

HOLY TRINITY CATHOLIC SCHOOLS, INC.
Board of Education Meeting
September 25, 2023

The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:14 pm Monday, September 25, 2023, by President Ryan Kruse at the Holy Trinity Jr./Sr. High School Spark Room. Father Dan Dorau led the group in an opening prayer.

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

Approval of Agenda: Ryan wanted to add under new business item F: FFA Pumpkin Fundraiser, item G: Student Council Paul Revere's Pizza Fundraiser, item H: TAPS Glow Party, item I: TAPS Merchandise Sale, item J: TAPS Family Movie Night.

Fr. Dan Dorau made a motion to approve the amended agenda, seconded by Zach Pieper. Motion carried unanimously.

Minutes: Chad Ward made a motion to approve the minutes from August 28, 2023, Regular Meeting, seconded by Stephanie Schinstock. Motion carried unanimously.

Welcome Guests/ Comments from Audience: Ryan welcomed guests including Karen Schumaker, Linda Peitz, Judi Dinwiddie, Sabrina Menke, and Savannah Strunk.

There were no other comments.

New Business:

A. 2023-2024 Non-Certified Contract:

1. Carol Greenwald – Jr./Sr. High School Head Cook

Dan Steffensmeier made a motion to approve 2023-2024 Non-Certified Contract for Carol Greenwald – Jr./Sr. High School Head Cook, seconded by Alan Menke. Motion carried unanimously.

B. Fundraiser Request: Annual Fruit, Wreath, Meat, & Cheese Sale

Chad Ward made a motion to approve the Music Booser Fundraiser, seconded by Kim Menke. Motion carried unanimously.

C. 2nd Reading: 203.19 Marketing and Admissions Policy: Recommending inviting Foundation Director of Alumni and Community Relations (if any) instead of permanent member.

Fr. Dan Dorau made a motion to approve the 2nd Reading: 203.19 Marketing and Admissions Policy with the changes, seconded by Stephanie Schinstock. Motion carried unanimously.

D. TAPS Budget- Labeling item until more clarification on budget.

E. 2023-2024 Revision of Calendar: Mr. Huebner wants to make a change to match Fort Madison's schedule since the beginning of school year was delayed due to heat.

Stephanie Schinstock made a motion to approve the 2023-2024 Revision of Calendar, seconded by Amanda Older. Motion carried unanimously.

F. Fundraiser Request: FFA Pumpkin Sale

G. Fundraiser Request: Student Council Paul Revere's

H. Fundraiser Request: TAPS Glow Party

I. Fundraiser Request: TAPS Merchandise Sale

J. Fundraiser Request: TAPS Family Movie Night

Dan Steffensmeier made a motion to approve the Fundraiser Requests for: FFA, Student Council, and TAPS, seconded by Alan Menke. Motion carried unanimously.

Administrative Reports:

- A. *Early Childhood Center-*** written report submitted. Held 2 interviews on Friday and will call Tuesday to offer job. West Point Daycare is coming along with the updates. Need name: Holy Trinity Daycare West Point.
- B. *Junior/ Senior High School- Craig Huebner CAO- Jr./Sr. High School-*** written report. All school mass took place in West Point on August 30th. The annual Club fair was held on September 5th. On the 7th students participated in the traditional rodeo assembly. 7th graders participated in mussels field trip at Lee County Conservation. 8th graders attended career exploration day at the Career Advantage Center. Ag exploration day took place on the 20th. Attended the Diocesan principal meeting regarding grading scale for the diocese. On the 22nd the environmental science club did a 2-mile highway cleanup on Highway 2. All school mass will be held in West Point on September 27th with the Bishop.
- C. *Elementary- Elizabeth Scheetz-*** written report submitted. School collection for mass and dress down day money has been raised for organizations Maui Relief fund and Relay for life. 2nd grade attended the Fiesta and saw the dancers, learned about monarch butterflies, and crafted paper flowers. Kindergarten will go to Appleberry Orchard. The new Gaga ball Pit is being installed for additional activity. 9/13 teachers met for professional development training on Teacher Clarity and reviewed procedures.
- D. *Marketing Director- Judi Dinwiddie-*** written report submitted. A marketing meeting was held 9/13/23. Marketing intern focusing first quarter on graphic design and social media marketing. Updating HTC promo video on City of FM website and HTC website. Started the week at glance for activities. Fall SRI.
- E. *Admissions- Sasha Rea-*** written report submitted. 2023-2024 enrollment is 323 students. Working on STO goal.
- F. *Business Manager- Nicole Holtkamp-*** Nicole presented the bills for general and activity accounts for September along with the financial statements. Stephanie Schinstock made a motion to approve the September bills and financial statements, seconded by Alan 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-** day care update
- iii. Policy – Kim Menke and Alan Menke-** nothing to report.
- iv. Technology – Fr. Dan Dorau and Amanda Older –** nothing to report.
- v. Marketing- Kim Menke, Zach Pieper, Chad Ward –** met last month, plan to identify new families, next meeting in October.
- 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–** met September 14th, reviewed service hours. Prayers before games in locker rooms, and before varsity game.
- 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 this week.***
- ii. TAPS-Kim Menke- nothing to report.***
- iii. Athletic Board- Ryan Kruse- fall sports***
- iv. Music Boosters Alan Menke-nothing to report.***
- v. Rodeo – Chad Ward- Thank you to all the volunteers for the successful event.***

Adjournment: Dan Steffensmeier made a motion to adjourn the meeting at 8:00 p.m. seconded by Kim Menke. Motion carried unanimously.

Closing Prayer Fr. Dan Dorau

Respectfully submitted by Nicole Holtkamp Business Manager