**HOLY TRINITY CATHOLIC SCHOOLS, INC.**

**Board of Education Meeting**

**February 22, 2021**

*The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:04 pm Monday, February 22, 2021 by President Loren Menke at elementary cafeteria and on zoom. Father Dan Dorau 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 as made by Fr. Dan Dorau, to approve the agenda, seconded by Kim Menke. Motion carried.**

***Minutes:*** Fr. Dan asked for clarification on New Business Item D. To amend the minutes: A motion was made by Ryan Kruse to modify Mr. Huebner’s current contract to end on June 30, 2021 and to issue a revised contract for the 2021-2022 school year on July 1st, seconded by Dan Steffensmeier. Motion carried unanimous.

**A motion was made by Fr. Dan Dorau to approve the amended minutes for new business item D, seconded by Leah Steffensmeier. Motion carried unanimous.**

***Welcome Guests/ Comments from Audience:*** Loren welcomed the guests, including Linda Peitz, Stefanie Drollinger, Karen Schumaker, and Angela Holland. There were no comments.

***Old Business:***

1. **Elementary Bills- Payment towards general loan: A motion was made by Ryan Kruse to make a payment from the elementary project account to the general account to help pay towards general loan, seconded by Fr. Hoffman. Motion carried unanimous.**

***New Business:***

1. **Approval of 2021-2022 Budget:**  Loren met with each parish finance council and said it went well. They had lots of great questions and were all appreciative of getting the budget done early. He thanked Nicole Holtkamp Business Manager for taking leadership and getting it done so early. Loren stated tuition will increase by 1.5% overall, teachers and staff will get a 2.5% raise, and co-curricular staff will receive a 2% raise.

**A motion was made by Leah Steffensmeier to approve the 2021-2022 Budget, seconded by Brian Graham. Motion carried unanimous.**

1. **Girls Soccer sharing agreement with Ft. Madison:**  10 girls have signed up for soccer and Mr. Goetz is recommending to share with Ft. Madison.

**A motion was made by Chad Ward to approve the Girls Soccer sharing agreement with Ft. Madison, seconded by Ryan Kruse. Motion carried unanimous.**

1. **Contracts:**
2. **Head Boys and Girls Golf Coach – John Goetz**
3. **Assistant Golf Coach- Tom Gendron**

**A motion was made by Paul Wilkerson to approve the Head Boys and Girls Golf Coach and Assistant Golf Coach contracts, seconded by Kim Menke. Motion carried unanimous.**

1. **JH Track- Amy Hellige**
2. **Assistant JH Track Coach – Volunteer – John Hellige**
3. **Assistant JH Track Coach-Volunteer- Carrie Schneider**

**A motion was made by Leah Steffensmeier to approve JH Track Coach- Amy Hellige and Assistant JH Track Coaches-Volunteer: John Hellige and Carrie Schneider contracts, seconded by Ryan Kruse. Motion carried unanimous.**

1. **JH Soccer – Mike Rung**

**A motion was made by Brian Graham to approve JH-Soccer – Mike Rung contract, seconded by Kim Menke. Motion carries unanimous.**

1. **Head Coach- Volunteer- Loren Menke**
2. **Assistant Softball Coach – John Hellige**
3. **Assistant Softball Coach- D.J. DiPrima**

**A motion was made by Paul Wilkerson to approve Head Coach- Volunteer Loren Menke and Assistant Softball Coaches: John Hellige and D.J. DiPrima contracts, seconded by Chad Ward. Motion carried unanimous.**

***Administration Reports:***

1. ***Early Childhood Center-*** written report submitted. Stefanie gave updated numbers for enrollment next year: West Point PreK- 10, Preschool- 9, Ft Madison: 3-year-old pre-school- 8, 4-year-old pre-school- 15, and PreK- 7. She said they have scheduled open house after Kindergarten roundup Pre-K will be March 23rd and Preschool will be March 24th in Fort Madison. West Point open house will be March 22nd for Pre-School and March 29th for Pre-K. Popcorn fundraiser will be from March 1st thru March 12th.
2. ***Elementary and Junior/Senior High School – Mr. Huebner-*** written report submitted- Elementary- February was a crazy month with weather delays and online learning to Covid related absences. Catholic Schools Week happened/kids’ day with carnival games in the gym. Valentines’ parties were February 12th. Ash Wednesday had a Mass and Father was able to come and provide ashes to the students and staff. The SEL, Character Strong program is underway. Staff had access and was able to receive the COVID vaccine on Feb 9. All staff members from each facility were able to receive the vaccine if they wanted it. ISASP testing has been scheduled for second and third weeks of April. Staff IASP training will take place at the next PD day. High School- Students at the Jr/Sr High participated well in our online learning days with the exception of a few. We are going to reinforce our guidelines for remote learning for these students. Catholic Schools Week was interrupted by weather. The students did participate in activities all week revolving around Catholic schools but were not able to attend the scheduled movie. To make up for this loss students did have the afternoon of the 9th to watch different movie selections in the classrooms. This allowed for flexible schedule so staff could get vaccinated. The majority of online students have returned to face-to-face learning. We currently have 3 students who are choosing too fully be online.
3. ***Marketing Director- Brenda Graham-*** written report submitted. The priorities for the marketing department this month have been raising funds for the Blue & Silver Cash Raffle and planning the Blue & Silver Celebration for out teachers and their guests. The nomination for teacher of the year have been sent out via a digital format and paper format. Kindergarten Parent Information Night is on Monday March 1st. Mr. Huebner, Mrs. Dinwiddie, Mrs. Knustrom, and Mrs. Dingman will all be there to meet parents and to discuss curriculum. Plans are underway for a Junior High/Senior High Information Night that will be comparable to the Kindergarten Information Night. The 6th grade shadow day and the Junior High Information Night will be Wednesday, April 28th.
4. ***Business Manager- Nicole Holtkamp***- Nicole presented the bills for general and activity accounts for February along with the financial statements. A motion was made by Ryan Kruse to approve the February bills and financial statements, seconded by Leah Steffensmeier. Motion carried unanimous.

***Committee Reports:***

***A. Standing Committees***

*i. Finance and Budget: Loren Menke, Paul Wilkerson, Ryan Kruse, Chad Ward-nothing to report*

*ii. Buildings and Grounds- High School – nothing to report*

*iii. Policy – Father Joseph Phung, Paul Wilkerson, Brian Graham* -nothing to report

*iv. Technology – Loren Menke and Father Dan Dorau* – nothing to report

*v. Marketing- Kim Menke, Fr. Dennis Hoffman –*nothing to report

*vi. Curriculum- Paul Wilkerson, Loren Menke, and Dan Steffensmeier*- noting to report

*vii. Health / Wellness / Safety- Leah Steffensmeier and chad Ward-* nothing to report

*viii. Catholic Identity- Father Dan Dorau, Father Dennis Hoffman, Father Joseph Phung, Leah Steffensmeier, and Brian Graham –*Met on February 18th along with Mr. Huebner, Judi Dinwiddie, and the religion teachers discussed relationship between parish and schools. Next meeting will be March 11th.

*ix.* *Family Accounts Board-Loren Menke and Paul Wilkerson- nothing to report*

***Ad Hoc Committees***

1. ***SIAC-*** *Paul Wilkerson, Loren Menke, and Dan Steffensmeier-* Met in early January, next meeting will be in March.

***ii. HR Committee-****Brian Graham: successfully working on search and will have update in the near future. Loren thanked Brian for his help in the principal search.*

***Organizations-***

* + 1. *Foundation Board- Chad Ward- discussed fundraising and talked with Brenda about a quarterly newsletter and updating etapestry will meet again soon. Got thank you notes to contributors through the foundation.*
    2. *TAPS- Kim Menke* –deciding on whether or not to have the carnival. Also having a fundraiser for school supplies where parents order and everything comes in a box, doesn’t cost the school anything. Bunny Hop will be virtual this year.
    3. *Athletic Board- Paul Wilkerson*- meeting on February 23rd, Fish Fry is Friday February 26th.
    4. *Music Boosters- Loren Menke*- Will put on Guys & Dolls musical on May 15th and 16th and talking about having elementary spring concert.
    5. *Rodeo- Loren Menke- Loren talked to Jay Henrich and the main rodeo committee has started to meet and planning for Rodeo 2021.*

**Adjournment: A motion was made at 7:59 pm by Kim Menke to adjourn the meeting, seconded by Fr. Dennis Hoffman. Motion carried unanimous.**

**Closing Prayer: Fr. Joseph**

Respectfully submitted by Nicole Holtkamp Business Manager