

HOLY TRINITY CATHOLIC SCHOOLS, INC.
Board of Education Meeting
April 24, 2023

The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:05 pm Monday, April 24, 2023, by President Ryan Kruse at the Holy Trinity Elementary Cafeteria. Father John Stack led the group in an opening prayer.

Roll Call: Present: Fr. Dan Dorau, Ryan Kruse, Alan Menke, Kim Menke, Amanda Older, Fr. Joseph Phung, Zach Pieper, Stephanie Schinstock, Fr. John Stack, Dan Steffensmeier, and Chad Ward. Absent: none

Approval of Agenda: Ryan wanted to add under new business: item C number 6 Hannah Hoenig- Dance Team Coach 2023-2024 school year. Item D: 1st Reading Admissions Policy. Item E: Fundraiser Request Science Club. Item F: 2023-2024 Certified Contract: Randy Larson.

Fr. John Stack made a motion to approve the amended agenda, seconded by Stephanie Schinstock. Motion carried unanimously.

Minutes: Zach Pieper made a motion to approve the minutes from February 27, 2023, meeting, seconded by Stephanie Schinstock. Motion carried unanimously.

Welcome Guests/ Comments from Audience: Ryan welcomed guests including Karen Schumaker, Savannah Strunk, Linda Peitz, Sasha Rea, Judi Dinwiddie, and Angie Holland.

There were no comments.

New Business:

- A. 2nd Reading- Requiring Service Hours Policy:** Change Policy number from 614.00 to 618.00. The list needs to be approved from theology teacher or pastor instead of theology teacher and pastor.

Fr. Dan Dorau made a motion to approve the 2nd Reading- Requiring Service Hours Policy and waive the 3rd Reading, seconded by Chad Ward. Motion carried unanimously.

- B. Burlington Swimming Shared Agreement:**

Stephanie Schinstock made a motion to approve the Burlington Swimming Shared Agreement, seconded by Chad Ward. Motion carried unanimously.

- C. 2022-2023 Co-Curricular Contracts:**

1. Nick Peitz- JH Baseball
2. John Hellige- Assistant HS Softball
3. DJ DiPrima- Assistant HS Softball
4. Monte Hellenthal- JH Softball
5. Breana Houtz- JH Softball Assistant
6. Hannah Hoenig- Dance Team Coach 2023-2024

Dan Steffensmeier made a motion to approve the Co-Curricular Contracts that were presented, seconded by Amanda Older. Motion carried unanimously.

- D. 1st Reading Admissions Policy-** updates to the policy and parts from the Diocese policy. The board would like to remove section 501.3.

Alan Menke made a motion to approve the 1st Reading of the Admissions Policy with the changes made, seconded by Chad Ward. Motion carried unanimously.

- E. Science Club Fundraiser Request:** They would like to do a taco in the bag and lemonade shakeup on Wednesday May 3rd.

Dan Steffensmeier made a motion to approve the Science Club Fundraiser, seconded by Alan Menke. Motion carried unanimously.

- F. 2023-2024 Certified Contract- Randy Larson**

Dan Steffensmeier made a motion to approve Randy Larson's Certified Contract for the 2023-2024 year, seconded by Zach Pieper. Motion carried unanimously.

Administrative Reports:

- A. Early Childhood Center-** written report submitted. Savannah said the Preschool and PreK have been on a few field trips. Getting ready for Preschool and PreK graduation in May. Working on field trips for the summer program.
- B. Elementary and Junior/ Senior High School- Craig Huebner CAO- Elementary-**written report submitted. April 6th was the Lenten retreat. Currently looking at 4 math curriculums. The Leadership team continues to meet weekly to assess the elementary progress and set new goals. ISASP were taken the week of April 17th and seemed to go well. Monthly PBIS will take place on the 26th. Teachers started training in teacher clarity led by staff on the 12th. This program will help align teaching across the board for all staff. **Jr./Sr. High School-** written report. March 29th-31st multiple students attended the state science fair in Ames. April 6th was parent information night for FFA. Central Lee FFA students came to give some insight. Will be electing officers by the end of the month. April 7th Mrs. Houtz and Mr. Huebner met with SCC to determine Ag courses that could be offered for Dual Credit next year. April 13th was 6th grade shadow day and curriculum night. ISASP testing took place on the 18th and 20th. TAPS provided breakfast for the High School and Elementary. Attended the Student First Summit in Ankeny on the 20th and 21st where he was able to learn more information about the ESA legislation and upcoming procedures. Senior Awards will take place on May 11th. Staff have been helping to develop a class schedule for next year.
- C. Marketing Director- Judi Dinwiddie-** written report submitted. Moving Literacy Night will be before the end of the school year. Finalizing plans for graduation. Judi attended the NCEA conference April 11th-13th and will be presenting at May's board meeting with the others who attended. Quarterly photo on the website was updated. Will be adding a tuition button to the website. Will be starting the senior spotlights. Working on Powerschool migration.
- D. Admissions- Sasha Rea-** written report submitted. 303 students enrolled. A new 5th grader transfer end of March. 6th grade shadow day was a success.
- E. Business Manager- Nicole Holtkamp-** Nicole presented the bills for general and activity accounts for April along with the financial statements. Kim Menke made a motion to approve the April bills and financial statements, seconded by Dan Steffensmeier. Motion carried unanimously.

Committee Reports:

A. Standing Committees

- i. Finance and Budget: Ryan Kruse, Dan Steffensmeier, Chad Ward, Zach Pieper-nothing to report.***
- ii. Buildings and Grounds- Ryan Kruse- nothing to report.***
- 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** –Judi gave 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**–met April 12th to finish talking about service hours policy. Talked about topics for priests to talk to staff. Tuition discount. Prom Mass is May 6th. Prayer before home games. Next meeting is May 17th.
- 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-**meet April 25th
- ii. **TAPS-Kim Menke-** carnival May 5th, working on teacher appreciation week, nurse’s week. Elementary fun day May 25th.
- iii. **Athletic Board- Ryan Kruse-** meet April 26th.
- iv. **Music Boosters Alan Menke-**Plays are coming up. Went to Wicked in St. Louis. JH Bank goes to Notre Dame on April 25th.
- v. **Rodeo – Chad Ward-** Entertainment announced.

Adjournment: Chad Ward made a motion to adjourn the meeting at 7:56 p.m. seconded by Stephanie Schinstock. Motion carried unanimously.

Closing Prayer Fr. Dan Dorau

Respectfully submitted by Nicole Holtkamp Business Manager