

HOLY TRINITY CATHOLIC SCHOOLS, INC.
Board of Education Meeting
July 26, 2021

The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:03 pm Monday, July 26, 2021 by President Loren Menke at the Jr./Sr. High Spark Room and on zoom. Father Dennis Hoffman led the group in an opening prayer.

Loren welcomed new school board member Zach Pieper from Holy Family Parish.

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

Approval of Agenda: Loren wanted to add under item C. number 3 non-certified lunch contracts.

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

Minutes: A motion was made by Fr. Hoffman to approve the June 21, 2021 minutes, seconded by Fr. Dan Dorau. Motion carried unanimous.

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

Karen Schumaker mentioned that the corn stand was up at the high school. Proceeds will go toward HTC and Elliott Test Kitchen.

Election of Officers:

President: Chad Ward nominated Loren Menke for President. There were no other nominations and nominations were closed.

A motion was made by Chad Ward to nominate Loren Menke for President, seconded by Fr. Dan Dorau. Motion carried unanimous.

Vice President: Dan Steffensmeier nominated Ryan Kruse for Vice President. There were no other nominations and nominations were closed.

A motion was made by Dan Steffensmeier to nominate Ryan Kruse for Vice President, seconded by Zach Pieper. Motion carried unanimous.

Secretary/Treasurer: Ryan Kruse nominated Dan Steffensmeier for Secretary/Treasurer. There were no other nominations and nominations were closed.

A motion was made by Ryan Kruse to nominate Dan Steffensmeier for Secretary/Treasurer. Motion carried unanimous.

A motion was made by Chad Ward to approve Loren Menke for School Board President, Ryan Kruse for Vice President, and Dan Steffensmeier as Secretary / Treasurer, seconded by Fr. Dennis Hoffman. Motion carried unanimous.

Old Business:

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

New Business:

- A. School Board Meeting Dates & Times:** Fr. Joseph would like to move the school board meetings and work session to the 4th Tuesday instead of the 4th Monday.

A motion was made by Fr. Joseph to change the board meetings to the 4th Tuesday of the month. Motion was not seconded. Motion failed.

The board meetings will be on the 4th Monday of the month at 7:00 pm and a work session will be the 4th Monday of the month at 6:00 pm.

- B. 1st Reading of Policy 203.12 Finance and Budget Committee (Change of Dates):** Asking to move the dates up by a month.

A motion was made to approve the 1st reading of Policy 203.12 Finance and Budget Committee, seconded by Chad Ward. Motion Carried unanimous.

C. Non-Certified Contracts:

- 1. Sasha Rea- Admission/Scrip Coordinator/Development Director- A motion was made by Dan Steffensmeier to approve Sasha Rea's non certified contract, seconded by Fr. Dan. Motion carried unanimous.**

- 2. Kim Fraise- Administrative Assistant: A motion was made by Ryan Kruse to approve Kim Fraise's non certified contract, seconded by Fr. Hoffman. Motion carried unanimous.**

- 3. Dana Hemann & Tanya Snaadt – assistant lunch contracts: A motion was made by Chad Ward to approve Dana Hemann and Tanya Snaadt's assistant lunch contracts, seconded by Dan Steffensmeier. Motion carried unanimous.**

D. Certified Contracts:

- 1. Julie Meir- PreK Teacher: A motion was made by Chad Ward to approve Julie Meir PreK Teacher contract, seconded by Fr. Hoffman. Motion carried unanimous.**

E. Resignation

- 1. Jill Stull-Counselor: A motion was made by Dan Steffensmeier to approve Jill Stull's resignation, seconded by Chad Ward. Motion carried unanimous.**

Administration Reports:

- A. Early Childhood Center-** written report submitted. Savannah said they will raise daycare rates from \$27.00 a day to \$28.00 a day and they are in competition with the other two main centers in the area. The updated numbers for West Point 6 for 3-year-old preschool, 3 for 4-year-old preschool, 14 for Pre-K. Fort Madison has 14 for 3-year-old preschool, 14 for 4-year-old preschool, and 10 for PreK.

- B. Elementary and Junior/Senior High School- Amy Bautista- K-6 Principal:** written report submitted. Amy said she is getting to know the culture. Meeting one on one with staff to get to know each other, their families, needs for the classroom and wish list. She has been busy assigning specials schedules and duties. Malissa Cain has been working on painting walls, running into trouble finding paint with matching color. She would like to put Murals on a few walls. **Craig Huebner- 7-12th Principal/CAO-** written report submitted. Still looking to fill the Choir position at the high school. Right now, Emily Otte will be teaching both Band & Choir. Opening for guidance counselor. The floors at the high school and elementary have been refinished. The new Spanish teacher Eva Piquer will be arriving in the states on July 30th. Drivers Ed courses through Triple r driving school will take place the first two weeks of August. School starts August 23rd.

- C. Marketing Director- - no report**

- D. Business Manager- Nicole Holtkamp-** Nicole presented the bills for general and activity accounts for July along with the financial statements. A motion was made by Chad Ward to approve the July bills and financial statements, seconded by Dan Steffensmeier. Motion carried unanimous.

Committee Reports:

A. Standing Committees

- i. Finance and Budget: Loren Menke, Paul Wilkerson, Ryan Kruse, Chad Ward**-nothing
- ii. Buildings and Grounds- Ryan Kruse**- Ryan, Mr. Huebner, and Loren met at high school to go over possible changes for entry way, office space, and Athletic Board wants to expand locker rooms.
- iii. Policy – Father Joseph Phung, Paul Wilkerson, Brian Graham** -Will have broader discussion in work session and updating the policies.
- iv. Technology – Loren Menke and Father Dan Dorau** – nothing to report
- v. Marketing- Kim Menke, Fr. Dennis Hoffman** –nothing
- vi. Curriculum- Paul Wilkerson, Loren Menke, and Dan Steffensmeier**- nothing
- vii. Health / Wellness / Safety- Leah Steffensmeier and Chad Ward**- Melissa is taking a class will have update after.
- viii. Catholic Identity- Father Dan Dorau, Father Dennis Hoffman, Father Joseph Phung, Leah Steffensmeier, and Brian Graham** –nothing
- ix. Family Accounts Board-Loren Menke and Paul Wilkerson**- nothing to report
- x. SIAC- Paul Wilkerson, Loren Menke, and Dan Steffensmeier**-nothing

B. Ad Hoc Committees

- ii. HR Committee-Brian Graham**-Supporting search with ACA & other schools within the area. Brian is asking for referrals.

Organizations-

- i. Foundation Board- Chad Ward**-nothing
- ii. TAPS-Kim Menke**- nothing
- iii. Athletic Board- Paul Wilkerson**- Golf Outing August 6th. Replacing rims at elementary school. Looking at adding a handwashing sink in the West Point Concessions.
- iv. Music Boosters Loren Menke**- Maria is acting president, SCF bingo August 12th-15th. May decrease bingo hours.
- v. Rodeo- Loren Menke**- need someone to run east food, worker sign up for food, sent bids out for food order, liquor license and food license applied for.

Adjournment: A motion was made at 8:06 pm to adjourn the meeting, seconded by Fr. Hoffman. Motion carried unanimous.

Closing Prayer: Fr. Joseph Phung

Respectfully submitted by Nicole Holtkamp Business Manager