

HOLY TRINITY CATHOLIC SCHOOLS, INC.
Board of Education Meeting
July 31, 2023

The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:02 pm Monday, July 31, 2023, by President Ryan Kruse at the Holy Trinity Jr./Sr. High Spark Room. Father Dan Dorau led the group in an opening prayer.

Roll Call: Present: Fr. Gary Beckman, Fr. Dan Dorau, Ryan Kruse, Alan Menke, Kim Menke, Amanda Older, Stephanie Schinstock, Dan Steffensmeier, and Chad Ward. Absent: Zach Pieper

Approval of Agenda: Ryan wanted to add under new business A item #3 Randi Lieving – Nurse and New Business Item D: Potential Property Purchase.

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

Minutes: Dan Steffensmeier made a motion to approve the minutes from June 26, 2023, Regular Meeting, seconded by Chad Ward. Motion carried unanimously.

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

Ryan also welcomed Fr. Gary Beckman to the Board. Fr. Beckman said he is happy to be back in the area.

There were no other comments.

Election of Officers:

President: Chad Ward nominated Ryan Kruse for President. There were no other nominations and nominations were closed.

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

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

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

New Business:

A. Certified Contract:

1. Teri Holtkamp-6th Grade Teacher
2. Tracy Dingman- 5th Grade Teacher
3. Randi Lieving- Nurse

Dan Steffensmeier made a motion to approve Teri Holtkamp, Tracy Dingman, and Randi Lieving contracts for the 2023-2024 year, seconded by Amanda Older. Motion carried unanimously.

B. 2023-2024 Non-Certified Contracts:

1. Maria Sobczak-Kindergarten Associate

Chad Ward made a motion to approve 2023-2024 Non-Certified Contract for Maria Sobczak, seconded by Stephanie Schinstock. Motion carried unanimously.

C. Fundraiser Request: Science Club Scratch Cupcakes: Science Club to sell these from November 13th to December 1st with delivery on December 21st.

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

D. Potential New Property: Holy Trinity has an opportunity to buy a property that will be used for daycare. Some of the board members went and checked the property out.

Chad Ward made a motion to approve the buying and corporate resolution of the potential new property, seconded by Stephanie Schinstock. Motion carried unanimously.

Administrative Reports:

A. Early Childhood Center- written report submitted. Still taking enrollment for PreK and preschool. Looking for Full time in Fort Madison and part time with potential full time in West Point.

B. Elementary and Junior/ Senior High School- Craig Huebner CAO- Elementary-written report submitted. Still looking for part time art for elementary school. Filled 5th grade with Tracy Dingman and 6th Grade with Teri Holtkamp. Megan Rempe is finishing up her teaching degree and will be a student teaching in our building this fall. Alyssa Krogmeier will be a full-time at-risk teacher with funds secured through the state. The building is clean and for the school year. The administration team has been meeting every other week to prepare for the upcoming school year. 6 staff members and I spent the 19-21st in Marshal Town for new science curriculum. Will be hiring a full-time nurse. **Jr./Sr. High School-** written report. Still looking to fill the role of Jr High Science. Currently in talks with a Spanish teacher from Columbia. He is licensed in Iowa and has a J1 status with a sponsor and will meet with him Monday to determine if this could be viable option. Janitors have been busy cleaning and painting. The floors in both gyms have been refinished. One classroom received a makeover and paint. ABC fire extinguisher sales and service were in on July 18th to inspect and update all fire extinguishers and kitchen hoods. Driver's Ed courses through Triple R driving school will take place in the first two weeks of August. The first day of school is August 23rd.

C. Marketing Director- Judi Dinwiddie- written report submitted. The back-to-school campaign will begin in mid-July; will highlight BTS events and important dates. Initial planning for an HTC app with the new Power School system will work with Chris Schierbrock IT coordinator. Coordinating with athletic teams for media days to ensure consistent quality of images: Fall media day scheduled for August 8th with Jordan Reynolds including Volleyball, Dance Team, and Cross Country. Updating HTC promo video on City of Fort Madison website and HTC website with CGI with a publication date of late fall.

D. Admissions- Sasha Rea-written report submitted. 2023-2024 enrollment looks to be a total enrollment of 325 students.

E. Business Manager- Nicole Holtkamp- Nicole presented the bills for general and activity accounts for July along with the financial statements. Chad Ward made a motion to approve the July 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 close to being finished.

iii. Policy – Kim Menke and Alan Menke- met and have policies to review. Working on 400 next month

iv. Technology – Fr. Dan Dorau and Amanda Older – nothing to report.

v. Marketing- Kim Menke, Zach Pieper, Chad Ward –nothing

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, 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-meeting monthly

ii. TAPS-Kim Menke- meet next week.

iii. Athletic Board- Ryan Kruse- meeting Wednesday, golf outing Friday August 4th, and Fall Sports practice starts August 7th.

iv. Music Boosters Alan Menke-meeting tonight.

v. Rodeo – Chad Ward- need volunteers, and committee chairs. Food and liquor have been ordered.

Adjournment: Fr Dan Dorau made a motion to adjourn the meeting at 7:30 p.m. seconded by Amanada Older. Motion carried unanimously.

Closing Prayer Fr. Gary Beckman

Respectfully submitted by Nicole Holtkamp Business Manager