

HOLY TRINITY CATHOLIC SCHOOLS, INC.
Board of Education Meeting
November 28, 2022

The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:09 pm Monday, November 28, 2022, by President Ryan Kruse at the Holy Trinity Elementary Cafeteria. Father Dan Dorau led the group in an opening prayer.

Roll Call: Present: Fr. Dan Dorau, Ryan Kruse, Alan Menke, Kim Menke, Zach Pieper, Stephanie Schinstock, Fr. Stack, Dan Steffensmeier, and Chad Ward. Absent: Amanda Older and Fr. Joseph Phung

Approval of Agenda: There were no additions to the agenda.

Fr. Dan Dorau made a motion to approve the agenda as presented, seconded by Stephanie Schinstock. Motion carried unanimously.

Minutes: Chad Ward made a motion to approve the minutes from October 24, 2022, meeting, seconded by Kim Menke. Motion carried unanimously.

Welcome Guests/ Comments from Audience: Ryan welcomed guests including Linda Peitz and Karen Schumaker.

No Comments from Guests.

New Business:

A. Fundraiser Request: History Club

1. Charleston Chicken Dinner- December 4th

Zach Pieper made a motion to approve the History Club's Charleston Chicken Dinner Fundraiser on December 4th, seconded by Fr. Dan Dorau. Motion carried unanimously.

2. Raffle at First Home Basketball Game

Stephanie Schinstock made a motion to approve the History Club's Raffle at First Home Basketball Game, seconded by Kim Menke. Motion carried unanimously.

B. Resignation: Lisa Harmon- Preschool Associate Fort Madison- Ryan read Lisa's resignation letter to the board.

Fr. Dan Dorau made a motion to approve Lisa Harmon's resignation, seconded by Zach Pieper. Motion carried unanimously.

C. Co-Curricular Contract:

1. Jerry Jerome- Volunteer Boys Basketball Coach

Chad Ward made a motion to approve Jerry Jerome's Volunteer Boys Basketball Contract, seconded by Dan Steffensmeier. Motion carried unanimously.

D. December Board Meeting:

1. Monday December 19th 7:00 pm at the Holy Trinity Elementary Cafeteria- Deciding to move the board meeting up a week, due to Christmas.

Alan Menke made a motion to approve the change of the December Board Meeting, seconded by Dan Steffensmeier. Motion carried unanimously.

Administrative Reports:

- A. *Early Childhood Center-*** written report submitted. Butter braid and Spirit Wear fundraisers were a success. Ft. Madison and West Point have had their annual haring screenings. FM ECC Christmas concert is December 14th at 10 am at Sacred Heart Church. Both centers have posted their Christmas hours for parents to sign up their child/children for care over Christmas Break. Collecting food for the Fort Madison Food bank at both locations.
- B. *Elementary and Junior/ Senior High School- Craig Huebner CAO- Elementary-***written report submitted. The leadership team is still meeting weekly to plan PD and keep the building running smoothly and supporting each other. PBIS Crusader of the month took place on Oct 26th. Nov 9th was the annual Veteran’s Day celebration with an all-school mass and fantastic assembly following with the band, choir, dance team, and elementary students honoring Veteran’s. We had over 100 attend along with students. The annual turkey trot took place at the elementary on November 22nd. ***Jr./Sr. High School-*** written report. HS held a Halloween assembly. Nov 10th a few students went to the food pantry to help with deliveries. Blood drive took place on Nov 11th. On Nov 14th the Culinary Club used the kitchen to bake cookies for the NHS ceremony and started planning for Christmas tin sales. Nov 15th many of the science fair students took a trip to Rathburn Water to enhance some of the projects they are working on. Participated in the vulnerability study on the 16th and 22nd.
- C. *Marketing Director- Judi Dinwiddie-*** written report submitted. Christmas Festival will be help December 20th and is geared towards brining in younger families. Creating Christmas message from HTC to our families for social media. Created call to action ads for STO collection, worked with Sasha Rea on developing a social media plan for donation requests. NIE Tab for content due 11/28.
- D. *Admissions- Sasha Rea-*** written report submitted. STO fundraising deadline is 11/30. Blue and Silver will be March 25, 2023, at McAleer Hall in Fort Madison.
- E. *Business Manager- Nicole Holtkamp-*** *Nicole presented the bills for general and activity accounts for November along with the financial statements. Chad Ward made a motion to approve the November bills and financial statements, seconded by Kim Menke. Motion carried unanimously.*

Committee Reports:

A. Standing Committees

- i. *Finance and Budget: Ryan Kruse, Dan Steffensmeier, Chad Ward, Zach Pieper-*** meeting December 8th.
- ii. *Buildings and Grounds- Ryan Kruse– Rust fixed at Elementary, meeting with Invision on 12/1 at 3:00 pm***
- iii. *Policy – Kim Menke, Fr. Joseph Phung, Alan Menke-***nothing to report
- iv. *Technology – Fr. Dan Dorau and Amanda Older –*** nothing to report
- v. *Marketing- Kim Menke, Zach Pieper, Chad Ward –***nothing to report
- vi. *Curriculum- Dan Steffensmeier, Zach Pieper, Stephanie Schinstock-*** nothing to report
- vii. *Health / Wellness / Safety- Amanda Older-*** nothing to report
- viii. *Catholic Identity- Father Dan Dorau, Father Joseph Phung, Father John Stack, and Stephanie Schinstock–***submitted minutes from last meeting.
- ix. *Family Accounts Board-Ryan Kruse and Dan Steffensmeier-*** nothing to report
- x. *SIAC- Dan Steffensmeier and Alan Menke-***meeting 11/30

B. Organizations-

- i. *Foundation Board- Chad Ward-***meeting 12/1
- ii. *TAPS-Kim Menke- Poinsettias delivered on 12/2***

- iii. Athletic Board- Ryan Kruse- talking about getting a weight room in Fort Madison, winter sports have started, and fundraiser in January.*
- iv. Music Boosters Alan Menke-Meat/Cheese fundraiser delivered Thursday 12/1*
- v. Rodeo – Chad Ward- nothing to report*

Adjournment: Chad Ward made a motion to adjourn the meeting at 7:41 p.m. seconded by Stephanie Schinstock. Motion carried unanimously.

Closing Prayer Fr. John Stack

Respectfully submitted by Nicole Holtkamp Business Manager