting dates. The following dates were confirmed:

1. December – Work session and regular meeting combined the 2nd Monday
2. April – Leave it on the 4th Monday
3. May – Tuesday after Memorial Day for regular board meeting (May 28th)

***Pilot Grove Savings Bank – Insurance option:*** Steve presented PGSB’s recommendation to put all HTC monies in excess of \$250,000 into a Promontory’s Insured Cash Sweep program. The finance committee discussed this prior to the regular meeting and is in favor. This will not affect any terms of our accounts held at PGSB. Paul Wilkerson made a motion to approve this recommendation and his motion was seconded by Mike Avery. Motion carried.

**Administrative reports:**

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

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

***Elementary and Jr/Sr High School:*** Written report submitted by Michael Sheerin.

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

***Business Manager:*** Financial reports submitted by Mindy Goldie. A motion was made by Father Spring and seconded by Amy Merschman to approve the payment of the bills as presented in the Accounts Payable report. Motion carried.

**Committee reports:**

There were no committee reports.

**Organization reports:**

TAPS:

See paper copy in binder for remaining minutes. Accidentally edited for next month without saving under new name.

Respectfully submitted by Mindy Goldie.