

**HOLY TRINITY CATHOLIC SCHOOLS, INC.**  
**Board of Education Meeting**  
**March 28, 2022**

*The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:02 pm Monday, March 28, 2022, by President Loren Menke at the Holy Trinity Elementary Cafeteria. Father Dan Dorau led the group in an opening prayer.*

***Leah Steffensmeier-Resignation from the Board-*** Loren read Leah's resignation from the school board effective immediately.

***Welcome Alan Menke to the Board-*** Loren welcomed Alan Menke to the school board who will fill out Leah's position until June 30<sup>th</sup> and then July 1<sup>st</sup> will take the St. James position. Fr. Dan is searching for a person to fill the at large position starting July 1<sup>st</sup>.

***Roll Call:*** Present: Fr. Dan Dorau, Fr. Dennis Hoffman, Ryan Kruse, Alan Menke, Kim Menke, Loren Menke, Amanda Older, Fr. Joseph Phung, Zach Pieper, Dan Steffensmeier, Chad Ward. Absent: none

**Loren reminded that the next board meeting will be April 25<sup>th</sup> at 7:00 pm at the High School Spark Room in Fort Madison with the work session for board members at 6:00 pm.**

**Loren thanked students Gavin Pieper, Ethan Pieper, and Nathan Box who helped a couple board members clean up some debris behind the high school.**

**Yesterday Fr. Dan had a birthday.**

***Approval of Agenda:*** Loren added New Business Item J: Retirement – Kathy Steffensmeier.

**A motion was made by Dan Steffensmeier to approve the amended agenda, seconded by Ryan Kruse. Motion carried unanimously.**

***Minutes:*** A motion was made by Fr. Dennis Hoffman to approve the February 28<sup>th</sup>, 2022, minutes as presented, seconded by Fr. Dan Dorau. Motion carried unanimously.

***Welcome Guests/ Comments from Audience:*** Loren welcomed the guests, including Linda Peitz, Savannah Strunk, Karen Schumaker, Sydni Foecke, and Angie Holland

**Linda Peitz and Karen Schumaker commented on the wonderful evening Blue and Silver Event that took place on March 26<sup>th</sup>. Loren thanked Judi Dinwiddie and Sasha Rea for organizing the event.**

**New Business:**

- A. 2<sup>nd</sup> Reading Health & Wellness Policy 203.18-** Loren read the changes on the policy.

**A motion was made by Kim Menke to approve the 2<sup>nd</sup> Reading of Policy 203.18 Health & Wellness and waive the 3<sup>rd</sup> reading, seconded by Zach Pieper. Motion carried unanimously.**

- B. 2<sup>nd</sup> Reading Catholic Identity-** Fr. Dan wants to rewrite 1<sup>st</sup> paragraph and would like to suspend the 2<sup>nd</sup> reading and have another 1<sup>st</sup> reading after he revises the current policy.  
**A motion was made by Chad Ward to decline the 2<sup>nd</sup> Reading Catholic Identity policy, seconded by Fr. Dan Dorau. Motion carried unanimously.**

- C. 2<sup>nd</sup> Reading Family Accounts Board-** Loren read the changes to the policy.

**A motion was made by Chad Ward to approve the 2<sup>nd</sup> Reading of the Family Accounts Board policy and to waive the 3<sup>rd</sup> Reading, seconded by Fr. Dennis Hoffman. Motion carried unanimously.**

- D. Maintenance Manager Contract 2021-2022: Bret Netherton:** Mrs. Bautista said he is doing a great job since he has started.

**A motion was made by Zach Pieper to approve the Maintenance Manager Contract, seconded by Ryan Kruse. Motion carried unanimously.**

- E. Co-Curricular Contracts:**

- 1. Summer AD- John Goetz**
- 2. JH Softball/Baseball Game Supervisor- Craig Huebner**
- 3. JH Baseball- Nick Peitz**

**A motion was made by Ryan Kruse to approve the Co-Curricular contracts, seconded by Zach Pieper. Motion carried unanimously.**

- F. 2022-2023 Certified Contracts:** Loren read the names of the 2022-2023 certified contracts to the board.

**A motion was made by Dan Steffensmeier to approve the 2022-2023 Certified Contracts, seconded by Amanda Older. Motion carried unanimously.**

- G. 2022- 2023 Non-Certified Contracts-** Loren read the names of the 2022-2023 non-certified contracts to the board.

**A motion was made by Zach Pieper to approve the 2022-2023 Non-Certified Contracts, seconded by Chad Ward. Motion carried unanimously.**

- H. Corporate Resolution- Entry Way/Office Renovation:** This is for the high school entry way and offices; it will allow for a more secure entry way. Mr. Huebner's office would now become Deb's office. The funds are taken out of an account for building improvements.

**A motion was made by Fr. Dan to approve the Corporate Resolution – Entry Way/Office Renovation, seconded by Kim Menke. Motion carried unanimously.**

- I. 2022-2023-** Mr. Huebner presented the 2022-2023 calendar and said this allows for more instructional time and will have fewer early outs. On the days that Ft Madison has early out, and we are in session all day there will still be a shuttle to Fort Madison from West Point.

**A motion was made by Chad Ward to approve the 2022-2023 School Calendar, seconded by Zach Pieper. Motion carried unanimously.**

- J. Retirement- Kathy Steffensmeier:** Loren read Kathy Steffensmeier's retirement letter to the board.

**A motion was made by Dan Steffensmeier to approve Kathy Steffensmeier's retirement, seconded by Kim Menke. Motion carried unanimously.**

***Administration Reports:***

- A. Early Childhood Center-** written report submitted. Savannah said ECC Pre-Kindergarten and Pre-School numbers are looking good. West Point pre-school will run like Fort Madison's pre school next year.
- B. Elementary and Junior/Senior High School- Amy Bautista- K-6 Principal:** written report submitted. Teacher evaluations have been completed with new teaching standards. 7 of our 6<sup>th</sup> grade students participated in the Reginal/Eastern Iowa Science Fair in Cedar Rapids on March 19<sup>th</sup> and will also participate in the State Science Fair in Ames on 3/24 & 3/25. 5/6<sup>th</sup> graders were able to attend the Quincy Symphony. 5<sup>th</sup> graders are planting a garden behind St. Mary's church as part of their earth science unit with Mrs. Kelch. **Craig Huebner- 7-12<sup>th</sup> Principal/CAO-** written report submitted. On March 4<sup>th</sup> we had junior high students attend an honor choir at

Iowa Wesleyan. On March 7<sup>th</sup> & 8<sup>th</sup> we had two HS students attend the U of I Science and Humanities Symposium. March 23<sup>rd</sup> 3 students attended a student council conference in Bettendorf to work with other student council students from the state. The Blue & Silver event took place on Saturday the 26<sup>th</sup>. ISASP testing has been scheduled for the first two weeks of April. 6<sup>th</sup> Grade shadow day will take place on March 31<sup>st</sup>.

- 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 March along with the financial statements. A motion was made by Kim Menke to approve the March bills and financial statements, seconded by Ryan Kruse. Motion carried unanimous.

#### **Committee Reports:**

##### **A. Standing Committees**

- i. Finance and Budget- Loren Menke, Ryan Kruse, Dan Steffensmeier, Chad Ward-** nothing to report
- ii. Buildings and Grounds- Ryan Kruse-** Elementary has some rust spots and have reached out to John Hanson.
- iii. Policy – Loren Menke, Kim Menke, Fr. Joseph Phung-**encourage board members to look at policy
- iv. Technology – Loren Menke, Fr. Dan Dorau, Zach Pieper –** nothing to report
- v. Marketing- Kim Menke, Fr. Dennis Hoffman, Zach Pieper –**nothing to report
- vi. Curriculum- Loren Menke, Dan Steffensmeier, Zach Pieper-** Mr. Huebner updated
- vii. Health / Wellness / Safety- Chad Ward-** have not met
- viii. Catholic Identity- Father Dan Dorau, Father Dennis Hoffman, Father Joseph Phung-**Fr. Dan talked about the cards the Diocese have given out and encourage to engage with others.
- ix. Family Accounts Board-Loren Menke and Ryan Kruse-** nothing to report
- x. SIAC- Loren Menke, Dan Steffensmeier-**will meet on April 12<sup>th</sup> and will report at the April board meeting

##### **B. Organizations-**

- i. Foundation Board- Chad Ward-**will meet in April
- ii. TAPS-Kim Menke-** made donation to B&S, pizzas delivered April 7<sup>th</sup>, new officers: Stephanie Mohrfeld- Presidents; Jill Mohrfeld- Vice President; Katie Wilson- Treasurer; Kelly Pieper- Secretary; Katie Pence- communications; food trucks for the May 6<sup>th</sup> carnival; and will provide snacks for ISASP.
- iii. Athletic Board- Ryan Kruse-** redoing gym floor in Fort Madison
- iv. Music Boosters Loren Menke-**nothing
- v. Rodeo- Loren Menke-** nothing

A motion was made at 7:53 pm to leave open session and go into executive session by Ryan Kruse, seconded by, Zach Pieper. Motion carried unanimously.

#### **XI. Executive Session -Administrative Contract**

A motion was made at 8:35 pm to leave executive session and go into open session by Ryan Kruse, seconded by, Chad Ward. Motion carried unanimously.

**Adjournment:** A motion was made by Zach Pieper to adjourn the meeting, seconded by Fr. Hoffman. Motion carried unanimously.

**Closing Prayer:** Fr. Dennis Hoffman

Respectfully submitted by Nicole Holtkamp Business Manager