

HOLY TRINITY CATHOLIC SCHOOLS, INC.
Board of Education Meeting
August 30, 2021

The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:00 pm Monday, August 30, 2021 by President Loren Menke at the Jr./Sr. High Spark Room and on zoom. Father Dan Dorau led the group in an opening prayer.

Loren told the board and guests that Brian Graham resigned from the School Board effective immediately.

Loren told the board members and guests that starting in September the board meetings will rotate between Fort Madison and West Point every month.

Roll Call: Present: Fr. Dan Dorau, Fr. Dennis Hoffman, Ryan Kruse, Kim Menke, Loren Menke, Zach Pieper, Dan Steffensmeier, Leah Steffensmeier, Chad Ward. Absent: Fr. Joseph Phung

Approval of Agenda: A motion was made by Leah Steffensmeier to approve the agenda, seconded by Fr. Dan Dorau. Motion carried unanimous.

Minutes: Clarification was needed on the minutes for the August 12th Special meeting minutes and the minutes that were typed up. The correct date should be August 9th, 2021 which was a typo on the agenda.

A motion was made by Leah Steffensmeier, to approve the minutes for July 26, 2021, August 9, 2021, and August 19th, seconded by Fr. Dan Dorau. Motion carried unanimous.

Welcome Guests/ Comments from Audience: Loren welcomed the guests, including Angie Holland, Linda Peitz, Karen Schumaker, Raymond Pilkington, Judi Dinwiddie, Rebecca Hannum, and Savannah Strunk

Raymond Pilkington presented a check to Music Boosters for half of the sales from the corn stand he had set up in the summer. The other half will be presented to Elliott Test Kitchen.

There were no other comments.

Old Business:

- A. Elementary Bills-** A motion was made by Ryan Kruse to approve the elementary bills presented, seconded by Fr. Dan Dorau. Motion carried unanimous.

New Business:

- A. Athletic Board Budget-** Loren went over the athletic board budget since Daniel couldn't attend. The athletic board is getting a wireless score board, new mats for the high school gym.

A motion was made by Dan Steffensmeier to approve the Athletic Board budget, seconded by Zach Pieper. Motion carried unanimous.

- B. Resignation:**

- 1. Malissa Cain- Janitorial:** Mr. Huebner read Malissa's resignation letter.

A motion was made by Kim Menke to approve Malissa Cain's resignation letter, seconded by Fr. Dennis Hoffman. Motion carried unanimous.

- C. Co-Curricular Contracts:**

- 1. Sara Mueller- Speech Advisor**
 - 2. Sara Mueller- High School Student Council**
 - 3. Sara Mueller-English Supplement**

4. Lisa Gendron- Advisor Junior Class/Prom
5. Ernie Schiller-Science Consultant- Grades K-12
6. Ernie Schiller- Science Fair Advisor- 5-8
7. Ernie Schiller Science Fair Advisor- High School
8. Denise Cooper- AP Calculus
9. Denise Cooper- Dual Credit
10. Denise Cooper-Culinary Club Advisor
11. Emily Otte- Instructor Opus & State Vocal Contests
12. Emily Otte-Advisor National Honor Society
13. Emily Otte- Instructor- Instrumental Music

A motion was made by Dan Steffensmeier to approve the co-curricular contracts, seconded by Ryan Kruse. Motion carried unanimous.

D. Adding Brad Walker as Authorized Signer to Rodeo Account:

A motion was made by Chad Ward to add Brad Walker as Authorized Signer to Rodeo Account pending background check, seconded by Fr. Dan Dorau. Motion carried unanimous.

E. Senior Class Fundraisers: The seniors would like to have 4 fundraisers to raise money for their senior class. The fundraisers are: HTC Stencil, Enchilads, Trivia Night, and Krispy Kreme Doughnuts.

A motion was made by Kim Menke to approve the Senior Class Fundraisers, seconded by Leah Steffensmeier. Motion carried unanimous.

F. Committee Assignments:

Standing Committees:

- Finance & Budget – Loren Menke, Ryan Kruse, Dan Steffensmeier & Chad Ward
- Buildings and Grounds – Ryan Kruse
- Policy – Loren Menke, Kim Menke & Father Joseph
- Technology – Loren Menke, Father Dan, & Zach Pieper
- Marketing – Kim Menke, Father Dennis, & Zach Pieper
- Curriculum – Loren Menke, Dan Steffensmeier & Zach Pieper
- Health/Wellness/Safety – Chad Ward & Leah Steffensmeier
- Catholic Identity – Father Dan, Father Dennis, Fr. Joseph, & Leah Steffensmeier
- Family Account Board – Loren Menke & Ryan Kruse
- SIAC – Loren Menke, Dan Steffensmeier

Ad Hoc Committees:

According to Board Policy Ad Hoc Committees are automatically dissolved when their special function, in the judgment of the Board has been served.

- HR – Loren Menke (The last task is completing Job Descriptions for OLT Team.)

Organizations:

- Foundation Board – Chad Ward
- TAPS – Kim Menke
- Athletic Board – Ryan Kruse
- Music Boosters – Loren Menke
- Rodeo – Loren Menke

A motion was made by Zach Pieper to approve the standing committee assignments, seconded by Fr. Dennis Hoffman. Motion carried unanimously.

- G. **JH Baseball:** Mr. Goetz asked if we could add JH Baseball and possibly sharing with Ft Madison and games will be held at West Point.

A motion was made by Leah Steffensmeier to approve JH Baseball, seconded by Chad Ward. Motion carried unanimously.

- H. **Athletic Trainer Contract with Southeast Iowa Regional Medical Center:** SIRMCM provides athletic trainer at the varsity athletic games. Athletic board will split the cost.

A motion was made by Dan Steffensmeier to approve the Athletic Trainer Contract with Southeast Iowa Regional Medical Center, seconded by Ryan Kruse. Motion carried unanimously.

- I. **Candy Bars:** A motion was made by Fr. Dan to approve the elementary candy bar fundraiser, seconded by Kim Menke. Motion carried unanimously.

Administration Reports:

- A. **Early Childhood Center-** written report submitted. Savannah said they finished their last unpack your backpack night. Leah asked how the transition was going and Savannah said it is going well.
- B. **Elementary and Junior/Senior High School- Amy Bautista- K-6 Principal:** written report submitted. Amy said JumpStart was a huge success. 31 students attended. Unpack your backpack night was a success. Staff enjoyed the Diocese meeting/training/mass. Finalized specials and Duty schedules to allow PLC time for classroom teachers and transition time to sanitize classrooms. **Craig Huebner- 7-12th Principal/CAO-** written report submitted. Drivers Ed through TripleRDriving School took place August 2nd-August 13th. It was a large class including many of our HTC students. Still looking for a counselor for the system. Mr. Huebner is covering the role by working with schedules and planning Fall ACT's. Staff and PD development was the week of August 16th. New student orientation was August 20th. First day assembly which included going over expectations for the year and talking about the theme for this year. Changing the World with Kindness.
- C. **Marketing Director-Judi Dinwiddie-** written report submitted. Unpack your backpack night. Judi plan on adding new teacher introductions and then rotate through current employees and plans on sharing with parishes for publication as well. Plan to have marketing committee meeting 9/22/21.
- D. **Business Manager- Nicole Holtkamp-** Nicole presented the bills for general and activity accounts for August along with the financial statements. A motion was made by Dan Steffensmeier to approve the August bills and financial statements, seconded by Chad Ward. Motion carried unanimously.

Committee Reports:

A. Standing Committees

- Finance and Budget: Loren Menke, Ryan Kruse, Dan Steffensmeier, Chad Ward-nothing*
- Buildings and Grounds- Ryan Kruse- nothing*
- Policy – Loren Menke, Kim Menke, Fr. Joseph Phung-nothing*
- Technology – Loren Menke, Fr. Dan Dorau, Zach Pieper – nothing to report*
- Marketing- Kim Menke, Fr. Dennis Hoffman, Zach Pieper –nothing*
- Curriculum- Loren Menke, Dan Steffensmeier, Zach Pieper- nothing*
- Health / Wellness / Safety- Leah Steffensmeier, Chad Ward- nothing*
- Catholic Identity- Father Dan Dorau, Father Dennis Hoffman, Father Joseph Phung, Leah Steffensmeier-nothing*

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

B. Ad Hoc Committees

- ii. HR Committee-Loren Menke- nothing*

Organizations-

- i. Foundation Board- Chad Ward-nothing*
- ii. TAPS-Kim Menke- had meeting sold 83 boxes for school supplies, provided snacks for jump start, will have same fundraisers as last year, moving pizza fundraiser up.*
- iii. Athletic Board- Ryan Kruse- Golf outing went well.*
- iv. Music Boosters Loren Menke- nothing*
- v. Rodeo- Loren Menke- rodeo is coming up and still need volunteers, online sign up or can call to sign up to volunteer.*

Adjournment: A motion was made by Zach Pieper at 7:56 pm to adjourn the meeting, seconded by Fr. Hoffman. Motion carried unanimous.

Closing Prayer: Fr. Dennis Hoffman

Respectfully submitted by Nicole Holtkamp Business Manager