

# HOLY TRINITY CATHOLIC SCHOOLS, INC.

## Board of Education Meeting

November 23, 2020

*The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:02 pm Monday, November 23, 2020 by President Loren Menke at elementary cafeteria and on zoom. Father Dennis Hoffman led the group in an opening prayer.*

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

**Approval of Agenda:** A motion was made by Fr. Hoffman to approve the agenda, seconded by Fr Dan Dorau Motion carried unanimous.

**Minutes:** A motion was made by Ryan Kruse to approve the October 26, 2020 regular meeting minutes and the November 9, 2020 special meeting minutes, seconded by Brian Graham. Motion carried unanimous.

**Welcome Guests/ Comments from Audience:** Loren welcomed the guests, including Stefanie Drollinger, Karen Becker, Linda Peitz, Karen Schumaker, Brenda Graham, and Angela Holland.

There were no comments from the guests.

### Old Business:

- A. **Elementary Bills:** Nicole Holtkamp business manager presented the elementary bills. A motion was made by Brian Graham to approve the payment of the elementary bills, seconded by Fr. Dan Dorau. Motion carried unanimous.

### New Business:

- A. **Old School Buses:** Loren told the board that Alec Mehmert is interested in buying the two school buses that are not being used. He offered \$2,500.00 for both. They can't be certified or used by the school.

A motion was made by Fr. Dan Dorau to approve the sale of bus numbers 98-1 and 00-2, seconded by Fr. Dennis Hoffman. Motion carried unanimous.

- B. **Amber McWhortor- Part Time janitor elementary-** A motion was made by Kim Menke to approve Amber McWhortor's part time janitor contract, seconded by Ryan Kruse. Motion carried unanimous.
- C. **Board Appointment for Iowa Education Benefits Program- Nicole Holtkamp:** Nicole Holtkamp will replace Mr. Sheerin on the IEBP board. A motion was made by Chad Ward to appoint Nicole Holtkamp as Holy Trinity representative on the IEBP board, seconded by Kim Menke. Motion carried unanimous.
- D. **ECC Proposal – Stefanie Drollinger:** Stefanie Drollinger presented her proposal to increase the instructional hours for three and four-year-old preschool. The extension of the hours would allow for more child-led learning, exploration and would give children ages 3-5 the opportunity to have more deeper, more meaningful learning experiences. At the West Point location currently three- and four-year olds are combined. The three-year olds currently receive 6 hours/ week and the four-year olds receive 9 hours/week. The new program in West Point would be three-year-old preschool would run Monday-Thursday from 8:15-11:15 for a total instruction time of 12 hours per week. The four-year olds would run Monday-Friday from 8:15-11:15 for a total instruction time of 15 hours/week. For West Point Stefanie would like to keep the 3-day option for the three-year olds. At the Fort Madison location, the three-year-old program would run Monday-Friday from 8:30-11:00 am for a total instruction time of 12.5 hours. Currently the three-year olds receive 5 hours/week. The four-year-old preschool would run Monday-Friday from 12:15-3:15 for a total instruction time of 15 hours/week. Right now, they have 9 hours /week. Stefanie also noted that the

preschool teachers are wanting to extend the program and add more hours. Mr. Huebner and Stefanie talked and said by this addition it will help the ECC standing out from other programs. This will also help the students to start a better foundation for Prekindergarten and kindergarten. The extension will take place in fall of 2021.

**A motion was made by Kim Menke to approve the extension of the preschool program, seconded by Brian Graham. Motion carried unanimous.**

#### ***Administration Reports:***

- A. *Early Childhood Center-*** written report submitted. Stefanie told the board that the ECC received best of Southeast Iowa Fort Madison: first place in daycare and preschool. Also, preschool received the best of Southeast Iowa Overall in daycare. This is the second year in a row that the ECC received this honor.
- B. *Elementary and Junior/Senior High School – Mr. Huebner-*** At the elementary things have gone well in the transition and the students and staff have adapted well. Since Ft. Madison has gone online the elementary students have still managed to make it to school. One teacher is out for a possible exposure and three students are out for possible exposure. Tuesday November 24<sup>th</sup> is the Turkey trot for the elementary. Mr. Huebner has been looking into SEL and part of it can be funded through the title 4 funds. On December 1<sup>st</sup> the elementary will be getting two new students. Blinds will be installed on November 25<sup>th</sup>. **7<sup>th</sup>-12<sup>th</sup>**- For Halloween they held their first assembly where the students broke out in small groups and made their own costumes, they also recognized all state band and choir and sent the state cross country qualifier. Culinary club made flat bread pizzas at Elliott test kitchen. Senior class sold Krispy Kreme donuts for a fundraiser for their class trip. The high school currently has one teacher who tested positive for COVID and one student out due to exposure. Some families elected to do the online for the two weeks that Ft Madison is going online.  
Loren thanked Mr. Huebner for filling in as the K-6<sup>th</sup> principal and also thanked the administration, teachers, staffs, and parents for all their hard work to keep face to face learning.
- C. *Marketing Director- Brenda Graham-*** written report submitted. Brenda will be focusing on the STO funding. It's not going as well as she hoped and will focus on that by making phone calls. She asked the board if they know of anyone who may want to donate to let her know. Loren told Brenda that he will be in touch regarding STO. Social media has increased and she is posting the I am thankful videos which has reached around 7,000. Ryan Kruse asked about the recruiting and she will have more radio adds in January. In K-6<sup>th</sup> some of the classrooms don't have much room for growth with the social distancing, but focusing on the 7<sup>th</sup>-12<sup>th</sup>.
- D. *Business Manager- Nicole Holtkamp-*** Nicole presented the bills for general and activity accounts for November along with the financial statements. A motion was made by Fr. Dan Dorau to approve the November bills and financial statements, seconded by Brian Graham. 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-will meet in December and goal to approve budget in February meeting.*
- 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 – met in November and plan to present at December meeting.*
- v. Marketing- Kim Menke, Fr. Dennis Hoffman –plan to meet next week*
- vi. Curriculum- Paul Wilkerson, Loren Menke- nothing to report*
- vii. Health / Wellness / Safety- Leah Steffensmeier and chad Ward- will get notes circulated and get with Mr. Huebner.*

- viii. *Catholic Identity- Father Dan Dorau, Father Dennis Hoffman, Father Joseph Phung, Leah Steffensmeier* –hoping to meet before end of year
- ix. *Family Accounts Board-Loren Menke and Paul Wilkerson- nothing*

***Ad Hoc Committees***

- i. *SIAC- Paul Wilkerson, Loren Menke- no updates*
- ii. *HR Committee-Brian Graham- candidate sourcing under way, networking, phone interviews hopefully in early December.*

**A. *Organizations-***

- i. *Foundation Board- Chad Ward- noting*
- ii. *TAPS- Kim Menke –nothing*
- iii. *Athletic Board- Paul Wilkerson- nothing*
- iv. *Music Boosters- Loren Menke- wrapped up fruit, meat and cheese fundraiser*
- v. *Rodeo- Loren Menke- nothing*

**Adjournment: A motion was made at 8:13 pm by Fr Hoffman to adjourn the meeting, seconded by Ryan Kruse. Motion carried unanimous.**

**Closing Prayer- Fr. Dan Dorau**

Respectfully submitted by Nicole Holtkamp Business Manager