

**OUR LADY QUEEN OF PEACE CATHOLIC SCHOOL
REGULAR SESSION SCHOOL BOARD MEETING MINUTES
Wednesday, April 20, 2021, 6:00 PM**

CALL TO ORDER: Brian Zielke, President at 7:01 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	
David Rafalski	
JC Reyes	X
Non-Voting members	
Nirmala Thomas	X
Whitney Guthrie	X
Others present	

APPROVAL OF AGENDA: Brian Zielke, President

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

ROUTINE BUSINESS

APPROVAL OF MEETING MINUTES: Beth Symington, Secretary

- Motion to approve February 20, 2021 Regular Session Meeting Minutes: 1st – Kevin Traynor, 2nd – Marcela Buentello. 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: Technology, 3rd through 5th grade, Ms. Cormier

- 3rd grade – Many STREAM activities have been done and they include Bridge building, making Simple Machines (made with ruler, marker, large blocks etc.) Sound Waves, Cloud in a Jar, Chromatography, and Germination.
- Special Project to bring stories alive: Roberto Clemente and Destiny’s Gift. Entries into the Brazoria County Fair Art Contests and the Houston Livestock Show and Rodeo Coloring Contest with many of our students winning ribbons.
- Mrs. Cormier gave her wish list and has updated it through Amazon.
- Math and Science, 4th and 5th grade, Mrs. Donovan
- In the Learning Garden the older grades partner with a younger grade where they do monthly STEM challenges. The dissections will start next month and each grade has a

specific organism that they will dissect (starfish, cow eyeball, mealworms). There is a gradual increase up the food chain all the way to fetal pigs for the junior high students.

- 4th grade starts the RAP (Richwood Avoidance Program).
- 5th grade went to Camp Kappe and was a lot of fun!!
- Mrs. Donovan's Spring Festival donation were fun "Lockins". Many of these have been held recently and they are a big success.
- New textbooks for the Math curriculum – going back to the Sadler curriculum.
- Currently piloting Stemsopes math and science books.
- Mrs. Donovan gave her wishlist.
- 5th grade – Made the Friendship bench for a Spring Festival auction item and it is at the front of the building.
- The 5th grade has been studying the beginnings of American History and Greek Mythology
- Mrs. Haffelder Wish list is Mixed media and Watercolor paper

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

- 4 separate cohorts of the Movie Day as the school wide junior high raffle ticket sales reward.
- Mrs. Thomas gave a list of the Pi Day winners.
- Brazoria County Science Fair – details of the results will be in the junior high area review next BOT meeting.
- Port of Freeport Awards for Art – 3rd place Macy Pretz & as well as other semifinalists.
- The 8th grade class put on Living Stations of the Cross on Friday, March 26, 2021. Very nice to have this done for the Easter season.
- The Mischke family sponsored Birds of Prey that came to school and gave a presentation
- Students were videotaped singing Divine Mercy Chaplet. Hoping to have someone put this together during the summer.
- Faculty openings for the 2021-22 school year are as follows: 4th and 5th ELA/ Social Studies and 6th – 8th Jr. High Science, 6-8th grade Math, 6-8th PE teacher and Athletic Director, 6-8th grade Robotics teacher and a Technology teacher.
- Accreditation Update– Domains I, II, and IV have been turned into the Catholic Schools Office. Mrs. Haffelder edited these documents.
- Nancy and Pat working on Domain V and Mrs. Haffelder also editing

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

- Registration/Enrollment: Current school year is 156 with next year at 142 with 27 new students to OLQP and 115 are returning students
- Summer Camp – Current count is 4 (as of April 20th). Put a May 3rd deadline for a guaranteed spot. Summer Camp was announced to the public on April 15th.
- The school is currently being advertised on multiple social media groups.
- Not many Summer Camps are being offered in the area so we have the market advantage this year.
- Richwood Farmers Market – Setting up booth May 1st (4 families for 2 shifts), We will need 4 family volunteers to sign up for 2 shifts to pass out Summer Camp and Registration Flyers. Ordered activity books, crayons for kids, candy and OLQP pens.
- Marketing – This past month we had a colored ad in The Facts under the kid section. La Casona menus are out. There are paid ads on Facebook highlighting Kindergarten, Summer Camp and Technology classes.

- 2021-2022 Marketing/Advertising Budget Review – La Casona alone will be \$3000. The budget should be increased to \$10,000. Whitney will have the discussion with Teresa Gaspard for the increase with the BOT's approval.
- \$1200 Club Day – May 3rd will be the fun day for all the kids in the \$1200 Club. There are a lot of activities planned and 69 shirts ordered.
- Fall Festival Planning – OLQP has an opportunity to have a booth setup at the Brazoria County Fair, a week before Fall Festival. Many rules and logistics surround selling tickets at the Fair. Looking into rental or purchasing options for larger raffle drum to hold more tickets in anticipation of higher raffle ticket sales.
- Memorial Day Brisket Fundraiser – May 28th is the pickup date
- LaCasona Family Night – Will be booking a family night where 10% of the proceeds would come back to the school to celebrate our ad in the kids menu. The event will be coordinated with La Casona.

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

- No Report was given

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 February Financial Statements: 1st – Kent Nielsen, 2nd – JC Reyes. Approved by all, opposed by none.
- Motion to approve March Financial Statements: 1st – Kevin Traynor, 2nd – Matt Sterzinger. Approved by all, opposed by none.
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The Finance Report is available in Google Docs and may be accessed via a link on the school web page.

POLICY: Christine Escalante, Chair

- No update for Policy.
- Brian asked to adjust, Board Qualification documents as it references old documents and needs to be cleaned up.

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

INFRASTRUCTURE: Kent Nielsen, Chair

- A tour of the school to see the repairs that need to be made prior to the Accreditation audit was completed.
- Kent will get with Nancy and Nirm to make the list of the necessary repairs and to start getting quotes for the work.
- The convection oven in the kitchen went out and needs replacing.

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

- Will get with Nirm and Nancy on technology needs, requests from the teachers on their needs and the number of Chromebooks that need replacing this year.

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

- The BOT, Parent and Staff surveys will be released on May 10th.

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

- No Update

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

- Had two info sessions April 12th and 15th. Johnny Voss and Elizabeth Kintner and have received Johnny Voss' questionnaire.
- Katie White will probably discern again this year. Olivia and Shaki Baradie will probably attend the April 28th session.
- Nirm contacted Mr. Evans and the Ross Family she will reach out again to follow up. Brian also reached out to the Santiago family for Discernment.
- After the last info session, we will set a date for Discernment.

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

- No special topics this month.

CLOSED SESSION: Brian Zielke, President

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ADJOURNMENT: Brian Zielke, President at 9:04 p.m.

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

CLOSING PRAYER: Nirmala Thomas, Prayer Leader

UPCOMING DATES: BOT Regular Meeting – May 18, 2021 @ 6:00 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