

**OUR LADY QUEEN OF PEACE CATHOLIC SCHOOL
REGULAR SESSION SCHOOL BOARD MEETING MINUTES
Wednesday, May 25, 2021, 6:00 PM**

CALL TO ORDER: Brian Zielke, President at 6:03 p.m.

OPENING PRAYER: Nirmala Thomas, Prayer Leader

ROLL CALL: Beth Symington, Secretary

Trustees	Present
Brian Zielke, President	X
Kevin Traynor, Vice President	X
Marcela Buentello, Treasurer	X
Beth Symington, Secretary	X
Kent Nielsen	X
Matthew Sterzinger	X
Christine Escalante	X
David Rafalski	X
JC Reyes	X
Non-Voting members	
Nirmala Thomas	X
Whitney Guthrie	X
Others present	
Johnny Voss	X
Carie Fletcher	X
Katie White	X

APPROVAL OF AGENDA: Brian Zielke, President

- Motion to approve agenda: 1st – Kevin Traynor, 2nd – Matt Sterzinger. Approved by all, opposed by none.

ROUTINE BUSINESS

APPROVAL OF MEETING MINUTES: Beth Symington, Secretary

- Motion to approve April 20, 2021 Regular Session Meeting Minutes: 1st – Beth Symington, 2nd – Kevin Traynor. Approved by all, opposed by none.

The Meeting Minutes are available in Google Docs and may be accessed via a link on the school web page.

AREA REVIEW: Middle School, Nirm Thomas

- Social Studies – The 8th grade Americana Market was the best project as it helps the students understand how to operate a business with all of its components. \$5000 was raised and the class used the money to pay for their 8th grade retreat.
- Language Arts – They do a Writers Workshop to help improve the students writing skills. They have one-on-one consults throughout the workshop to help the student improve as they go. Students are also reading and analyzing Shakespeare plays. The Iowa test results have been received and the scores at the junior high level are high. Changes made to the ELA program were beneficial in yielding these results. Next year a regular and advanced ELA class will be held.

- Science and Robotics – Five 6th grade students are currently enrolled in an accelerated science program. They take 6th and 7th grade science. With the goal to receive pre-AP high school biology credit. Eighty-one (81) kids participated in the OLQP Science Fair from pre-K through 8th grade. Forty-one (41) students went to Brazoria County Science Fair. Robotics just had class with no competitions this year. Dissection experiments were done and the students had a lot of fun with this activity. They have also done other science experiments such as osmosis and extraction of strawberry DNA. They are also exposed to Google sheets (similar to Excel). This helps to move from just generating data to graphing and organizing the data.
- Spanish – The program went very well with the Guatemalan (live) instructor. This is a great program because it forces the kids to speak Spanish. By utilizing this program, when the students graduate, they will have 1 year of high school Spanish credit.
- Math – Eleven (11) students who graduated will be in Algebra II going into high school and three (3) will be taking Geometry. By taking Geometry, they are still ahead of the usual student. Competed in the National Math Exam and the results will be available at a later date.
- Health class – This class will focus on nutrition and health issues. The program will allow students to exempt out of this class.
- Challenges – We would love to offer more electives for the students.
- A side discussion of the OLQP bus was had regarding the mechanical condition, idiosyncrasies and bus driver availability.
- Religion – Several service projects were completed. The Ruah Woods books (purchased by Women of St. Michaels) were used to teach Theology of the Body.

The full Area Review Report is available in Google Docs and may be accessed via a link on the school web page.

ADMINISTRATION: Nirm Thomas, Administrator

- Nancy Brewster announced that she is retiring after the accreditation of 2021-22 school year. Nirm has worked to get an employee to shadow Nancy in Fall of 2021.
- Nirm has an interview for the PE and Athletic Director and is a local person from Angleton.
- There are two people interested in the Technology job.
- Nirm has a potential leade on a 6-8th grade math teacher (Dow retiree who used to teach here) but no leads for 4th & 5th grade ELA.
- The final lunch count with the caterer was input today. Next year we will hire a person to input the lunch count in real time for 2 hours each day. This will eliminate the discrepancies between the lunch count and what the families are charged.
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The Administration Report is available in Google Docs and may be accessed via a link on the school web page.

DEVELOPMENT: Whitney Guthrie, Director of Advancement

- Ended at 156 students this year, 148 for 2021-22 and a potential of 156 for next year.
- Summer Camp has 29 students enrolled but not all kids will be there all the time. There is some pending registrations for some families. Shirts are ordered at \$7 per shirt. There will be more adds on Facebook for Summer Camp.
- Brazosport College has a summer camp but not for as long a duration as the OLQP Summer Camp.
- \$1200 Club has been completed. \$6000 was budget with \$4869 spent.
- The Facts came out to do a story on the 8th grade Americana market
- Whitney is working on a new design for OLQP thank you cards.
- Alumni Relationships – Alumni relationship building activities were discussed for future events.

- May was a very busy month with a lot of activities. Mr. Larry got a new golf cart as a result of two generous donors. A very special time for the school!!
- The Parent Picnic was held on the last day of school with 77 parents showing up. Great success!!

The Development Report is available in Google Docs and may be accessed via a link on the school web page.

COMMITTEE REPORTS

MARKETING: David Rafalski, Chair

- June 2nd meeting for developing the 2021-22 Marketing Plan

The Marketing Report is available in Google Docs and may be accessed via a link on the school web page.

FINANCE: Marcela Buentello, Chair and Treasurer

- Motion to approve April Financial Statements: 1st – Kent Nielsen, 2nd – David Rafalski. Approved by all, opposed by none.

The Finance Report is available in Google Docs and may be accessed via a link on the school web page.

POLICY: Christine Escalante, Chair

- Section 6 – Board Policy documents were cleaned up.
- Motion to approve the Section 6 corrections: 1st – Kevin Traynor, 2nd - Marcela Buentello. Approved by all, opposed by none.

The Policy Report is available in Google Docs and may be accessed via a link on the school web page.

INFRASTRUCTURE: Kent Nielsen, Chair

- Roof issues quote came in at \$8600. There are issues with holes in some of the soffits. This was not included in the quote so Apex will be asked to quote that as well.
- A quote to pressure wash and paint the school came in at \$33,600. Another bid was \$60,000.
- There are other issues (safety) that need to be addressed as well.
- Kitchen – An old freezer being used for storage was disposed of. The current freezer is dying. Kent will buy a new 22 cubic ft freezer for \$800. Need a new convection oven – replacement is \$1000-1500. Kent asked the Board of Trustees to write a letter to send to our caterer thanking her for all her work this school year.
- Tankless gas hot water heater costs \$1875 but can't put in a gas unit. Will need to get a new quote.
- The list of repairs will need to be reprioritized based on needs rather than aesthetics and resend this list.

The Infrastructure Report is available in Google Docs and may be accessed via a link on the school web page.

TECHNOLOGY: JC Reyes, Chair, Technology Committee

- Over the summer a plan will be formulated on a maintenance plan for the new Chromebooks.

The Technology Report is available in Google Docs and may be accessed via a link on the school web page.

COMMUNICATIONS: Beth Symington, Chair and Secretary

- Surveys for BOT need to be completed by the BOT members
- The Surveys for Parents and Staff – Nirm to send out
- Will order new shirts for the new BOT members.

The Communications Report is available in Google Docs and may be accessed via a link on the school web page.

STRATEGIC PLANNING: Kevin Traynor, Chair

- Kevin needs to review with a few people on the new plan.

The Strategic Planning Report is available in Google Docs and may be accessed via a link on the school web page.

DISCERNMENT: Matt Sterzinger, Chair

- Discernment went well and a thank you to the three new BOT Members.
- Induction will happen at the June BOT meeting.

The Discernment Report is available in Google Docs and may be accessed via a link on the school web page.

SPECIAL TOPICS: Brian Zielke, President

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CLOSED SESSION: Brian Zielke, President

- Christine Escalante has resigned her BOT position and Kevin Traynor will come back for another year.
- Motion to approve the appointment of Kevin Traynor to a 1-year term on the BOT: 1st – Kent Nielsen, 2nd – David Rafalski. Approved by all, opposed by none.
- Katie will be Treasurer, will need a new secretary and policy chairman. Matt and Kevin will swap roles.

ADJOURNMENT: Brian Zielke, President at 9:06p.m.

- Motion to adjourn: 1st – Marcela Buentello, 2nd – JC Reyes. Approved by all, opposed by none.

CLOSING PRAYER: Nirmala Thomas, Prayer Leader

UPCOMING DATES: BOT Regular Meeting – June 16, 2021 @ 5:45 pm

Respectfully submitted by:

Beth Symington

Name, Secretary, Our Lady Queen of Peace Catholic School, Inc., Board of Trustees

Accepted by:

Brian Zielke, President, Our Lady Queen of Peace Catholic School, Inc., Board of Trustees