

HOLY TRINITY CATHOLIC SCHOOLS, INC.
Board of Education Meeting
November 22, 2021

The regular meeting of the Holy Trinity Catholic School Board was called to order at 8:00 pm Monday, November 22, 2021 by President Loren Menke at the Holy Trinity Elementary School Cafeteria. Father Joseph Phung led the group in an opening prayer.

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

Approval of Agenda: There were no additions to the agenda.

A motion was made by Chad Ward to approve the agenda, seconded by Zach Pieper. Motion carried unanimous.

Minutes: A motion was made by Kim Menke to approve the October 25, 2021, Regular Meeting minutes, seconded by Ryan Kruse. Motion carried unanimous.

Welcome Guests/ Comments from Audience: Loren welcomed the guests, including Angie Holland, Linda Peitz, Rebecca Hannum, and Karen Schumaker.

Loren reminded everyone about the meeting change in December. The meeting will take place December 20th, 2021 at 7:00 pm to the high school with the work session starting at 6:00 pm for the board members.

Loren congratulated the varsity volleyball girls for their appearance at state and on a great season. Also, congratulated coach Melissa Freesmeier for the milestone of 1,000 wins.

Loren thanked the 4 individuals who donated money toward the batteries for the scissor lift at the high school they were Paul Mohrfeld, Dennis Osipowicz, Richard Azinger, and Jim Scheetz.

Linda Peitz had a comment about the calendar and hope the board considers to keep the schedule with the full day on Wednesday's it will benefit the students.

There were no other comments.

New Business:

- A. School Calendar-** Mr. Huebner presented the board two options for the calendar. The first one was continued as scheduled minus January 17th will be a full day, whereas before it was a scheduled day off. Or the second option follow Ft. Madison's schedule with every Wednesday an early out. He said with option one going full days on the days Fort Madison has early out there will be a shuttle bus.

A motion was made by Chard Ward to approve option 1 for the school calendar, seconded by Leah Steffensmeier. Motion carried unanimous.

- B. Certified Contract- Madeline Zillman – 3rd Grade Teacher 2nd Semester-** Mrs. Bautista commented how she has graduated and will work with Mrs. Holtkamp on the transition.

A motion was made by Ryan Kruse to approve Madeline Zillman's certified contract for 2nd semester, seconded by Zach Pieper. Motion carried unanimous.

- C. Art Club Fundraiser- Art Show / Auction:** The art club would like to have an art show, showcasing the student's artwork in the foyer and have people vote. Each vote will be \$1.00 and some of the pieces will be auctioned off. They will also incorporate a bake sale during this fundraiser. This is for new art supplies and equipment for the art room.

A motion was made by Chad Ward to approve the Art Club Fundraiser, seconded by Dan Steffensmeier. Motion carried unanimous.

Administration Reports:

- A. Early Childhood Center-** written report submitted.
- B. Elementary and Junior/Senior High School- Amy Bautista- K-6 Principal:** written report submitted. Ended the month of October with the “Witches Ball” Mrs. Guzman the high school art teacher illustrated the book and read it to the kids. At last Professional Development specials teachers and 4-6 met to discuss putting an emphasis on discipline for our frequent flyers. Also discussed at PD was comparison of ITBS to the new ISASP testing. Finished up with Oct/Nov 5 minute teacher walk throughs. Sent off the volleyball team with an Olympic theme and highlighting the volleyball team. **Craig Huebner- 7-12th Principal/CAO-** written report submitted. On October 29th students participated in a Halloween assembly. Students dressed up for the day. November 10th the HS band, choir, NHS, and dance team helped with Veterans Day assembly at the elementary. November 11th the high school held a blood drive. The NHS induction ceremony took place at the HS on Nov 17th. Had a call with FACTS on the 19th and should have an online instructor before Christmas Break. EANS reimbursement has been submitted for all computers, ipads, and cleaning materials. Staff has been examining ISASP data from last year to determine areas of improvement as we move through the year.
- 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 November along with the financial statements. A motion was made by Fr. Dan Dorau to approve the November bills and financial statements, seconded by Zach Pieper. Motion carried unanimous.

Committee Reports:

A. Standing Committees

- i. Finance and Budget: Loren Menke, Ryan Kruse, Dan Steffensmeier, Chad Ward-**will meet on December 14th
- ii. Buildings and Grounds- Ryan Kruse-** nothing to report
- iii. Policy – Loren Menke, Kim Menke, Fr. Joseph Phung-**working on teacher release contracts and admin releases.
- iv. Technology – Loren Menke, Fr. Dan Dorau, Zach Pieper –** met and came up with recommendations, will present at the December meeting.
- v. Marketing- Kim Menke, Fr. Dennis Hoffman, Zach Pieper –**nothing to report
- vi. Curriculum- Loren Menke, Dan Steffensmeier, Zach Pieper-** need to meet
- vii. Health / Wellness / Safety- Leah Steffensmeier, Chad Ward-** met November 15th have a couple recommendations on policy
- viii. Catholic Identity- Father Dan Dorau, Father Dennis Hoffman, Father Joseph Phung, Leah Steffensmeier-**working on Catholic Schools Week
- ix. Family Accounts Board-Loren Menke and Ryan Kruse-** nothing to report
- x. SIAC- Loren Menke, Dan Steffensmeier-**nothing to report

B. Ad Hoc Committees

- ii. HR Committee-Loren Menke-** nothing

Organizations-

- i. Foundation Board- Chad Ward-**will meet soon
- ii. TAPS-Kim Menke-** Poinsettia’s fundraiser went well, talking about switching some fundraisers
- iii. Athletic Board- Ryan Kruse-** met last week
- iv. Music Boosters Loren Menke-**December 2nd is when the fruit, meat/cheese, and wreaths will be delivered at Artic Glacier, December 5th is the 7-12th vocal concert, and December 15th is the elementary concert.
- v. Rodeo- Loren Menke-** wrap up meeting was held October 25th. More volunteers were brought up.

Adjournment: A motion was made by Fr. Joseph Phung to adjourn the meeting at 8:32 pm seconded by Dan Steffensmeier. Motion carried unanimous.

Closing Prayer: Fr. Dan Dorau

Loren wished everyone a Happy Thanksgiving

Respectfully submitted by Nicole Holtkamp Business Manager