

HOLY TRINITY CATHOLIC SCHOOLS, INC.
Board of Education Meeting
June 26, 2023

The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:01 pm Monday, June 26, 2023, by President Ryan Kruse at the Holy Trinity Elementary Cafeteria. Father Joseph Phung 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, Dan Steffensmeier, and Chad Ward. Absent: Stephanie Schinstock

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

Chad Ward made a motion to approve the agenda, seconded by Dan Steffensmeier. Motion carried unanimously.

Minutes: Dan Steffensmeier made a motion to approve the minutes from May 22, 2023, Regular Meeting, seconded by Zach Pieper. Motion carried unanimously.

Welcome Guests/ Comments from Audience: Ryan welcomed guests including Karen Schumaker, Linda Peitz, Elizabeth Scheetz, and Judi Dinwiddie.

There were no comments.

New Business:

- A. NCEA Presentation: Elizabeth Scheetz, Judi Dinwiddie, and Nicole Holtkamp:** Presented to the board what they learned from the NCEA conference. Elizabeth talked about learning of the Friendly character education program that the teachers will be implementing in the fall of 2023. This will integrate the Catholic faith into the program where there will be Five Core Competencies, which are further linked to the Cardinal Virtues. There are resources provided and this will be for grades K-6. Judi Dinwiddie touched base on the marketing classes that she participated in: Admission vs Enrollment management where retention is important. Mission Driven Marketing: social media where she learned the importance of maintaining a strong social media presence that consistently represents your brand/mission by implementing a social media plan. Utilizing multiple social media pages vs main page. How to use social media for effective communication: post interactions, utilizing meta suite for Facebook and Instagram and importance of creating a marketing plan. School Choice and Catholic Identity: actively recruit and the importance of educating current families on how school choice will impact their students education/ school culture. Nicole Holtkamp talked about the classes she went to which were the Politics of Catholic School Leadership where they talked about the states that have school choice. Navigating politics and educating self. The 2nd session was about Reducing stress with Resilient Leadership talking about stress being a part of leadership, and many adversely affected by it. Using Resilient Leadership strategies, leaders can become more effective and less stressed. The 3rd session attended was Overcoming Resistance to change where this session talked about how many teachers and schools are resistant to change. Often because they lack an Infinite mindset and this session focused on how to create an infinite mindset. Session 4 was about School Choice and Catholic Identity where they discussed Florida's Catholic Schools use state scholarships to enhance and expand their missions and visions, and what other states can learn from the Florida experience.
- B. Certified Contract:**
- 1. Cortney Boylan- Theology Teacher 7-12**

Dan Steffensmeier made a motion to approve Cortney Boylan’s contract for the 2023-2024 year, seconded by Zach Pieper. Motion carried unanimously.

C. 2023-2024 Certified Contracts:

- 1. Nick Betherum- Head Cook West Point**

Fr. Dan Dorau made a motion to approve 2023-2024 Non-Certified Contract for Nick Betherum, seconded by Alan Menke. Motion carried unanimously.

D. 2023-2024 Co-Curricular Contracts:

- 1. Lisa Gendron-JR Class Sponsor**
- 2. Michael Moylan-JH Athletic Director**
- 3. Tom Gendron-JV Volleyball**
- 4. Stephanie Mohrfeld-High School Volleyball**
- 5. Stephanie Mohrfeld- JH Volleyball**
- 6. Jenna Freesmeier- JH Assistant Volleyball**
- 7. Jordan Nelson- Varsity Assistant Volleyball**
- 8. Mikaela Ritcher- Volunteer Assistant**

Chad Ward made a motion to approve the 2023-2024 Co-Curricular Contracts seconded by Dan Steffensmeier. Motion carried unanimously.

Administrative Reports:

- A. *Early Childhood Center-*** written report submitted. FM: 9 Pre-K, 10- 4 yr. olds, 16- 3 yr. olds. WP has 15 Pre-K, 4 – 4 yr. olds, 13 3-yr olds. Summer programs are off to a great start. School age kids have enjoyed pool days at the FM public pool, field trip to Wilson Lake, trips to the library, and an upcoming field trip to Putt-A-Round.
- B. *Elementary and Junior/ Senior High School- Craig Huebner CAO- Elementary-***written report submitted. The SRI report for the state has been finished and submitted. The school year ended well. The teachers met on May 30th to look at scheduling for next year and finish reports before checking out. The Administration team had their first summer meeting of the summer on the 6th to establish protocols and meeting dates to prepare as a group for the next school year. WE will be meeting biweekly throughout the summer. The first ESA informational meeting took place on the 6th at the High School. 6 families attended and a couple completed the registration that night. ***Jr./Sr. High School-*** written report. The locker room renovation at the high school is moving along quickly. Next year the staff will be switching over to Power School as our SIS. The process for changing over information from JMC has started and will continue through the summer and the school year. ESA registration closed the 30th. WE have been working diligently to follow up with families and getting the word out. Props to Marketing and the Admin team.
- C. *Marketing Director- Judi Dinwiddie-*** written report submitted. Mary Beth Scheetz will join the marketing department as a student intern for 2023-2024 year. Held end of year marketing meeting was held on Wednesday June 7, 2023, where a rough draft of marketing plan was presented. Discussed 2023-2024 marketing events: annual events and important dates. The back-to-school campaign will begin in mid-July; will highlight BTS events and important dates. Working with Savannah on incorporating a Foam Party Day at both FM & WP ECC campuses during summer. ESA Parent information nights at HTC were held 6/6/23 and 6/20/23. For the website creating a marketing page for website plan to include HTC Marketing Plan, HTC Media Kit, and HTC Branding Kit Request. Will add pages outlining new service hour requirements with a downloadable PDF form for students ease of access. Social Media to highlight major school events/activities on social media with a goal of minimum 3 posts a week per school building. In July will start a ‘Meet the Staff Monday’ highlighting current and new HTC staff, who they are/what they do. Including ECC in summer posts to help drive enrollment for PS/PK openings.

D. Admissions- Sasha Rea- no report submitted.

E. Business Manager- Nicole Holtkamp- Nicole presented the bills for general and activity accounts for June along with the financial statements. Chad Ward made a motion to approve the June bills and financial statements, seconded by Kim Menke. 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–** locker room renovation at the high school
- iii. Policy – Kim Menke, Fr. Joseph Phung, Alan Menke-**meeting July 10th.
- iv. Technology – Fr. Dan Dorau and Amanda Older –** nothing to report.
- v. Marketing- Kim Menke, Zach Pieper, Chad Ward –**Judi covered in 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, 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
- ii. TAPS-Kim Menke-** nothing to report.
- iii. Athletic Board- Ryan Kruse-** meet June 29th.
- iv. Music Boosters Alan Menke-**nothing to report.
- v. Rodeo – Chad Ward-** Sign up is out.

Adjournment: Zach Pieper made a motion to adjourn the meeting at 7:56 p.m. seconded by Dan Steffensmeier. Motion carried unanimously.

Closing Prayer Fr. Joseph Phung

Next meeting will be July 31st at 7:00 pm at the Jr./Sr. High School Spark Room

Ryan thanked Fr. Josphe for his years of service.

Respectfully submitted by Nicole Holtkamp Business Manager