

HOLY TRINITY CATHOLIC SCHOOLS, INC.
Board of Education Meeting
December 20, 2021

The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:01 pm Monday, December 20, 2021 by President Loren Menke at the Holy Trinity High School Spark Room. Father Dan Dorau led the group in an opening prayer.

Loren welcomed Amanda Older as the new board member from Holy Family Parish.

Roll Call: Present: Fr. Dan Dorau, Fr. Dennis Hoffman, Ryan Kruse, Kim Menke, Loren Menke, Amanda Older, Zach Pieper, Dan Steffensmeier, Leah Steffensmeier, Chad Ward. Absent: Fr. Joseph Phung

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

A motion was made by Chad Ward to approve the agenda as presented, seconded by Ryan Kruse. Motion carried unanimous.

Loren reminded the next meeting will be January 24th, 2022 at the elementary school cafeteria at 7:00 pm. Work session will be at 6:00 pm.

Minutes: A motion was made by Dan Steffensmeier to approve the minutes from November 22, 2021, seconded by Fr. Dan Dorau motion carried unanimous.

Welcome Guests/ Comments from Audience: Loren welcomed the guests, including Linda Peitz, Rebecca Hannum, Savannah Strunk, Megan Rempe, Hannah Kieler, Justin Pieper, Melissa Pieper, Maria Sobczak, Dustin Andrews, Alan Menke, and Jessica Menke.

Justin Pieper thanked the board for letting them talk about BOB in the work session.

There were no other comments.

New Business:

A. Tech Committee: Maria Sobzak: Maria presented the tech committee recommendations for the 2022-2023 school year. Their recommendations include:

- New MacBook's for two grades (9-12) offer MacBook's for seniors
- Purchase 3 smart boards for the High School
- Determine replacement schedule after the 2022-2023 school year
- Bar Code all technology going forward
- Upgrade the IT infrastructure at the ECC in Fort Madison
- 2 Touch Screen kiosk to display alumni pictures

B. Resignation: Eugene Jenkins: Loren read Eugene's resignation letter to the board.

A motion was made by Fr. Dan Dorau to approve the Eugene Jenkin's resignation, seconded by Zach Pieper. Motion carried unanimous.

C. 1st Reading Policy 316.0- Loren read the changes to the policy changing Teacher's to Administrator's and changed the release request from June to July 1st to \$2,500.00, if the release requested is after August 1st the fine will be \$3,500.00.

A motion was made by Kim Menke to approve the 1st Reading of Policy 316.0, seconded by Ryan Kruse. Motion carried unanimously.

- D. 1st Reading Policy 414.10:** Loren read the changes from Teacher's to Certified Staff. If the release is requested before July 1, will deposit \$1,000.00. If the release is after July 1, the certified staff member will deposit with the Business Manager \$1,500.00. If the release is after August 1 the certified staff member will deposit \$2,000.00 to the Business Manager.

A motion was made by Dan Steffensmeier to approve 1st Reading Policy 414.10, seconded by Chad Ward. Motion carried unanimous.

Administration Reports:

- E. Early Childhood Center-** written report submitted. Savannah said they cancelled preschool and prekindergarten program at West Point was recorded and sent out to the families and on Facebook. Prekindergarten will have a new student starting January 3rd and a preschooler will move up to pre-kindergarten on January 3rd.
- F. Elementary and Junior/Senior High School- Amy Bautista- K-6 Principal:** written report submitted. PBIS program is going well. Working closely AEA and Fort Madison to provide needed educational services to our students at HTC. Finishing up with December 5 minute walk throughs and preparing for formal teacher evaluations. Held 2nd tornado drill of the year. Teachers and Staff say "Thank you to the Board for the Christmas Bonus". It is greatly appreciated! Mary Kay the school nurse completed vision and hearing screenings. **Craig Huebner- 7-12th Principal/CAO-** written report submitted. December 1st we celebrated our penance service. Culinary clubs Christmas tin sales were a success. December 5th the band and choir had an opportunity to show off their talents at our Band concert. Students at the Jr./Sr High have filled the hat and mitten tree and raised money for 5 needy families in our area over the last month. They will also be doing a free will donation dress down day to raise funds for tornado relief.
- G. Marketing Director-Judi Dinwiddie-** written report submitted.
- H. Admissions- Sasha Rea-** written report submitted.
- I. Business Manager- Nicole Holtkamp-** Nicole presented the bills for general and activity accounts for December along with the financial statements. A motion was made by Dan Steffensmeier to approve the December bills and financial statements, seconded by Fr. Dennis Hoffman. Motion carried unanimous.

Committee Reports:

A. Standing Committees

- i. Finance and Budget: Loren Menke, Ryan Kruse, Dan Steffensmeier, Chad Ward-** met on December 14th and will plan to meet in January. Goal to get the budget approved at the February board meeting
- ii. Buildings and Grounds- Ryan Kruse-** nothing to report
- iii. Policy – Loren Menke, Kim Menke, Fr. Joseph Phung-**working on updating policy book
- iv. Technology – Loren Menke, Fr. Dan Dorau, Zach Pieper –** presented recommendations
- v. Marketing- Kim Menke, Fr. Dennis Hoffman, Zach Pieper –**101.7 the bull came in and recorded the classes saying the pledge of allegiance and they can be heard on the radio.
- vi. Curriculum- Loren Menke, Dan Steffensmeier, Zach Pieper-** have not met
- vii. Health / Wellness / Safety- Leah Steffensmeier, Chad Ward-** will meet next month
- viii. Catholic Identity- Father Dan Dorau, Father Dennis Hoffman, Father Joseph Phung, Leah Steffensmeier-**working on Catholic Schools Week and the faith excellence services will meet the first of the month and will lead the rosary.
- ix. Family Accounts Board-Loren Menke and Ryan Kruse-** nothing to report
- x. SIAC- Loren Menke, Dan Steffensmeier-**nothing to report

B. Organizations-

- i. Foundation Board- Chad Ward-**has not met
- ii. TAPS-Kim Menke-** talked about Catholic Schools Week, Teachers and Staff received their Christmas cards and present. Will provide snacks for testing.
- iii. Athletic Board- Ryan Kruse-** Cake auction will be January 28th theme is beach, Fish Fry March 11th, and Golf Outing August 5th.
- iv. Music Boosters Loren Menke-**nothing to report
- v. Rodeo- Loren Menke-** nothing

Adjournment: A motion was made by Zach Pieper to adjourn the meeting at 7:41 pm seconded by Dan Steffensmeier. Motion carried unanimous.

Closing Prayer: Fr. Dennis Hoffman

Loren wished everyone a Merry Christmas

Respectfully submitted by Nicole Holtkamp Business Manager