

**HOLY TRINITY CATHOLIC SCHOOLS, INC.**  
**Board of Education Meeting**  
**December 20, 2023**

*The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:08 pm Monday, December 20, 2023, 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, Amanda Older, Zach Pieper, Stephanie Schinstock, Dan Steffensmeier, and Chad Ward. Absent: Fr. Gary Beckman.

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

**Kim Menke 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 November 27, 2023, Regular Meeting, and December 4, 2023, Special Meeting, seconded by Amanda Older. Motion carried unanimously.

**Welcome Guests/ Comments from Audience:** Ryan welcomed guests Linda Peitz, Angie Holland and Savannah Strunk.

Linda thanked the School Board and Blue & Silver Committee on behalf of the teachers and staff for the Christmas Bonuses received. It is very much appreciated. Ryan thanked Linda and the teachers for all that they do for the school.

There were no other comments.

**New Business:**

- A. Iowa Department of Education Policy-**Mr. Huebner talked about the Model Policies for Discipline of Students that the Governor has recently passed. Recommendation from the state is to look at our current policy and the states policy. Lots of schools are passing it from the state. We have a policy in place but may need to make changes. Kim will need to meet with Craig to review the policy.

**This is tabled until next month to get a chance to review our current policy.**

The state has also put out a policy on library collection and getting into circulation. This will be posted on our website.

***Administrative Reports:***

- A. Early Childhood Center-** written report submitted. Savannah said that the Ft Madison ECC held their Christmas Concert last week at Sacred Heart Church and the West Point ECC Christmas Concert will be held tomorrow Thursday December 21, at St. Mary's in West Point. Waiting on flooring to finish in the new building. Looking for a part time janitor in Ft. Madison. ECC staff thanks the school board for the Christmas Bonus.
- B. Junior/ Senior High School- Craig Huebner CAO- Jr./Sr. High School-** written report. Jr./Sr. High students participated in many activities in December that focused on giving back during the season. December 2<sup>nd</sup> was Mary Kay retirement party where there was a great turnout. December 5<sup>th</sup> Maddox Rung participated in the first of many zooms to give input on the riverfront project. December 6<sup>th</sup> staff

participated in safety training with the State patrol. Culinary club's Christmas tin sales were a big success again this year. December 11<sup>th</sup> met with Sarah Smith from SCC to discuss Work-Based Learning opportunities for our students. How SCC can help get us more opportunities. December 13<sup>th</sup> collected a donation from K of C. December 14<sup>th</sup> conducted preliminary interviews for science teachers next year. December 18<sup>th</sup> was Elf the musical involving the 5-6<sup>th</sup> grade choir and all choir students at the Jr./Sr. High School. December 22-Jan 2<sup>nd</sup> will be Christmas Break. The leadership team at the HS has been reviewing the current student handbook. The bus should be available on the 21<sup>st</sup>.

- C. Elementary- Elizabeth Scheetz-** written report submitted. Elementary students have been participating in Advent reflections and activities. Kindergarten has been busy crafting for Christmas. 5<sup>th</sup> and 6<sup>th</sup> grade choir students sang in the musical Elf. Elementary students went to visit Santa at the West Point Care Center on 12/13 and sang Christmas carols to the residents. Christmas Festival was held on 12/13 and was a success. Many school families attended and enjoyed hearing the choir sing, eating cookies, seeing the live Nativity, and riding in the horse and carriage. The Science club has raised over \$2000 for their upcoming Science fair events. 5<sup>th</sup> and 6<sup>th</sup> grade students enjoyed celebrating all of their hard work with an ice cream party with Mr. Schiller last week.
- D. Marketing Director- Judi Dinwiddie-** written report submitted. Marketing / Admissions committee meeting set for 1/9/24. Creating internal admissions videos. Elementary Christmas Festival was held 12/13/23 and was very successful. We saw more young families in attendance this year. Created new signage for ECC enrollment. Working on Catholic Schools Week tab for Daily Democrat. Designing print materials for ESA/Admissions 2024-25 school year.
- E. Admissions- Sasha Rea-**written report submitted. We had one new student start in December and two new students will start in January. Still working on meeting STO goal.
- F. Business Manager- Nicole Holtkamp-** Nicole presented the bills for general and activity accounts for December along with the financial statements. Chad Ward made a motion to approve the December bills and financial statements, seconded by Zach Pieper. Motion carried unanimously.

**Committee Reports:**

**A. Standing Committees**

- i. Finance and Budget: Ryan Kruse, Dan Steffensmeier, Chad Ward, Zach Pieper-**held first meeting tonight, hope to have budget done at February meeting. Plan to meet with parishes in early February.
- ii. Buildings and Grounds- Ryan Kruse-**working on water heater at Jr./Sr. High School
- iii. Policy – Kim Menke and 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
- 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, 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-**nothing to report.

**B. Organizations-**

- i. Foundation Board- Chad Ward-**met last week. Tom is helping with STO and agreed to help with the cost of Etapestry.
- ii. TAPS-Kim Menke-** nothing to report.
- iii. Athletic Board- Ryan Kruse-** winter sports is happening. Cake Auction to be held January 12<sup>th</sup>.

- iv. *Music Boosters Alan Menke-Fruit & Cheese has been delivered and the fundraiser went well.*
- v. *Rodeo – Chad Ward- nothing to report.*

**Adjournment: Kim Menke made a motion to adjourn the meeting at 7:40 p.m. seconded by Fr. Dan Dorau. Motion carried unanimously.**

**Closing Prayer Fr. Dan Dorau**

Respectfully submitted by Nicole Holtkamp Business Manager