

**HOLY TRINITY CATHOLIC SCHOOLS, INC.**  
**Board of Education Meeting**  
**October 25, 2021**

*The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:02 pm Monday, October 25, 2021 by President Loren Menke at the Holy Trinity High School Spark Room. Father Dan Dorau led the group in an opening prayer.*

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

**Approval of Agenda:** Loren wanted to add Item B: Non-Certified Contract #2 Silvia McMeins – Day Care Associate. **A motion was made by Chad Ward to approve the amended agenda, seconded by Kim Menke. Motion carried unanimous.**

**Minutes:** A motion was made by Chad Ward to approve the September 25, 2021, Regular Meeting minutes, seconded by Fr. Dennis Hoffman. Motion carried unanimous.

**Welcome Guests/ Comments from Audience:** Loren welcomed the guests, including Angie Holland, Linda Peitz, Savannah Strunk, and Judi Dinwiddie.

Loren updated that the November 22<sup>nd</sup> meeting will start at 8:00 pm at the elementary school in West Point, instead of 7:00 pm. The December board meeting will take place Monday December 20<sup>th</sup> at 7:00 pm at the High School Spark Room.

Fr. Dan gave an update on the St. James' sale went well.

Fr. Hoffman gave an update on the St. Mary's Fall Festival was around \$305,000.00

Chad Ward gave an update on HTC God's Portion Day that they grossed around \$250,000.00

Loren said we had 4 great sales. Thank you to all the committee members and we are lucky that we have a great community and support. It amazes him at what our community can do and thankful to everyone who participated.

There were no other comments.

**New Business:**

**A. Co-Curricular Contracts:**

1. Kirsten Shaffer- Girls JV Basketball
2. Austin Merschman- Boys JV Basketball
3. Tom Merschman- Varsity Boys Assistant
4. Shawn Hopper- JH Boys Basketball
5. Mike Rung- JH Boys Basketball
6. Trisha Lake- Co- Dance Team Advisor
7. Jessica Bohnenkamp- Co-Dance Team Advisor
8. Malissa Cain- Cheerleading Advisor

A motion was made by Ryan Kruse to approve the Co-Curricular Contracts, seconded by Dan Steffensmeier. Motion carried unanimous.

**B. Non-Certified Contracts:**

1. Dawn Harriot- School Age Supervisor
2. Silvia McMeins- Day Care Associate

**A motion was made by Kim Menke to approve the non-certified contracts, seconded by Fr. Dan Dorau. Motion carried unanimous.**

**C. Resignation:**

**1. Beth Howard- Daycare**

**A motion was made by Dan Steffensmeier to approve Beth Howard's resignation, seconded by Ryan Kruse. Motion carried unanimous.**

**D. Fundraiser Requests:**

**1. HTC History Club- Charleston Board of Trade**

**2. HTC History Club- Popcorn Sales**

**The popcorn sales will need to be done in November with delivery in December so it doesn't interfere with the ECC Popcorn fundraiser.**

**A motion was made by Zach Pieper to approve the HTC History Club -Charleston Board of Trade chicken fundraiser and the popcorn sales as long as the popcorn sales is done in November with delivery in December, seconded by Kim Menke. Motion carried unanimous.**

**3. Jr. Class: Selling Gift Cards from Kim's Confections**

**A motion was made by Chad Ward to approve the Jr. Class Fundraiser: Selling Gift Cards from Kim's Confections, seconded by Fr. Hoffman. Motion carried unanimous.**

***Administration Reports:***

- A. *Early Childhood Center-*** written report submitted. Savannah said they finished up their field trips and their annual butter braid fundraiser and were close to their goal. She just hired 2 part-time day-care associates and still looking for a preschool associate.
- B. *Elementary and Junior/Senior High School- Amy Bautista- K-6 Principal:*** written report submitted. Crusader of the month celebration in the gym. Oct 3<sup>rd</sup> & 4<sup>th</sup> several of our teachers attended Iowa Science Teacher Fair in Des Moines, Mrs. Peitz presented with Ernie Schiller at the convention. Completed first fire and tornado drills this month. Iowa Symphony (Artist in Resident) performed for our elementary school. Several field trips took place to the fire station, Appleberry, Hinterland Dairy, Wilson Lake, and 4-6 Stem at Pollmiller Park. Parent teacher conferences went well. **Craig Huebner- 7-12<sup>th</sup> Principal/CAO-** written report submitted. On October 4<sup>th</sup> five teachers and Mr. Schiller attended a science teaching conference in Des Moines to learn and investigate up-and-coming science techniques. On October 5<sup>th</sup> seniors attended College Rep Day at SCC. There were over 30 colleges and career organizations to explore and learn more about. On Oct 6<sup>th</sup> a couple of members from Science Club visited ISU and a Biotech lab in Slater. The 7<sup>th</sup> grade took a field trip Lee County Conservation area. Juniors took the PSAT on October 13<sup>th</sup>. Lend A Student took place October 22<sup>nd</sup>.
- C. *Marketing Director-Judi Dinwiddie-*** written report submitted. On October 27<sup>th</sup> from 4-5 Witches Ball will be held in the upstairs media center at the elementary. Tracee Guzman will be on hand to read the book and sign autographs. The kids will be able to enjoy Halloween activities. The highlighted teacher for the month is Emily Kelch.
- D. *Admissions- Sasha Rea-*** written report submitted.
- E. *Business Manager- Nicole Holtkamp-*** Nicole presented the bills for general and activity accounts for October along with the financial statements. A motion was made by Ryan Kruse to approve the October bills and financial statements, seconded by Dan Steffensmeier. Motion carried unanimous.

***Committee Reports:***

***A. Standing Committees***

- i. Finance and Budget: Loren Menke, Ryan Kruse, Dan Steffensmeier, Chad Ward-will meet in December***
- ii. Buildings and Grounds- Ryan Kruse- met in regards to some issues***
- iii. Policy – Loren Menke, Kim Menke, Fr. Joseph Phung-working on updating policies with the group***

*iv. Technology – Loren Menke, Fr. Dan Dorau, Zach Pieper – met this month and will present technology recommendations in December.*

*v. Marketing- Kim Menke, Fr. Dennis Hoffman, Zach Pieper –nothing*

*vi. Curriculum- Loren Menke, Dan Steffensmeier, Zach Pieper- have not met*

*vii. Health / Wellness / Safety- Leah Steffensmeier, Chad Ward- will meet in November*

*viii. Catholic Identity- Father Dan Dorau, Father Dennis Hoffman, Father Joseph Phung, Leah Steffensmeier–Met in October and will meet on November 16<sup>th</sup>.*

*ix. Family Accounts Board-Loren Menke and Ryan Kruse- nothing to report*

*x. SIAC- Loren Menke, Dan Steffensmeier-will need to meet*

***B. Ad Hoc Committees***

*ii. HR Committee-Loren Menke- nothing*

***Organizations-***

*i. Foundation Board- Chad Ward-nothing*

*ii. TAPS-Kim Menke- nothing*

*iii. Athletic Board- Ryan Kruse- nothing*

*iv. Music Boosters Loren Menke-Meat/Fruit/Cheese/Wreath Fundraiser through October 27<sup>th</sup>. Plans for a spring trip with the 7-12<sup>th</sup> choir/band members. Mrs. Kenel purchased new chairs for choir.*

*v. Rodeo- Loren Menke- meeting tomorrow October 26<sup>th</sup>.*

**Adjournment: A motion was made by Dan Steffensmeier at 7:40 pm to adjourn the meeting, seconded by Chad Ward. Motion carried unanimous.**

**Closing Prayer: Fr. Joseph Phung**

Respectfully submitted by Nicole Holtkamp Business Manager