**HOLY TRINITY CATHOLIC SCHOOLS, INC.**

**Board of Education Meeting**

**August 24, 2020**

*The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:02pm Monday, August 24, 2020 by President Loren Menke at the elementary building. Father Dan Dorau led the group in an opening prayer.*

***Roll Call:*** Present: Father Dan Dorau, Ryan Kruse, Kim Menke, Loren Menke, Leah Steffensmeier, Paul Wilkerson, Chad Ward. Absent: Brian Graham, Fr. Dennis Hoffman, Fr. Joseph Phung

***Approval of Agenda:*** A motion was made to amend the agenda by old business: adding Dennis Menke to speak in regards to elementary bills. Adding under committee reports: Brian Foecke to speak regarding the Foundation and Jay Henrich speaking regarding rodeo. A motion was made by Leah Steffensmeier to approve the amended agenda, seconded by Kim Menke. Motion carries unanimous.

***Minutes:*** A motion was made by Ryan Kruse to approve the minutes from the July 27, 2020 regular meeting, August 3, 2020 special meeting, and August 13, 2020, seconded by Chad Ward. Motion carried unanimous.

***Welcome Guests/ Comments from Audience:*** Loren welcomed the guests, including Dennis Menke, Stefanie Drollinger, Jay Henrich, Brian Foecke, Scott Moeller, Karen Moeller, Linda Peitz, Brenda Graham, Karen Schumaker, and Angie Holland. There were no comments from the audience.

***Old Business:***

1. **Elementary Bills:** Nicole Holtkamp presented the elementary bills. Dennis Menke answered questions from the board. A motion was made by Leah Steffensmeier, seconded by Fr. Dan Dorau. Motion carried unanimous.

***New Business:***

1. **Amended Budget for 2020-21:** A motion was made by Paul Wilkerson to approve the amended budget, seconded by Leah Steffensmeier. Motion carried unanimous.
2. **Committee Assignments:** Loren Menke assigned board members to the different committees.

A motion was made by Ryan Kruse to approve the committee assignments as presented, seconded by Fr. Dan Dorau. Motion carried unanimous.

1. **Contracts:**
2. Nick Betherum-Kitchen Elementary Part time
3. Amber McWhortor-Kitchen High School Part Time
4. Megan Rempe – Teacher Associate

A motion was made by Leah Steffensmeier, to approve the contracts as presented, seconded by Kim Menke. Motion carries unanimous.

1. **Health Plan for Activities-** Mr. Sheerin sent the plan that Central Lee adopted and how they will run their activities for athletics. Mr. Sheerin, Mr. Huebner, Mr. Goetz, Judi, a teacher from elementary and high school will meet to come up with a plan for activities. The first home game is after rodeo, will have a plan. Some have had each player have 4 tickets to the games, some places have 50% capacity, some have required masks and some have no required masks. Hopefully will have a plan in place by end of week or next, then will present it to the board.
2. **Dane Team Fundraiser- Sponsorship Fundraiser**- Loren read the letter from the dance team for asking for sponsors for new uniforms and poms for the upcoming 2020-2021 season. The donator will appear on a recognition banner.

A motion was made by Leah Steffensmeier, to approve the dance team fundraiser request, seconded by Paul Wilkerson. Motion carried unanimous.

***Administration Reports:***

1. ***Early Childhood Center-*** written report submitted. Stefanie stated it has been a busy week preparing for the start of the school year and they are excited to see everyone. Ft. Madison Preschool, and all prekindergarten will start on September 1st, while West Point preschool will start on September 2nd. She is gearing up for parent meetings later this week.
2. ***Elementary and Junior/Senior High School – Mr. Sheerin & Mr. Huebner–* Mr. Huebner -**submitted written report. Staff meets after school daily to reassess and they set short- and long-term goals aligned to curriculum. Temp check protocol is in place and has been very smooth and efficient. 7th grade orientation was well attended. **Mr. Sheerin-**submitted written report. There is still a vacancy in 4th grade, there is a candidate who is currently student teaching. Mrs. Otte is working with the FMCSD with resource students. Unpack your backpack night was very successful. Mr. Schierbrock, Mr. Beyer, and staff put together a welcome back video for the students that was shared on social media.
3. ***Marketing Director- Brenda Graham-*** written report submitted. Brenda stated things are off to a great start. During the summer she has made contact with 39 families. Some of the students that have transferred in were due to academically challenging. Will have an official number later in the week.
4. ***Business Manager-*** Nicole Holtkamp Business Manager presented the account payable and income report for August 2020. A motion made by Fr. Dan Dorau to approve the August accounts payable and financial report, seconded by Chad Ward. Motion carried unanimous.

***Committee Reports: Loren assigned committee members for the 2020-2021 school year.***

***A. Standing Committees***

*i. Finance and Budget: Loren Menke, Paul Wilkerson, Ryan Kruse, Chad Ward-nothing to report*

*ii. Buildings and Grounds- High School – Ryan Kruse-nothing to report*

*iii. Policy – Father Joseph Phung, Paul Wilkerson, Brian Graham* -nothing to report

*iv. Technology – Loren Menke and Father Dan Dorau* – nothing to report

*v. Marketing- Kim Menke, Fr. Dennis Hoffman –*nothing to report

*vi. Curriculum- Paul Wilkerson, Loren Menke*- nothing to report

*vii. Health / Wellness / Safety- Leah Steffensmeier and chad Ward-* nothing

*viii. Catholic Identity- Father Dan Dorau, Father Dennis Hoffman, Father Joseph Phung, Leah Steffensmeier –*nothing

1. ***Ad Hoc Committees***
2. ***SIAC-*** *Paul Wilkerson, Loren Menke-* no updates

***ii. HR Committee-****Brian Graham-*

1. ***Organizations-*** 
   * 1. *Foundation Board- Chad Ward- Brian Foecke gave an update that they moved the foundation office to the old school building. Josh applied for a grant and it was accepted for the smart boards.*
     2. *TAPS- Kim Menke* –still planning on possibly selling poinsettias
     3. *Athletic Board- Paul Wilkerson*- Golf tournament was a success
     4. *Music Boosters- Loren Menke*- nothing to report
     5. *Rodeo- Loren Menke-*meeting July 28th Jay gave an update on rodeo that they are struggling to fill volunteers for the shifts. Rodeo is still moving forward to the event. Plexi glass will be placed around the concessions to protect volunteers against the public. There will be face shields and masks for volunteers and will have own bathroom for the workers and fencing around the area. Loren thanked Ben, Jay, and Alvin leading the concession rodeo during this trying and difficult time.

**Adjournment:** A motion was made by Chad Ward to adjourn the meeting at 8:22 p.m. seconded by Kim Menke. Motion carried unanimous.

**Closing Prayer-** Fr. Dan Dorau led the closing prayer

Respectfully submitted by Nicole Holtkamp Business Manager