

**HOLY TRINITY CATHOLIC SCHOOLS, INC.**  
**Board of Education Meeting**  
**May 22, 2023**

*The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:01 pm Monday, May 22, 2023, by President Ryan Kruse at the Holy Trinity Jr./Sr. High Spark Room. Father Joseph Phung led the group in an opening prayer.*

**Roll Call:** Present: Fr. Dan Dorau, Ryan Kruse, Alan Menke, Amanda Older, Fr. Joseph Phung, Zach Pieper, Fr. John Stack, Dan Steffensmeier, and Chad Ward. Absent: Kim Menke and Stephanie Schinstock

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

**Fr. John Stack made a motion to approve the agenda, seconded by Zach Pieper. Motion carried unanimously.**

**Minutes:** Chad Ward made a motion to approve the minutes from April 24, 2023, Regular Meeting and April 27, 2023, Special Meeting, seconded by Stephanie Schinstock. Motion carried unanimously.

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

Raymond Pilkington wanted permission to set up his corn stand at the end of July. He has been doing this for the last 3 years and part of the proceeds will go to the school.

**Dan Steffensmeier made a motion to approve the corn stand, seconded by Amanda Older. Motion carried unanimously.**

There were no other comments.

**New Business:**

**A. 2<sup>nd</sup> Reading- Admissions Policy-**

**Chad Ward made a motion to approve the 2<sup>nd</sup> Reading- Admissions Policy and waive the 3<sup>rd</sup> Reading, seconded by Fr. Dan Dorau. Motion carried unanimously.**

**B. Centra Lee Football Shared Agreement:** 2-year contract, minimum 5 players to play for grades 7-12. If the shared agreement moves Central Lee class size, they may not renew the contract.

**Chad Ward made a motion to approve the Central Lee Shared Agreement, seconded by Alan Menke. Motion carried unanimously.**

**C. Resignations:** Ryan read Madeline and Sydni's resignation letters to the board.

- 1. Madeline Taylor- Theology Teacher**
- 2. Sydni Foecke- 5<sup>th</sup> Grade Teacher**

**Dan Steffensmeier made a motion to approve the Madeline Taylor and Sydni Foecke's Resignations, seconded by Zach Pieper. Motion carried unanimously.**

**D. 2023-2024 Certified Contracts:**

- 1. Darren Hibbard- Language Arts**
- 2. Paula Sholl- 4<sup>th</sup> Grade.**

**Fr. Dan Dorau made a motion to approve 2023-2024 Certified Contracts for Darren Hibbard and Paula Sholl, seconded by Fr. Joseph Phung. Motion carried unanimously.**

- E. **2023-2024 Non-Certified Contracts:**
1. **Paula Bales-Lunch Program Manager**
  2. **Emily DeVocht- Lunch Assistant**

**Chad Ward made a motion to approve the 1<sup>st</sup> Reading of the 2023-2024 Non-Certified Contracts for Paula Bales and Emily DeVocht, seconded by Amanda Older. Motion carried unanimously.**

- F. **2023-2024 Co-Curricular Contracts:**
1. **Denise Cooper-Dual Credit College Algebra**
  2. **Denise Cooper- Dual Credit Trigonometry**
  3. **Denise Cooper- Dual Credit Calculus**
  4. **Denise Cooper- Dual Credit Statistics**
  5. **Denise Cooper- Culinary Club Advisor**
  6. **John Goetz- Summer Athletic Director High School**
  7. **John Goetz- Athletic Director**
  8. **Sabrina Menke- Co-Advisor High School Student Council**
  9. **Jordan Nelson-Co-Advisor High School Student Council**
  10. **Jordan Nelson-Junior High School Student Council Advisor**
  11. **Emily Otte- Instructor Opus & State Vocal Contests**
  12. **Emily Otte- Advisor National Honor Society**
  13. **Emily Otte- Instructor – Instrumental Music**
  14. **Emily Kelch- Instructor AP U.S. Government**
  15. **Emily Kelch- Instructor AP U.S. History**
  16. **Melissa Freesmeier-Advisor Senior Class**
  17. **Ernie Schiller- Advisor High School Science Fair**
  18. **Ernie Schiller- Advisor Grades 5-8 Science Fair**
  19. **Ernie Schiller- Science Consultant – Grades K-12**

**Fr. Dan Dorau made a motion to approve the 2023-2024 Co-Curricular Contracts seconded by Alan Menke. Motion carried unanimously.**

***Administrative Reports:***

- A. ***Early Childhood Center-*** written report submitted. Savannah said they added another PreK in Fort Madison for next year. Hired a full-time daycare associate to replace Silvia McMeins who is retiring. Along with 2 part time employees.
- B. ***Elementary and Junior/ Senior High School- Craig Huebner CAO- Elementary-***written report submitted. Finished up ISASP testing the first week of May. Looking at math curriculums for next year and will be piloting iReady math next year in grades K-8. Teacher appreciation was the week of the 8<sup>th</sup> where TAPS was generous and provided lunch and coverage for duties. The elementary leadership team has continued to meet this month, focusing on the end of the year and planning for next year before summer. The 5<sup>th</sup> grade traveled to Ankeny for the Water Festival, an event that focuses on water conservation and safety. The 6<sup>th</sup> grade participated in the Math Bee in Fairfield. May 25<sup>th</sup> is the annual fun day. On May 26<sup>th</sup> is Kindergarten graduation and 6<sup>th</sup> grade clap out. ***Jr./Sr. High School-*** written report. AP government tests were taken on May 1<sup>st</sup>. 9 students took the test. 8 students took the AP US History test on May 5<sup>th</sup>. May 6<sup>th</sup> was prom. What a great event and the students looked great and had a great time. On May 9<sup>th</sup> 6 students attended a Job/Career fair at the Career Advantage center. Senior awards were held on May 11<sup>th</sup>. JH Musical took place on the 15<sup>th</sup>. Met on the 15<sup>th</sup> to narrow down the AG curriculum and elect officers for the FFA. There were 24 students at the meeting. The seniors' last day was the 17<sup>th</sup> and were clapped out after the All School Mass. Admin team participated in a webinar for ESA and parent information nights will be held June 6<sup>th</sup> and June 20<sup>th</sup>. Graduation and Baccalaureate took place on the 21<sup>st</sup>. The last day for students is the 26<sup>th</sup>. Teachers will have an in-service and check-out on the 30<sup>th</sup> and 31<sup>st</sup>.

- C. Marketing Director- Judi Dinwiddie-** written report submitted. Updating HTC promo video on City of FM website and HTC website with CGI, date of publication TBA. Shadow days in May were successful. Enrollment radio spots placed on the New Mix and the Bull will run 5/22-6/24. Working on general updates and notifications and quarterly image update on the website. 2023-2024 Curriculum orders are underway. PowerSchool data migration will be launched to families this spring during returning student registration. Attending weekly PowerSchool training zooms with the Diocese.
- D. Admissions- Sasha Rea-** written report submitted. 304 students enrolled. Another student will shadow on May 22<sup>nd</sup> and another Kindergarten assessment is being scheduled.
- E. Business Manager- Nicole Holtkamp-** Nicole presented the bills for general and activity accounts for May along with the financial statements. Dan Steffensmeier made a motion to approve the May bills and financial statements, seconded by Chad Ward. 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 and will meet June 7<sup>th</sup>.*
- 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 last week and have a list of approved service hours for the students.*
- 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-Tom Gendron started 5/15/23 as the Foundation Director.*
- ii. TAPS-Kim Menke- nothing*
- iii. Athletic Board- Ryan Kruse- meet May 24<sup>th</sup>.*
- iv. Music Boosters Alan Menke-Elementary play is Wednesday May 24<sup>th</sup>. Shrek play was held on 5/15/23.*
- v. Rodeo – Chad Ward- nothing*

**Adjournment:** Fr. Joseph Phung made a motion to adjourn the meeting at 7:39 p.m. seconded by Zach Pieper. Motion carried unanimously.

**Closing Prayer Fr. Dan Dorau**

Respectfully submitted by Nicole Holtkamp Business Manager