

HOLY TRINITY CATHOLIC SCHOOLS, INC.
Board of Education Meeting
January 25, 2021

The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:01 pm Monday, January 25, 2021 by President Loren Menke at elementary cafeteria and on zoom. Father Dan Dorau led the group in an opening prayer.

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

Approval of Agenda: Loren wanted to add new business item H- School Calendar change and item I – Pizza Fundraiser – TAPS

A motion was made by Ryan Kruse to approve the amended agenda, seconded by Dan Steffensmeier. Motion carried unanimous.

Minutes: A motion was made by Leah Steffensmeier to approve the minutes from the December 28 2020 Regular Board meeting, seconded by Kim Menke. Motion carried unanimous.

Welcome Guests/ Comments from Audience: Loren welcomed the guests, including Linda Peitz, Brenda Graham, Stefanie Drollinger, Maria Sobzack, and Angela Holland. There were no comments.

Loren read a thank you from Karen Schumaker to the board for the Christmas Bonus.

Loren read the resignation from Rita Holtkamp-volunteer to the board. Loren thanked her on behalf of the school board for being a tremendous volunteer for Holy Trinity.

Old Business:

- A. Elementary Bills Approval of paying off line of credit:** A motion was made by Paul Wilkerson to pay off the line of credit from the general fund and the elementary project will repay the general in the next school year, seconded by Dan Steffensmeier Motion carried unanimous.

New Business:

- A. Resignation – Jessica Peitz Preschool Associate at ECC Fort Madison-** Loren read Jessica’s resignation letter.

A motion was made by Kim Menke to approve Jessica Peitz’s resignation letter, seconded by Chad Ward. Motion carried unanimous.

B. Contracts:

1. Lisa Harmon- Preschool Associate at ECC Fort Madison- This is to replace Jessica Peitz’s position. **A motion was made by Ryan Kruse to approve Lisa Harmon’s Preschool Associate contract, seconded by Kim Menke. Motion carried unanimous.**

2. Shawn Hopper- 8th Grade Boys Basketball

3. Mike Rung- 7th Grade Boys Basketball

A motion was made by Dan Steffensmeier to approve Shawn Hopper’s and Mike Rung’s junior high boys’ basketball contracts, seconded by Ryan Kruse. Motion carried unanimous.

4. Sara Mueller- Speech Co-Curricular- A motion was made by Paul Wilkerson to approve Sara Mueller’s Speech Co-Curricular contract, seconded by Dan Steffensmeier.

- C. QRS Report for ECC Approval-** The reports were in the board packets; it is an improvement plan for goals over the next two years and needs approved by the board. Received \$1200.00 for improvement of facilities. **A motion was made by Chad Ward to approve the QRS report, seconded by Leah Steffensmeier. Motion carried unanimous.**

- D. Mr. Huebner CAO/JH/HS Principal – 2021-2022- A motion was made by Ryan Kruse to modify Mr. Huebner’s current contract to end on June 30, 2021 and to issue a revised contract for the 2021-2022 school year on July 1st, seconded by Dan Steffensmeier. Motion carried unanimous.**
- E. Post Prom Fundraiser- Maria Sobczak-** Maria was asking if the post prom committee can send out letters to local businesses for prizes. **A motion was made by Brian Graham to approve the post prom letter fundraiser, seconded by Kim Menke. Motion carried unanimous.**
- F. Prom and Post Prom at Fun City- Maria Sobczak-** The Diocese doesn’t want the school to use their facilities this year. Last year’s post prom was supposed to be held at Fun City. They are allowing the school to use the Track’s room behind the arcade, this will be monitored by parents and all keys will be taken from the students. They will have an area for promenade, which will be around the time of 7:00 to 7:30 and prom possibly from 8:00-11:00. Post prom has usually gone until 1:30am, but that may be scaled back this year. Masks and sanitizing stations will be available and accessible. Chaperones will be set up around to monitor the doors at tracks and outside the bathrooms, only a certain number of students will be allowed to leave at a time. Parents will need to sign off and if parents weren’t comfortable with students driving, they would have to come get them. Post prom access will be to the arcade and bowling alley, along with pizza buffet. Maria is going to check with Burlington police on curfew for the students driving home after prom and will email Loren what she finds out from them.
A motion was made by Brian Graham to approve Prom and Post Prom at Fun City, seconded by Kim Menke. Motion carried unanimous.
- G. Soccer Agreement with Ft Madison Boys-** So far 9 boys are interested in boys’ soccer from Holy Trinity. Since no school Mr. Goetz didn’t have a number yet for the girls. **A motion was made by Dan Steffensmeier to approve the boys’ soccer agreement with Fort Madison, seconded by Ryan Kruse. Motion carried unanimous.**
- H. Friday Calendar-** Mr. Huebner wants to make up a snow day on Friday January 29th since it was scheduled originally as a professional development day. The last two days have been snow days. Since Ft Madison will still be in session the busses will still be running. They decided to have Monday and Tuesday as snow days instead of online learning. Most of staff is on board to make up this snow day on the 29th. **A motion was made by Dan Steffensmeier to approve the snow make up day on Friday January 29, 2021, seconded by Chad Ward. 7 voted yes: Fr. Dan Dorau, Brian Graham, Ryan Kruse, Kim Menke, Dan Steffensmeier, Chad Ward, and Paul Wilkerson. 1 voted no- Leah Steffensmeier.**
- I. Pizza Fundraiser- TAPS:** With COVID19 TAPS hasn’t been able to hold some of their annual fundraisers such as the bunny hop and carnival last year. This year they are talking about doing a virtual bunny hop, but not sure on the carnival. They are thinking of doing a pizza fundraiser through Paul Revere’s and TAPS gets 40% of what is sold. Artic Glacier said they would lend a reefer to store the pizzas for pick up. They are thinking of doing 4 different kinds of pizzas and maybe another option. The senior class is not doing a pizza fundraiser. They are wanting to send out order forms in middle of April with pickup and delivery in early May. **A motion was made by Leah Steffensmeier to approve the pizza fundraiser, seconded by Fr. Dan. Motion carried unanimous.**

Administration Reports:

- A. Early Childhood Center-** written report submitted. Stefanie stated they started registration on January 18th. West Point Pre-K has 8, Preschool -8, Fort Madison 3-year old – 8, 4-year-old- 13, pre-K 6. Planning on open houses under COVID guidelines allowing time slots. Nicole and Stefanie will have a webinar on Wednesday about a grant released by the state.
- B. Elementary and Junior/Senior High School – Mr. Huebner-** written report submitted- Elementary- the end of the 2nd quarter was the 14th. Staff will be administering mid-year testing through renaissance to monitor student growth throughout the year. Students participated in homecoming dress up. Many online students are planning to return to in person after the holiday. Training for SEL program called Character strong will take place on Feb 1st. Catholic Schools week will take place first week of February. The elementary has 5 students and 1 teacher out due to COVID exposure. Due to mask policy, we do not have to quarantine any major groups of students. High School- semester tests took place on the 11th-14th, the

second semester began on Friday the 15th. Homecoming week went great, HS currently has 0 students or staff out due to COVID. The majority of online students have returned to face-to-face learning.

- C. Marketing Director- Brenda Graham-** written report submitted. Craig covered Catholic Schools Week. Daily Democrat and Pen City Current are promoting Catholic Schools Week. Kindergarten received a new student. Sent out Blue & Silver donation requests to fund the raffle. Kindergarten information will be going out. A family survey was sent out in early January to get an idea of numbers of families who will return for the 2021-2022 school year.
- D. Business Manager- Nicole Holtkamp-** Nicole presented the bills for general and activity accounts for January along with the financial statements. A motion was made by Dan Steffensmeier to approve the January bills and financial statements, seconded by Ryan Kruse. Motion carried unanimous.

Committee Reports:

A. Standing Committees

- i. Finance and Budget: Loren Menke, Paul Wilkerson, Ryan Kruse, Chad Ward-completed budget and will present in work session*
- ii. Buildings and Grounds- High School – Ryan Kruse-west ramp at elementary by gym is leaking, it wasn't replaced with the new roof. Won't be able to look at it until ice and snow melts.*
- iii. Policy – Father Joseph Phung, Paul Wilkerson, Brian Graham -nothing to report*
- iv. Technology – Loren Menke and Father Dan Dorau – won't meet until end of school year*
- v. Marketing- Kim Menke, Fr. Dennis Hoffman –nothing to report*
- vi. Curriculum- Paul Wilkerson, Loren Menke, and Dan Steffensmeier- noting to report*
- vii. Health / Wellness / Safety- Leah Steffensmeier and chad Ward- nothing to report*
- viii. Catholic Identity- Father Dan Dorau, Father Dennis Hoffman, Father Joseph Phung, Leah Steffensmeier –nothing to report*
- ix. Family Accounts Board-Loren Menke and Paul Wilkerson- nothing to report*

Ad Hoc Committees

- i. SIAC-** Paul Wilkerson, Loren Menke, and Dan Steffensmeier- met Jan 20th, Jane Gram is chairperson. Looking at major education needs: JH Spanish, dual credit, student learning goals. Next meeting March 10th.
- ii. HR Committee-**Brian Graham: principal search. Has interviewed one person on site, and have two more scheduled for Feb 2nd and Feb 4th. Brian Graham recognized the search committee: Loren Menke, Paul Wilkerson, Craig Huebner, Fr. Dan, Linda Peitz, Paula Sholl, Judi Dinwiddie, Brenda Graham, Nicole Holtkamp, Taylor Beyer, Jull Stull, and John Goetz. Loren thanked Brian for organizing the interview and will update in the future.

Organizations-

- i. Foundation Board-** Chad Ward- will meet Feb 3rd
- ii. TAPS-** Kim Menke –nothing
- iii. Athletic Board-** Paul Wilkerson- cake auction made over \$13,000 with 7,000.00 going to ALS in memory of Bob Mehmert.
- iv. Music Boosters-** Loren Menke- no pies on parade this year, hoping to have spring concerts.
- v. Rodeo-** Loren Menke- nothing

Adjournment: A motion was made at 8:26 pm by Kim Menke to adjourn the meeting, seconded by Ryan Kruse. Motion carried unanimous.

Closing Prayer: Fr. Dan

Respectfully submitted by Nicole Holtkamp Business Manager