

HOLY TRINITY CATHOLIC SCHOOLS, INC.

Board of Education Meeting

June 24, 2019

The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:02pm Monday June 24, 2019 by President Steve Link at the HTC Jr/Sr High School in Fort Madison, IA. Father Bruce DeRammelaere led the group in an opening prayer and in remembering Abby Denning on the anniversary of her passing.

Roll call: 8 Present: Brad Box, Father Bruce DeRammelaere, Father Dennis Hoffman, Steve Link, Ray Menke, Amy Merschman, Father Joseph Phung and Paul Wilkerson. Absent: Mike Avery, Lisa Hansen, Loren Menke and Father Mark Spring

Agenda: Steve added the following items to the agenda. Under New Business VII-B (Non-Certified Contracts and Co-Curricular Contracts) items 3. Nicole Holtkamp-Business Manager, 4. Christine Berlett-TAG Teacher, 5. Sasha Rea-Scrip Coordinator. Steve removed the item C. Website enhancement contract, due to changes in that department. Steve added item E. Website coordinator/Admissions resignation of Shelley Sheerin. The amended agenda was approved on a motion made by Brad Box, second by Fr. Hoffman. Motion carried.

Minutes: The minutes of the May 28, 2019 regular meeting, as well as the addendum to the minutes regarding Bid Acceptance #8 were approved on a motion made by Paul Wilkerson 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, Josh Ragar, Brenda Graham and new board members Leah Steffensmeier (At large) and Ryan Kruse (St John's)

Josh Ragar addressed the board as the Foundation Director.

- Partners In Faith Annual Fund Drive 2019-20 goal is 100% participation from boards and committees.*
- November 1st expand to outside support from Alumni, parents and outside supporters.*
- This drive would help when non-budgeted projects come up, teacher and staff support, grow and build programs such as the arts, athletics, STEM fund and also tuition assistance.*
- Foundation funds annually a tuition assistance that goes to families who need assistance. This is about 62% of families.*

Old Business:

Elementary Project Update: John Hansen is in Atlanta and unable to attend. No bills for approval tonight.

Project is coming along great. Signs on the building look sharp. Steve stated flooring should be done the first week of July. Furniture has been put together and should be installed upstairs where the flooring is done.

Wednesday July 31st 5-8pm will be a Donor Thank you hosted by Dennis Menke and Steve Link. Boards, teachers and staff will get an invite.

Fire Marshall will be in for a final inspection before turning over the school during the week of July 15th.

Open House to the Public August 9th 3-6pm. The weekend of Sweetcorn Festival. There will be information in the Parish handouts.

First day of school is August 23, 2019 with an all school mass at 8:45am. The Bishop will bless the school after mass.

New Policy 2nd Reading- Adoption Return to Play Protocol

State mandated bill by July 1st. Under 641 Iowa Administrative Code Chapter 54. Ray Menke made a motion to approve 2nd reading and waive 3rd reading. His motion was seconded by Brad Box. Motion carries.

New Business:

2019-20 Certified Contracts- Steve presented the following contracts to the board for consideration and approval. All of the contracts were prepared according to the terms approved in the 2019-20 budget:

- 1. Jason Woodley, 7-12 Curriculum Director & Administrator*
- 2. Randy Larson, Math 7-12*
- 3. Alice Kenel 4-6 Vocal Music shared with Keokuk*
- 4. John Goetz, Modification to contract to add Dean of Discipline HS*

Fr Joseph Phung would have liked to see a strong Catholic take an administration position. Fr. Bruce thought a priest should be sitting in on interviews for Administration. Brad Box made a motion to approve all contracts, Paul Wilkerson seconded. Board voted 6 yes, 0 no and 1 abstain for Jason Woodley contract. All other contracts were approved by all.

2019-20 Non-Certified Contracts- Steve presented the following contracts to the board for consideration and approval. All contracts were prepared according to the terms approved in the 2019-20 budget:

- 1. Jeff Grossenkemper, Maintenance Director*
- 2. Jeff Knipe, Elementary Janitor/Maintenance*
- 3. Nicole Holtkamp, Business Manager*

4. Christine Berlett, TAG Teacher

Paul Wilkerson made a motion to approve the non-certified contracts presented above, Fr Hoffman seconded. Motion carried.

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

1. Sasha Rea, Scrip Coordinator

Brad Box made a motion to approve, Ray Menke seconded. Motion carried.

ECC Awarding of Bids for Remodeling and Upgrades- Steve provided board with the sheets for the bids. Total cost is inside the budgeted cost. Steve reviewed the bids and all products/ bid are for "like" products. Ray Menke moved to go into closed session, Brad Box seconded. Motion carried. Amy Merschman removed herself from closed session and the vote. Went in to closed session at 8:01pm.

Returned from closed session at 8:22pm

Ray Menke made a motion for Building Materials to do 1. Interior Doors, 2. Bathroom Partitions, 3. Ceiling tiles and ceiling materials, 5. Flooring (LVT) and 7. Exterior Doors for \$53,307.00 after \$5000 discount. Holtkamp's Floors Décor and Furniture 4. Flooring (Carpet tiles). Paul's Plumbing and Heating 6. Plumbing and fixtures. Schmitt Construction 8. Bathroom stalls installation. Dave Vrandenburg 8. Ceiling installation and interior doors installation.

Paul Wilkerson seconded the motion. Amy Merschman removed herself from the vote. Approval from all board members with Amy Merschman abstaining. Steve will call the companies tomorrow June 25, 2019 to let them know what bids they won. He will also let Stefanie Drollinger know the outcome.

Resignations:

1. Shelley Sheerin, Web Site & Admissions. Last day July 5, 2019

Ray Menke made a motion to approve the 1 resignation presented above. His motion was seconded by Amy Merschman. Motion carried.

Gym Floor: Michael sent information about the gym floor, but Steve didn't have any more information. The board decided to move this item to the work session.

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 report.

Marketing Director: Written report submitted by Brenda Graham. Host family was found for exchange student. Steve requested more information on the exit interviews for the next work session.

Business Manager: No reports or bills presented as there is no Business Manager at this time.

Committee Reports:

Buildings and Grounds:

- Ray reported there is a hole in a drain in the southeast corner of the lot. He will call Ron Cullen as he has done work on that before.
- School bus is here and running. Passed inspections and ready to go.
- Holy Trinity Bus for sale. Brenda will try to find the ad on Facebook where someone was looking to buy a bus.
- HS roof will be starting in July
- New cable going in for internet.

SIAC- Paul Wilkerson said nothing to report, but Steve would be interested in attending a meeting soon.

Foundation Board - Ray Menke says they will meet Tuesday June 25, 2019 for further discussion on Foundation improvement.

Athletic Board - Paul Wilkerson says there is a meeting Wednesday June 26, 2019 7pm for Ragbrai.

Other Business:

Father Joseph Phung addressed new members asking them to please read the bi-laws and policies.

Steve let the new board members know that he will provide additional information at the July meeting.

Father Dennis Hoffman would like his email updated to hoffmand@diodav.org.

School Board Members Leaving: Steve took time to address each one.

1. Amy Merschman- 5 years of service. Valuable board member. Thank you for your service
2. Mike Avery-6 years of service. Strong member of the board.

3. *Lisa Hansen- Multiple years (9-10 years). She will be missed. Tremendous board member*
4. *Brad Box- Over 10 years. Great mentor and leader. Vision and leadership. Stepped up when the school needed it.*

Amy addressed the board saying Thank you and she will miss everyone.

Brad said He learned a lot. He believes we are sitting good as a school. "It's about all the kids, not just yours."

Work session will be July 8th in West Point at 7:15pm.

Steve met with Tim Wondra (Ft Madison School Board President) and was reassured about the sharing agreement with Holy Trinity.

Adjournment:

Brad Box made a motion to adjourn, Amy Merschman seconded. Motion carried.

Closing Prayer:

Father Joseph Phung lead the closing prayer and meeting ended at 8:47pm

Respectfully submitted by Sasha Rea- Business Office Administrative Assistant.

HOLY TRINITY CATHOLIC SCHOOL SYSTEM

SCHOOL BOARD MEETING

CLOSED SESSION

June 24, 2019 8:01 pm

Amy Merschman removed herself from the closed session and the vote

Concerns on if they should split the job or keep it local with one business.

Building Materials- total bid for interior doors, exterior doors, LVT flooring, bathroom partitions and ceiling tiles and ceiling materials with an added \$5000 discount if awarded all areas bid = \$53,307.00

- *Exterior Doors (2 sets) price does not include installation and is \$3000 more than Burlington Glass*
- *They contract out the labor (probably about \$5000 in labor)*
- *Concern on the flooring offered by Building Materials*
- *Local company that supports the school*

Burlington Glass-only bid on exterior doors.

- *Includes labor in pricing.*

Concerns were expressed about Building Materials being able to second bid the project.

Fr Hoffman wondered if Schmitt Construction could install the doors at a lower price.

Board looked at breaking up the bids and parting out the project. Option was to take all the low bids. In the end this may end up costing more since there wouldn't be a discount.

Ray Menke said Building Materials does a lot for HTC and we don't want to burn any bridges.

Brad made a motion to move from closed session, Ray Menke seconded it. Motion carried.

Closed session ended at 8:22pm

Respectfully submitted by Sasha Rea- Business Office Administrative Assistant.