

**HOLY TRINITY CATHOLIC SCHOOLS, INC.**  
**Board of Education Meeting**  
**March 22, 2021**

*The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:02 pm Monday, March 22, 2021 by President Loren Menke at the Jr./Sr. High Spark Room and on zoom. Father Joseph Phung 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, Dan Steffensmeier, Leah Steffensmeier, Chad Ward, and Paul Wilkerson. Absent: none

**Approval of Agenda:** Loren wanted to remove Item I: School Calendar 2021-2022 and add Item F: Resignations number 5: Julie Vance. **A motion was made by Chad Ward to approve the amended agenda, seconded by Fr. Dan Dorau. Motion carried unanimously.**

**Minutes:** A motion was made by Ryan Kruse to approve the minutes from the February 22, 2021 Regular meeting, seconded by Dan Steffensmeier. **Motion carried unanimously.**

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

**Old Business:**

**A. No Old Business**

**New Business:**

- A. Elementary Principal Contract- Amy Kies Bautista-** Principal K-6 candidate Amy Kies-Bautista is from Cedar Rapids. She has 3 school aged kids. Mr. Huebner has been in contact with her daily and touching base on how things will look. She will move us forward with the strong catholic identity and will boost that. Loren said she was an outstanding candidate. He also thanked Mr. Huebner and Brian Graham for all their hard work on finding a candidate. Brian Graham thanked the selection committee: Mr. Huebner, Loren Menke, Paul Wilkerson, Fr. Dan, Judi Dinwiddie, Nicole Holtkamp, Brenda Graham, Jill Stull, Taylor Beyer, John Goetz, Paula Sholl, Linda Peitz, and Jessica Moore. Brian is excited about Mr. Huebner's selection. The contract will run from July 1<sup>st</sup> 2021 to June 30, 2022.  
**A motion was made by Brian Graham to approve Amy Kies Bautista for the K-6<sup>th</sup> Principal, seconded by Fr. Dan Dorau. Motion carried unanimously.**
- B. TAPS Fundraiser:** Kim Menke talked about the fundraiser for TAPS 1<sup>st</sup> day of school supplies. Parents can order online and get them either shipped to the school or their house. For every box sold TAPS will get \$5.00. This will be for the Pre-K – 6<sup>th</sup> grade. This is to help with the fundraisers that weren't able to happen this year due to COVID. The company is sending all the marketing material.  
**A motion was made by Leah Steffensmeier to approve the TAPS fundraiser for 1<sup>st</sup> Day of School supplies, seconded by Dan Steffensmeier. Motion carried unanimously.**
- C. Social Studies Class Trip to see the USS Alabama in Mobile Alabama & the World War II Museum in New Orleans:** This will be Friday May 7<sup>th</sup> – Sunday May 9<sup>th</sup>. The class plans to do fundraisers.  
**A motion was made by Kim Menke to approve the Social Studies Class Trip to see the USS Alabama in Mobile Alabama & the World War II Museum in New Orleans, seconded by Ryan Kruse. Motion carried unanimously.**
- D. Transfer Grant for the 2021- 2022 School Year Grades 1-5 \$500.00 and Grade's 7<sup>th</sup>-12<sup>th</sup> – \$1,500.00.** For 7<sup>th</sup>-11<sup>th</sup> 1<sup>st</sup> year they will get \$1,000.00 and second year \$500.00. Seniors will get the \$1,500.00. Brenda gave the information in a work session.

**A motion was made by Dan Steffensmeier to approve the transfer grants for 2021-2022 school year Grades: 1-5<sup>th</sup> \$500.00 and Grade's 7<sup>th</sup>-12<sup>th</sup> \$1,500.00, seconded by Brian Graham. Motion carried unanimous.**

- E. Football Sharing with FM (2-year contract):** Cost for students will be \$80.00 per student athlete and is equal to the student athlete fee FMHS charges their students. Loren called Mr. Goetz and he recommends the board approves this. The update on sharing agreement for football expects 4 students in the high school, tennis 3 boys and 0 girls (the Ft Madison tennis teams use HTC tennis courts to practice.) Soccer 6 boys and 2 or 3 girls and agreed to let them practice in the field behind the high school. Track 2 boys and 1 girl participating. Loren called Mr. Huebner and Mrs. Stull that Holy Trinity has not been sharing classes with Ft. Madison. Mrs. Stull reported to Loren that AP Calculus was shared at a time with Ft Madison students, but Ft Madison began offering it and no longer needed to come to Holy Trinity. She is unaware of any other interests since then. Mr. Huebner was also unaware of any requests or interests of sharing classes, but is open to Ft Madison sharing classes. Loren said we as a school are very appreciative of Ft Madison for allowing us to share these programs with them and a good thing for both schools and heard lots of positive comments from the community, Holy Trinity families, and Ft. Madison families. The board is grateful that Ft Madison gives us this opportunity to share programs.

**A motion was made by Leah Steffensmeier to approve the Football Sharing with FM (2 Year contract) seconded by Ryan Kruse. Motion carried unanimous.**

**F. Resignations:**

1. Sara Mohrfeld
2. Tracy Dingman
3. Teri Holtkamp
4. Stewart Beyer
5. Julie Vance

**A motion was made by Dan Steffensmeier to approve the resignations, seconded by Fr. Dan. Motion carries unanimous.**

**G. Retirement:**

1. Julie Freesmeier: Loren read Mrs. Freesmeier's retirement letter she has been part of Aquinas and HTC for 40 years. Mr. Huebner thanked her for her dedication and role model and passion for education and sets a high standard for staff members. Mrs. Freesmeier thanked the school board for all that they do.

**A motion was made by Paul Wilkerson to approve with regret Julie Freesmeier retirement at the end of 2020-2021 school year, seconded by Chad Ward. Motion carried unanimous.**

2. Sylvia Soule: Loren read Sylvia's retirement letter she has been an employee for 15 years with Holy Trinity.

**A motion was made by Paul Wilkerson to approve with regret Sylvia Soule retirement at the end of the 2020-2021 school year, seconded by Ryan Kruse. Motion carries unanimous.**

**H. Certified Contracts:**

**Administrative Contracts:** Stefanie Drollinger- ECC Director & Jill Stull

**A motion was made by Dan Steffensmeier to approve the administrator contracts, seconded by Ryan Kruse. Motion Carried unanimous.**

**ECC Certified Contracts:** Loren read the list of the ECC certified contracts. **A motion was made by Kim Menke to approve the ECC certified contracts, seconded by Fr. Hoffman. Motion carried unanimous.**

**Elementary Certified Contracts:** Loren read the list of the elementary certified contracts. **A motion was made by Fr. Hoffman to approve the elementary teacher contracts, seconded by Brian Graham. Motion carried unanimous.**

**Jr./Sr. High School Certified Contracts:** Loren read the list of the Jr./Sr. High certified contracts. A motion was made by Chad Ward to approve the Jr./Sr. High certified contracts, seconded by Dan Steffensmeier.

**Administration Reports:**

- A. Early Childhood Center-** written report submitted. Held the first open house tonight and everyone that signed up came. Few changes sign up for next year: FM 9 in the Pre-K, 14 in the 4's, and 10 in the 3's. In West Point Pre-K 11 and 7 in preschool. Stefanie is working with DHS to setting up summer camp and as of right now cannot use pool or plan any field trips. Still working on QRS and hoping to submit in middle of April.
- B. Elementary and Junior/Senior High School – Mr. Huebner-** written report submitted- Elementary- March has moved along and starting to look toward the future. We are discussing what next year will look like and planning accordingly. Kindergarten information night took place on March 1<sup>st</sup>. There were 34 families. Crusader of the month presentation for February took place on March 3<sup>rd</sup> with a student from each grade level getting recognized for their positive behavior for the month. Kindergarten round- up took place on March 9<sup>th</sup> with 36 families attending and having students tested. THE SEL Character Strong program is underway. Parent teacher conferences took place on March 10<sup>th</sup>. Staff was able to receive the second dose of the Covid vaccine on march 12<sup>th</sup>. ISASP testing has been scheduled for the second and third week in April. Highschool- The science fair took place on March 10<sup>th</sup>. HS students helped in judging the elementary projects and two students presented their own work. Easter Iowa Science Fair took place on the 20<sup>th</sup>. 6 students received awards or honorable mentions: Jack Hellman, Ellie Hellman, Jack Blint, Laura Mehmert, and John Stinson. The annual student auction will take place on the 30<sup>th</sup> starting at 10:00. We currently have 4 candidates for the open Spanish position for next year. Interviews will be set up starting the first part of April.
- C. Marketing Director- Brenda Graham-** written report submitted. 2 elementary students shadowed in 1<sup>st</sup> and 5<sup>th</sup> grade and would be for next school year. Brenda left message with the mother. Blue & Silver is March 27<sup>th</sup>. Brenda will be working on the virtues audit.
- D. Business Manager- Nicole Holtkamp-** Nicole gave a business office update: non-certified contracts were issued March 12<sup>th</sup> and are due Friday March 26<sup>th</sup>. STO Applications are due April 15<sup>th</sup>. Health insurance open enrollment for employees will be open Friday April 16<sup>th</sup> to May 14<sup>th</sup>. Nicole presented the bills for general and activity accounts for March along with the financial statements. A motion was made by Paul Wilkerson to approve the March bills and financial statements, seconded by Dan 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- trying to meet before April*
- 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 March 11<sup>th</sup> and will have something to report at the next board meeting*
- ix. Family Accounts Board-Loren Menke and Paul Wilkerson- nothing to report*

**Ad Hoc Committees**

- i. SIAC- Paul Wilkerson, Loren Menke, and Dan Steffensmeier- Meeting March 24<sup>th</sup>*

*ii. HR Committee-Brian Graham:* Organizational Leadership Team (OLT) are going to meet to go over roles and responsibilities and expectations to create efficiency alignment workshop and put an agenda together.

***Organizations-***

*i. Foundation Board- nothing.*

*ii. TAPS- Kim Menke –no carnival this year*

*iii. Athletic Board- Paul Wilkerson- meeting on Wednesday March 24<sup>th</sup>.*

*iv. Music Boosters Loren Menke- Getting to do a musical and spring concert and possibly outdoor band concert.*

*v. Rodeo- Loren Menke- nothing*

**Adjournment: A motion was made at 8:13 pm by Dan Steffensmeier to adjourn the meeting, seconded by Brian Graham. Motion carried unanimous.**

**Closing Prayer: Fr. Dan Dorau**

Respectfully submitted by Nicole Holtkamp Business Manager