

HOLY TRINITY CATHOLIC SCHOOLS, INC.
Board of Education Meeting
June 21, 2021

The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:01 pm Monday, May 24, 2021 by President Loren Menke at the Jr./Sr. High Spark Room and on zoom. Father Dan Dorau led the group in an opening prayer.

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

Approval of Agenda: Loren wanted to add new business item C Revised School Calendar.

A motion was made by Chad Ward to approve the amended agenda, seconded by Dan Steffensmeier. Motion carries unanimous.

Minutes: A motion was made by Ryan Kruse to approve the May 24, 2021 Regular meeting minutes, seconded by Fr. Dan.

Welcome Guests/ Comments from Audience: Loren welcomed the guests, including Amy Kies-Bautista, Steve Link, Savannah Strunk, Stefanie Drollinger, Linda Peitz, and Dennis Menke.

Loren introduced the new K-6th Principal Amy Kies-Bautista who was in the audience and told her HTC is excited to have her.

Dennis gave a bill for the elementary project for Schillers Landscaping for replacement of 4 shrubs. He also had a question in regards to no lights around the front of the old school part. He would like to get new lights to put on the front of the old school.

Loren recognized Paul Wilkerson who has been on the board for 6 years. He has been tremendous asset to the board with his education background and will be missed.

Old Business:

- A. Elementary Bills-** A motion was made by Brian Graham to approve the elementary bills that were presented, seconded by Chad Ward. Motion carried unanimous.

New Business:

A. Sharing Agreements with Ft. Madison for 2021-2022 School Year:

1. High School Track Boys & Girls
2. High School Tennis Boys & Girls
3. High School Soccer Boys & Girls
4. High School Wrestling
5. High School Baseball

A motion was made by Chad Ward to approve the sharing agreements with Ft. Madison for 2021-2022 school year, seconded by Dan Steffensmeier. Motion carried unanimous.

B. Contracts:

1. Jenna Freesmeier- Day Care Supervisor

A motion was made by Brian Graham to approve Jenna Freesmeier Day Care Supervisor contract, seconded by Dan Steffensmeier.

2. Alyssa Krogmeier- Certified Contract & Interventionist (Co-Curricular Contract)

A motion was made by Ryan Kruse to approve Alyssa Krogmeier's certified contract and co-curricular contract, seconded by Kim Menke. Motion carried unanimous.

C. School Calendar:

A motion was made by Dan Steffensmeier to approve the revised school calendar, seconded by Chad Ward. Motion carried unanimous.

Administration Reports:

- A. Early Childhood Center-** written report submitted. Stefanie said they received QRS levels for Ft Madison and West Point receiving level 4 out of 5. We will receive a bonus of \$1,200 for Ft Madison for year one and will receive another \$1,200 bonus for second year. West Point will receive a \$400 bonus for year one and another \$400 bonus for year 2. They had an interview for a PreK teacher in Ft Madison and was a very good interview and very excited about the candidate. She is currently a grandma for a current student and has been in the Catholic School System in the past. Will offer the position tomorrow.
- B. Elementary and Junior/Senior High School- Craig Huebner: Elementary:** Working on filling open positions has slowed but are having some luck with some candidates. SRI report for the state has been finished and submitted. We have a couple new families looking at the elementary building. Janitors have been busy cleaning rooms and fixing damage in the building. Notes and reminders about the jump start program will be sent out in the middle of July in preparation for the first 2 weeks in August. Training on how to get reimbursement from the EANS funds took place on June 7th. We will begin ordering and documenting spending from July 1 reimbursement from the state on cleaning supplies, technology, and jump start costs. Jump Start is scheduled for August 2-13th from 8-12 with no school lunch. Teachers first day back will be August 17th. **Jr./Sr. High-** We are still looking for a choir position at the high school. If role is not filled for this year, it will become a combined role with the band as we continue to look for a candidate throughout the year. Janitors have been busy cleaning and painting. The new Spanish teacher Eva Piquer will be arriving in the states mid-July. Mr. Huebner is currently helping her secure an apartment. She is extremely excited and has been in contact weekly. Gym doors that needed to be replaced have been installed.
- C. Marketing Director- Brenda Graham-** no report
- D. Business Manager- Nicole Holtkamp-** Nicole presented the bills for general and activity accounts for June along with the financial statements. A motion was made by Brian Graham to approve the June 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-**met June 9th reviewed year end and reviewed next years budget. Loren thanked Nicole & Mr. Huebner for all their work getting ready for the meeting.
- ii. Buildings and Grounds- Ryan Kruse-** nothing to report
- iii. Policy – Father Joseph Phung, Paul Wilkerson, Brian Graham -**Brian talked to Loren and will wait for the policy review at next work session.
- 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-** nothing
- viii. Catholic Identity- Father Dan Dorau, Father Dennis Hoffman, Father Joseph Phung, Leah Steffensmeier, and Brian Graham –**have not met next meeting June 10th 4PM
- ix. Family Accounts Board-Loren Menke and Paul Wilkerson-** nothing to report

B. Ad Hoc Committees

- i. SIAC- Paul Wilkerson, Loren Menke, and Dan Steffensmeier-**nothing

ii. HR Committee-Met June 21st with the OLT for an alignment workshop. Updated job description for CAO/7-12, K-6, Business Manager, Marketing Director, ECC Director, and IT coordinator. Next step is for Mr. Huebner will meet with direct reports to go over job descriptions and come to agreement for role, responsibilities, and expectations.

Organizations-

i. Foundation Board- Chad Ward-meeting June 22nd, Loren & Mr. Huenber met with Brian Foecke on June 21st.

ii. TAPS-Kim Menke- Pushing for 1st Day of School supplies and hoping to sell 80 boxes.

iii. Athletic Board- Paul Wilkerson- nothing

iv. Music Boosters Loren Menke- elected new president

v. Rodeo- Loren Menke- Rodeo is starting to pick up and they should be holding first meeting soon.

Adjournment: A motion was made by Paul Wilkerson to adjourn the meeting at 7:46 pm, seconded by Ryan Kruse. Motion carried unanimous.

Closing Prayer: Fr. Joseph Phung

Respectfully submitted by Nicole Holtkamp Business Manager