

HOLY TRINITY CATHOLIC SCHOOLS, INC.
Board of Education Meeting
December 19, 2022

The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:01 pm Monday, December 19, 2022, by President Ryan Kruse at the Holy Trinity Elementary Cafeteria. Father Joseph Phung led the group in an opening prayer.

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

Approval of Agenda: Ryan wanted to remove Item A from New Business: Christmas Chicken Dinner April 2nd.

Dan Steffensmeier made a motion to approve the amended agenda, seconded by Stephanie Schinstock. Motion carried unanimously.

Minutes: Chad Ward made a motion to approve the minutes from November 28, 2022, meeting, seconded by Zach Pieper. Motion carried unanimously.

Welcome Guests/ Comments from Audience: Ryan welcomed guests including Linda Peitz and Savannah Strunk.

No Comments from Guests.

New Business:

A. Fundraiser Request: Post Prom

1. Charleston Chicken Dinner- April 2nd This was removed from the agenda.

B. Non-Certified Contract: Raven Harriott – Preschool Associate Fort Madison: Savannah said Raven has been working at the ECC since 2018 and have held numerous roles and believes she will be the perfect fit.

Zach Pieper made a motion to approve the Non-Certified Contract- Raven Harriott- Preschool Associate, seconded by Dan Steffensmeier. Motion carried unanimously.

C. 2022-2023 Calendar Change-

Kim Menke approved the 2022-2023 Calendar change of making January 16th a no school day due to Martin Luther King Jr Day, seconded by Amanda Older. Motion carried unanimously.

Administrative Reports:

A. *Early Childhood Center-* written report submitted. Savannah said we are next on Mohrfeld's schedule to get the door installed and hopefully will be done during Christmas break. Christmas concerts were completed tonight for the ECC's. During Christmas break the West Point kids will come down to Fort Madison.

B. *Elementary and Junior/ Senior High School- Craig Huebner CAO- Elementary-*written report submitted. November 30th PBIS assembly took place. Met with Allison Park on December 1st to discuss about bringing local artists in to work with the elementary students. December 6th completed the 2nd fire drill. The elementary students participated in many dress-up days to get ready for Christmas break. December 14th was Advent Service and Penance along with the Elementary concert. The upper elementary changes and newly defined role for Elizabeth Scheetz have been a success so far. December 22nd-January 2nd will be Christmas break. ***Jr./Sr. High School-*** written report. November 30th the first SIAC meeting

was held and looking at past goals and brainstorming for future goals for the system. December 2nd the seniors had their CPR training meeting on of their requirements as they finish their last year at HTC. The Frassatti group has begun their praying of the rosary in the chapel for Advent. The culinary club's Christmas tin sales were a huge success. December 8th we celebrated the Immaculate Conception of Mary with a morning mass. December 15th Mr. Huebner participated in a required webinar with the state for school safety. 7-12 Band and choir concert will take place on the 18th at 3:00 pm. Annual Christmas celebrations will be held December 21st.

- C. Marketing Director- Judi Dinwiddie-** written report submitted. Christmas Festival will be help December 20th and is geared towards bringing in younger families. As of 12/16 86 families responded to the Facebook event. Creating Christmas message from HTC to our families for social media and website. Alumni reception will be help during Homecoming games at HTC Jr/Sr High. All classes have been invited to attend. NIE tab content for Daily Democrat due 12/30. Working on PowerSchool data migration.
- D. Admissions- Sasha Rea-** written report submitted. STO goal was met. Blue and Silver will be held on March 25, 2023, at McAleer Hall in Fort Madison.
- E. Business Manager- Nicole Holtkamp-** Nicole presented the bills for general and activity accounts for December along with the financial statements. Dan Steffensmeier made a motion to approve the December 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- met December 8th and will meet again in January.

ii. Buildings and Grounds- Ryan Kruse- nothing

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—nothing to report.

ix. Family Accounts Board-Ryan Kruse and Dan Steffensmeier- nothing to report

x. SIAC- Dan Steffensmeier and Alan Menke-met and followed last years agenda.

B. Organizations-

i. Foundation Board- Chad Ward-met a few weeks ago and put an ad in the church bulletins for a Developmental Director.

ii. TAPS-Kim Menke- Poinsettia sales were up from last year, mailed Christmas cards to teachers/staff.

iii. Athletic Board- Ryan Kruse- talking about locker renovations at the high school, Cake Auction will be held on January 14th, 2023.

iv. Music Boosters Alan Menke-Meat / Cheese/ Fruit fundraiser came in on 12/1.

v. Rodeo – Chad Ward- nothing to report

Next meeting will be held January 23, 2023, in the Spark Room at the Jr./Sr. High School

Adjournment: Dan Steffensmeier made a motion to adjourn the meeting at 7:21 p.m. seconded by Fr. Joseph Phung. Motion carried unanimously.

Closing Prayer Fr. John Stack

Respectfully submitted by Nicole Holtkamp Business Manager

