

# HOLY TRINITY CATHOLIC SCHOOLS, INC.

## Board of Education Meeting

December 28, 2020

*The regular meeting of the Holy Trinity Catholic School Board was called to order at 7:00 pm Monday, December 28, 2020 by President Loren Menke at elementary cafeteria and on zoom. Father Dennis Hoffman led the group in an opening prayer.*

**Roll Call:** Present: Fr. Dan Dorau, Brian Graham, Fr. Dennis Hoffman, Ryan Kruse, Kim Menke, Loren Menke, Fr. Joseph Phung, Dan Steffensmeier, Leah Steffensmeier, Chad Ward, and Paul Wilkerson. Absent: none

**Approval of Agenda:** Loren wanted to add item E: Install 2 complete zone systems at the ECC and item F: Add Dann Steffensmeier to the SIAC and Curriculum committees.

**A motion was made by Paul Wilkerson to approve the amended agenda, seconded by Ryan Kruse. Motion carried unanimous.**

**Minutes:** A motion was made by Chad Ward to approve the minutes from the November 23<sup>rd</sup> 2020 Regular Meeting, seconded by Kim Menke. Motion carried unanimous.

**Welcome Guests/ Comments from Audience:** Loren welcomed the guests, including Dennis Menke, Linda Peitz, Karen Schumaker, Brenda Graham, Bobbi Kruse, Maria Sobzack, and Angela Holland.

There were no comments from the guests.

### Old Business:

- A. Elementary Bills:** Nicole Holtkamp business manager presented the elementary bills. A motion was made by Ryan Kruse to approve the payment of the elementary bills, seconded by Fr. Dennis Hoffman. Motion carried unanimous.

### New Business:

- A. Mr. Huebner Contract K-6<sup>th</sup> Principal Jan 1<sup>st</sup>-June 30<sup>th</sup>-** A motion was made by Dan Steffensmeier to approve Mr. Huebner's contract for K-6<sup>th</sup> principal from January 1<sup>st</sup> – June 30<sup>th</sup> 2021, seconded by Fr. Dennis Hoffman. Motion carried unanimous.
- B. Tech Committee- Recommendations to the Board-** Bobbi Kruse from the tech committee presented their recommendations to the board. The tech committee would like the school to purchase new MacBook's for all teacher's K-12<sup>th</sup> (approximately 40), purchase new iPads for the teachers, replace the MacBook Air's for the incoming Freshman class, purchase iPad's for eh 1<sup>st</sup> & 5<sup>th</sup> grade every year. Purchase 15 MacBook Air's for the computer lab, purchase 2 smart boards, and upgrade the IT infrastructure at the ECC in Ft. Madison. It was mentioned to keep some of the old technology for replacements while the devices are getting fixed, and letting the ECC utilize the old devices. Nicole and Mr. Huebner are looking into the tech budget to possibly purchase some devices this fiscal year.
- C. Junior Class Fundraiser-** Flocked Fundraiser- put about 20 flamingos in someone's yard overnight then accept money from them to put into someone else's yard. Replacing three fundraisers for the junior class for prom (Sweet Corn Festival, raceway, and serving food at God' Acre Sale) A motion by Leah Steffensmeier to approve the junior class fundraiser, seconded by Ryan Kruse. Motion carried unanimous.
- D. Estimates for Exit doors at High School-** Loren read the estimates to the board, option 1: dark bronze double door with bronze reflective glass, panic bars, hinges, labor, and materials for \$5,539.72. Option 2: double steel door, labor and materials: \$7,840.00. Option 1 and 2 are from Mt. Pleasant Glass. Option 3: to reuse old frame, 2 hollow metal doors, hinges, closers, handles, door sweeps, threshold, and labor

\$7,234.00 from Barngrover Glass. Mr. Huebner recommends going with Mt. Pleasant Glass and will be a close match to the other doors on the outside of the building. The other door that would be need changed out is the door by the chapel. Mr. Huebner will reach out to Mt. Pleasant Glass to get another quote to include the door by the chapel. This is getting tabled until next meeting.

- E. **Furnish and Install 2 Complete Zone Systems at ECC:** Loren read the quote from Your Heat & Air Guy and since under the \$5,000.00 doesn't need a board vote. Mr. Huebner and Stefanie Drollinger will decide.
- F. **Add Dan Steffensmeier to SIAC & Curriculum committees:** A motion was made by Paul Wilkerson to add Dan Steffensmeier to the SIAC & Curriculum committees, seconded by Fr. Dennis Hoffman. Motion carried unanimous.

#### **Administration Reports:**

- A. **Early Childhood Center-** written report submitted.
- B. **Elementary and Junior/Senior High School – Mr. Huebner-** written report submitted- Elementary: quick December and moving great in both buildings. Virtual learning options are moving in right direction. Ms. Hemann started in 4<sup>th</sup> grade and is in Mrs. Peitz's old classroom and Mrs. Peitz moved to the common area and have handled the transition well. Many Christmas activities took place before break. Secured the SEL program called Character Strong which was covered by the title IV fund and will begin training in January / February. ISASP testing has been scheduled for second and third weeks in April. Jr./Sr. High: At the Nov. 30<sup>th</sup> PD day Jr/Sr High Staff identified building goals that they will work on the remainder of the year. The students participated in may activities in December that focused on giving back to the community. They will also implement of the SEL program in February.
- C. **Marketing Director- Brenda Graham-** written report submitted. Most of the month was focused on STO which the goal was exceeded with the help of Loren Menke and Ann Menke and means a lot for the families next school year. The marketing committee has fresh ideas for a variety of things. Brenda has been working on eTapestry utilizing it for STO and discovered YouTube videos for training.
- D. **Business Manager- Nicole Holtkamp-** Nicole presented the bills for general and activity accounts for December along with the financial statements. A motion was made by Leah Steffensmeier to approve the December bills and financial statements, seconded by Chad Ward. Motion carried unanimous.

**Loren read several thank you note from Eileen Medland, Melissa Pieper, Paula Sholl, Linda Peitz, Teri Holtkamp, Sara Mohrfeld, Jerry Kruse, John & Kim Goetz, and Ernie Schiller. They all thanked the board for the nice Christmas bonus surprise and that it was greatly appreciated**

#### **Committee Reports:**

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

- i. *Finance and Budget: Loren Menke, Paul Wilkerson, Ryan Kruse, Chad Ward-met in December and will meet again on January 5<sup>th</sup>, 2021. Hoping to get budget approved at February meeting.*
- ii. *Buildings and Grounds- High School – Ryan Kruse-nothing to report*
- iii. *Policy – Father Joseph Phung, Paul Wilkerson, Brian Graham -nothing to report*
- iv. *Technology – Loren Menke and Father Dan Dorau – presented recommendations in meeting*
- v. *Marketing- Kim Menke, Fr. Dennis Hoffman –nothing to report*
- vi. *Curriculum- Paul Wilkerson, Loren Menke, and Dan Steffensmeier- need to meet soon*
- vii. *Health / Wellness / Safety- Leah Steffensmeier and chad Ward- nothing to report*
- viii. *Catholic Identity- Father Dan Dorau, Father Dennis Hoffman, Father Joseph Phung, Leah Steffensmeier –nothing to report*
- ix. *Family Accounts Board-Loren Menke and Paul Wilkerson- nothing to report*

##### **Ad Hoc Committees**

- i. **SIAC-** Paul Wilkerson, Loren Menke, and Dan Steffensmeier- need to meet

*ii. HR Committee-Brian Graham: Along with Mr. Huebner gave an update on the search of a K-6<sup>th</sup> principal.*

***Organizations-***

*i. Foundation Board- Chad Ward- nothing will meet in January*

*ii. TAPS- Kim Menke –talked about Catholic School week and that the West Point bowling alley won't allow due to regulations due to COVID, but Fox Theatre in Ft. Madison could accommodate.*

*iii. Athletic Board- Paul Wilkerson- discussing the new state regulations for games.*

*iv. Music Boosters- Loren Menke- Fruit, meat, and cheese fundraiser pick up was December 3<sup>rd</sup> and it stayed steady with last year's numbers. Looking into possibly having a spring concert and seeing what other schools did.*

*v. Rodeo- Loren Menke- nothing*

**Loren once again thanked Ann Menke for all her help with the STO.**

**Adjournment: A motion was made at 8:17 pm by Leah Steffensmeier to adjourn the meeting, seconded by Kim Menke. Motion carried unanimous.**

**Closing Prayer- Fr. Joseph Phung**

Respectfully submitted by Nicole Holtkamp Business Manager