

HOLY TRINITY CATHOLIC SCHOOLS, INC.

Board of Education Meeting

September 24, 2018

The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:03pm Monday, September 24, 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, Father DeRammelaere, Lisa Hansen, Father Hoffman, Steve Link, Loren Menke and Paul Wilkerson.

Agenda: Steve requested that the following items be added to New Business C, Co-Curricular contracts items 10 through 13: Mike Linnenbrink, Derek Wellman (volunteer), Loren Menke (volunteer) and Lisa Vincent; also add the post-prom committee fundraiser to New Business as item D.

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

Minutes: The minutes of the August 27, 2018 regular meeting and September 10, 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 Ryan Alfred, Melissa Freesmeier, Katie Scoville, Mya Lawlor, Emily Box, Claire Pothitakis, Brenda Graham, Tracy Dingman, Taylor Fernholz, Rebecca Hannum, Linda Peitz, Karen Schumaker, Brigitte Crabtree and Canda Rashid. Karen Schumaker thanked the board for recognizing the need and hiring Judi Dinwiddie. She said it has been a very positive change.

Teacher Presentations: Steve invited the teachers to stop by and talk to the board about what is happening in their classrooms.

Taylor Fernholz – Presented information to the board regarding the Chess Club, Chemistry, Chemistry 2, new religion curriculum for seniors, and use of the Acellus program (he said he is proctoring a couple of courses for a few students). He has also spent time with students taking Physics online. He felt that so far, Acellus has been a good supplement to regular classroom instruction and has been a positive experience.

Tracy Dingman - Provided information to the board regarding what is happening in kindergarten, and how her room is set up to learn as they play. She invited the board members to stop by for a visit any time.

Old business:

Policy – Job Descriptions, Business Manager and Marketing Director - First reading of change to existing policy. Steve advised the board that only the Business Manager's job description is being changed at this time because the Marketing Director's contract stipulates the item in question. Steve handed out the proposed policy changes to policy numbers 306.0 and 802.0 in the Diocesan policy book for the Board of Education. Changes were highlighted and suggestions made for discussion. Mike Avery made a motion to approve the first reading of the proposed changes, which was seconded by Lisa Hansen. Motion carried.

New Business:

Senior Class Trip and Fundraisers: Ryan Alfred and Melissa Freesmeier, along with some senior classmates did a PowerPoint presentation to the board regarding their plans for their senior class trip to NYC and Washington DC. They provided information such as: total costs, estimates for bus versus plane travel, the March 17, 2019 departure date, places of interest, fundraising plans, and the reasons they chose those destinations. There are 23 students in their class. Mike Avery made a motion to approve the senior class trip, and his motion was seconded by Paul Wilkerson. Motion carried.

Steve Link read the details regarding the following 3 fundraisers (only the first 2 are being presented for approval because the 3rd one had been approved in a prior meeting):

1. Parent Prom, expected income \$2,000 - \$4,000, date 12/1/18

2. Kickball Tournament, expected income \$2,000 - \$5,000, date 10/20/18 – concerns raised about October being such a busy month of fundraising. It was suggested that in the future, the committee might consider the possibility of holding this in a different month.
3. Doughnut sale approved previously, \$1500 expected income, September selling period, actual income should be higher.

Loren Menke made a motion to approve the Parent Prom and Kickball Tournament fundraisers as presented above. His motion was seconded by Lisa Hansen. Motion carried.

Sate of the Schools Meeting Date: January 30, 2019 - Wednesday during Catholic Schools Week. Location to be determined.

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

1. Dan Bendlage – 6th Grade Girls Basketball Coach (volunteer)
2. Tony Johnson – Varsity Girls Basketball Coach
3. Alicia McFall – Varsity Girls Basketball Assistant
4. Nikki Fraise – JV Girls Basketball Coach
5. John Hellige – Varsity Boys Basketball Coach
6. Jay Baldwin – Varsity Boys Basketball Assistant
7. Renee Holliday – AP Language & Comp
8. Taylor Beyer – AP U.S. History
9. Ryan Alfred – AP U.S. Government
10. Matt Linnenbrink – JV Boys Basketball Coach
11. Loren Menke – 5th Grade Girls Basketball Volunteer Coach
12. Derek Wellman – Boys Basketball Volunteer Assistant
13. Lisa Vincent – Cheerleading Advisor

All of the contracts listed above were prepared according to the budget approved for the 2018-19 fiscal year. Lisa Hansen made a motion to approve the basketball and cheerleading contracts listed above and her motion was seconded by Paul Wilkerson. Motion carried. Loren Menke made a motion to approve the 3 AP teacher contracts listed above and his motion was seconded by Father Hoffman. Motion carried.

Post-Prom Committee Fundraiser: Members of the Post Prom Committee addressed the board regarding the locations of the April 13, 2019 Prom and Post-Prom in West Point. They provided options for prom and post-prom event locations and asked questions about possible issues or requirements for each location. A question was raised regarding the cost of post-prom. Canda provided some information regarding use of the money and approximate total cost, which usually runs around \$3,000. They like to run a year ahead and leave around \$3,000 start-up money for the next group. They typically spend what they raise in the current year. The only post-prom fundraiser is soliciting local businesses by mailing a letter requesting donations of money or items. Mike Avery made a motion to approve the post-prom fundraiser, and his motion was seconded by Lisa Hansen. 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. Also, Michael provided information to the board regarding attendance, ethnic and gender information about our HTC students for the 2018-19 school year. There was discussion regarding the board's continued efforts to ensure that all students be accepted and offered the same opportunities for education regardless of background, origin or gender.

Marketing Director: Written report submitted by Brenda Graham. Also, Steve reminded the board about the Houghton sale to be held that weekend. Father Hoffman said the HTC students advertised for the sales on Catholic radio.

Business Manager: Financial reports submitted by Mindy Goldie. 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:

Finance & Budget Committee: Steve reported that the committee met prior to the regular board meeting and will have more to report to the full board at a later time. The committee typically meets for ½ hour before each regular board meeting. All looks good from a financial standpoint.

Technology: Loren Menke reported the members of this committee are: Loren Menke (school board member), Mr. Sheerin (CAO), Corey Hamilton (technology officer), Mrs. Peitz (elementary teacher), Kathy Steffensmeier (HS teacher), Maria Sobczak (TAPS member), Bobbi Kruse (business person) and the 2 parents are Charlie Scoville and Keith Gehling. Their first meeting was scheduled for Wednesday and at that time they intended to designate a committee head.

Marketing: Mike Avery reported that he and Brenda Graham are strategically putting together a marketing committee so they're staffed for the Blue & Silver event in the spring.

SIAC: Brenda Graham reported a tentative meeting date scheduled for October 3rd.

Rodeo Chairs Recruitment: Loren Menke reported that all chairs are set for the coming year.

Organization reports:

TAPS: Steve asked Brenda to make sure the TAPS budget is ready for board approval in October.

Athletic Board: Paul Wilkerson reported that a meeting was scheduled for that Wednesday. Steve asked him to ask the AB to have their budget ready for the school board's October meeting. Paul announced that Melissa had her 900th victory that week. He's going to talk to the AB about sending a congratulatory gift to Melissa.

Music Boosters: Mike Avery reported that their budget is finished and ready for approval. It will be presented to the school board at the October meeting.

Executive Session: Paul Wilkerson made a motion to move into executive session at 8:45pm to discuss an employment matter. His motion was seconded by Lisa Hansen. Motion carried. Father DeRammelaere offered a closing prayer.

Paul made a motion to close the executive session at 9:24pm. Loren Menke seconded his motion.

Father Hoffman made a motion to approve the item relating to the employment matter as discussed in executive session, which was seconded by Paul Wilkerson. Motion carried, with one dissenting vote.

Adjournment: Loren Menke made a motion to adjourn at 9:26pm. His motion was seconded by Paul Wilkerson. Motion carried.

Respectfully submitted by Mindy Goldie.