

**HOLY TRINITY CATHOLIC SCHOOLS, INC.**  
**Board of Education Meeting**  
**July 25, 2022**

*The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:05 pm Monday, July 25, 2022, by Vice President Ryan Kruse at the Holy Trinity High School Spark Room. 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, Fr. John Stack, Dan Steffensmeier, and Chad Ward. Absent: none

**Approval of Agenda:** No additions to agenda.

**Chad Ward made a motion to approve the agenda as presented, seconded by Kim Menke. Motion carried unanimously.**

**Minutes:** Dan Steffensmeier made a motion to approve the minutes from June 27, 2022, meeting, seconded by Fr. Dan Dorau. Motion carried unanimously.

**Welcome Guests/ Comments from Audience:** Ryan welcomed guests including Linda Peitz and Dennis Menke. There were no comments from guests.

**Election of Officers:**

**President:** Dan Steffensmeier nominated Ryan Kruse for president. There were no other nominations and nominations were closed.

**Dan Steffensmeier made the motion to nominate Ryan Kruse for president, seconded by Chad Ward. Motion carried unanimously.**

**Vice President:** Chad Ward nominated Dan Steffensmeier for Vice President. There were no other nominations and nominations were closed.

**Chad Ward made the motion to nominate Dan Steffensmeier for Vice President, seconded by Kim Menke. Motion carried unanimously.**

**Secretary/Treasurer:** Dan Steffensmeier nominated Chad Ward for Secretary/Treasurer. There were no other nominations and nominations were closed.

**Dan Steffensmeier made a motion to nominate Chad Ward for Secretary/Treasurer, seconded by Kim Menke. Motion carried unanimously.**

**Old Business:**

- A. Dennis Menke- Plaque for front of gym & Elementary Donor Plaque.** Dennis explained about a plaque for St. Mary's put in the vestibule in front of the gym. Brick layers will be installing it. The Elementary Donor plaque will be put in the cafeteria.

**Dan Steffensmeier made the motion to approve the Plaque in front of gym and the Elementary Donor Plaque, seconded by Zach Pieper. Motion carried unanimously.**

**New Business:**

- A. Certified Contracts:**
  - 1. Herb White- Spanish**

**2. Linda Hardy- Language Arts**

**Zach Pieper made a motion to approve the certified contracts for Herb White – Spanish and Linda Hardy-Language Arts, seconded by Amanda Older. Motion carried unanimously.**

**B. Long Term Sub:**

- 1. Maria Walker- Social Studies**
- 2. Megan Rempe- 4<sup>th</sup> Grade**

**Chad Ward made a motion to approve long term subcontracts for Maria Walker – Social Studies and Megan Rempe 4<sup>th</sup> grade, seconded by Kim Menke. Motion carried unanimously.**

**C. Non-Certified Contracts:**

- 1. Terrie Chapman- Kindergarten Associate**
- 2. Kirsten Mabeus-Daycare Supervisor West Point**

**Chad Ward made a motion to approve the non-certified contracts for Terrie Chapman- Kindergarten associate and Kirsten Mabeus – Daycare Supervisor West Point, seconded by Zach Pieper. Motion carried unanimously.**

**D. Resignation:**

- 1. Kevin Barnes-Language Arts:** Ryan read Mr. Barnes resignation letter to the board.

**Fr. Joseph Phung made a motion to approve Kevin Barnes-Language Arts resignation, seconded by Kim Menke. Motion carried unanimously.**

***Administration Reports:***

**A. Early Childhood Center-** *written report submitted.*

**B. Elementary and Junior/Senior High School-** *Craig Huebner CAO, Elementary- still looking for part-time art at elementary. 1<sup>st</sup> grade will have a long-term sub to start the year and Ashley Gelsthrope will take over after she graduates in December. The building is clean and ready for the school year. The Diocesan-wide school meeting will take place at the elementary. This will include 5 of the schools in the Diocese. The jump start will take place the first two weeks in August. Jr./Sr. High School- all positions at the HS have been filled. Janitors have been busy cleaning and painting in preparation for next school year. The floors in both gyms have been refinished, one classroom received a makeover and paint, and all hallways and areas of need have been touched up. The updates to the entrance and office space are in the final stages and should be finished by first week of August. Driver's Ed courses through Triple R driving school will take place the first two weeks of August. Online enrollment for upcoming school year started on July 20<sup>th</sup>. The first day of school is August 23<sup>rd</sup>.*

**Loren thanked Mr. Huebner for being great to work with.**

**C. Marketing Director-***Judi Dinwiddie- written report submitted.*

**D. Admissions-** *Sasha Rea- written report submitted.*

**E. Business Manager-** *Nicole Holtkamp- Nicole presented the bills for general and activity accounts for July along with the financial statements. A motion was made by Chad Ward to approve the July bills and financial statements, seconded by Dan Steffensmeier. Motion carried unanimous.*

***Committee Reports:***

**A. Standing Committees**

- Finance and Budget:** *Ryan Kruse, Dan Steffensmeier, Chad Ward- nothing*
- Buildings and Grounds-** *Ryan Kruse– walked through the new offices and gym floor*
- Policy –** *Kim Menke, Fr. Joseph Phung-nothing*
- Technology –** *Fr. Dan Dorau, Zach Pieper – nothing*
- Marketing-** *Kim Menke and Zach Pieper –nothing*

*vi. Curriculum- Dan Steffensmeier, Zach Pieper- nothing*  
*vii. Health / Wellness / Safety- Chad Ward- will meet in fall*  
*viii. Catholic Identity- Father Dan Dorau, Father Joseph Phung, and Father John Stack–will meet in August*

*ix. Family Accounts Board-Ryan Kruse- nothing to report*  
*x. SIAC- Dan Steffensmeier-nothing*

***B. Organizations-***

- i. Foundation Board- Chad Ward-meeting in August*
- ii. TAPS-Kim Menke- meeting in August*
- iii. Athletic Board- Ryan Kruse- gym floor & Golf outing August 5th*
- iv. Music Boosters -nothing*
- v. Rodeo- meeting July 27th*

**Adjournment: Fr. Joseph Phung made a motion to adjourn the meeting at 7:37 p.m. seconded by Alan Menke. Motion carried unanimously.**

**Closing Prayer Fr. Dan Dorau**

Respectfully submitted by Nicole Holtkamp Business Manager