

**OUR LADY QUEEN OF PEACE CATHOLIC SCHOOL  
REGULAR SESSION SCHOOL BOARD MEETING MINUTES  
Wednesday, January 19, 2021 6:00 PM**

**CALL TO ORDER:** Brian Zielke, President at 6:02 p.m.

**OPENING PRAYER:** Nirmala Thomas, Prayer Leader

**ROLL CALL:** Beth Symington, Secretary

<b>Trustees</b>	<b>Present</b>
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	
JC Reyes	X
Fr. Preston	
<b>Non-Voting members</b>	
Mrs. Nirm Thomas	X
Whitney Guthrie	X
<b>Others present</b>	

**APPROVAL OF AGENDA:** Brian Zielke, President

- Motion to approve agenda: 1<sup>st</sup> – Kevin Traynor, 2<sup>nd</sup> – Beth Symington. Approved by all, opposed by none.

**ROUTINE BUSINESS**

**APPROVAL OF MEETING MINUTES:** Beth Symington, Secretary

- Motion to approve December 16, 2020 Regular Session Meeting Minutes: 1<sup>st</sup> – Matt Sterzinger, 2<sup>nd</sup> – Christine Escalante. Approved by all, opposed by none.
- Motion to approve December 18, 2020 Regular Session Meeting Minutes: 1<sup>st</sup> – Marcella Buentello, 2<sup>nd</sup> – Kevin Traynor. Approved by all, opposed by none.
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The Meeting Minutes are available in Google Docs and may be accessed via a link on the school web page.

**AREA REVIEW:** Kindergarten, Nirm Thomas

Program Highlights:

Kindergarten

- Kindergarten made cards for the troops.
- Performed a Thanksgiving/Grandparents presentation

- Learned about how germs are spread through a fun experiment.
- Explored the life cycle of an apple and painted with apples
- Working on the Fall Festival project which is a child size picnic table with insects and flowers made from their finger prints and an Easter baking basket.
- Collected toys, food for Military Moms and for a local food pantry.
- The kindergarten teacher has made a wish list – Magnetic letters and magnetic white boards for all the students, head phones and chromebooks for all students.

#### 1<sup>st</sup> grade

- Brazoria County Fair Art – Eight children’s art projects were submitted and all 8 received 1<sup>st</sup> place ribbons.
- Working on the class Fall Festival project of alcohol & ink tile table.
- Wish list – Subscription to Reading A-Z to supplement reading program.

#### 2<sup>nd</sup> grade

- Later in the year they will be making cards for Father Leo.
- No PSIA will be held this year due to COVID.
- The students have the opportunity to participate in the Science Fair.
- The class had the gingerbread building activity on December 15<sup>th</sup> . . . was loved by all.
- Students are taking their AR tests in class. The children have a goal of ten AR points every nine weeks.
- Students are working on third grade Mountain Math.
- Started Kindergarten testing to completely assess their reading capability and address any dyslexia.
- 2<sup>nd</sup> grade is working on 3<sup>rd</sup> grade Mountain Math
- Wish List – Tuning Forks and COVID gone.

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

- Catholic Schools Week is being held January 31<sup>st</sup> – February 6<sup>th</sup>.
- Report cards went home January 15<sup>th</sup>.
- Nirm wrote a registration procedure that reflects the requirements of the Archdiocese’s internal controls manual. The goal for this procedure is to increase the efficiency in the process and security of family information
- Enrollment is 154 with two new preschoolers.
- Accreditation - There should be personnel folders made with all the tabs of the necessary items. Nirm will be taking care of this item.
- When an employee signs a contract they also have to sign a yearly job description.
- Need to create a flow sheet to handle employee absences in terms of paying for the substitute teacher, Short Term Disability and Long Term Disability.
- Archdiocese isn’t in a good place right now as only 10 of the 182 of Catholic entities have had their first PPP forgiven. They are asking all the others to start figuring out how they are going to pay back the money. Nirm wrote the Superintendent that it was too late and we submitted our application for the second PPP loan.
- Future Goals – write work procedures for any incoming principal.

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 is open for current families January 19
- Raffle Tickets – Week 1 had a goal of \$9000 and we made it with \$9879. The student got an ice cream treat on Tuesday, January 19 as their incentive
- Top Student for week 1 was from PK3 and top selling class was Mrs. Donovan's class.
- Week 2 goal is \$10,500
- Whitney sent out a *Do's and Don't* info page to parents on how to turn in raffle ticket stubs and money. The raffle ticket turn in process has been great for the most part.
- Sign Up Genius is available for families to sign up at local Businesses and churches to sell raffle tickets. Wayside Pub, Peach Street Farmer's Market in Angleton, Brazos Mall Craft show are upcoming available time slots to sell raffle tickets.
- Virtual Festival – Qtego is the platform for the live and silent auction
- Flyers and Posterboards are being generated for Festival publicity.
- Only 16 auction items so far with encouragement to get more.
- The Preschool Mad Scientist event is on January 27<sup>th</sup> with a total of 18 participants.
- The Home & School Association is requesting teacher lists for School Supplies for the 2021 – 2022 school year.
- Superbowl Sunday Brisket Sale has gone live January 19<sup>th</sup> with pickup date of February 4<sup>th</sup>.
- The "why choose OLQP" handout has been updated which will be used at raffle sales booths.

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

- There were no responses for December 10<sup>th</sup> Marketing Committee meeting. Trying to get a committee meeting for February 11<sup>th</sup> on the schedule.
- David will be getting with Whitney to discuss some Marketing items.
- Nigel James said he would help with phone calls asking for donations.
- Background is to compile a list of all the big sponsors and to call them to let them know about sponsorship opportunities for the Fall Festival.

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 December Financial Statements: 1<sup>st</sup> – Kevin Traynor, 2<sup>nd</sup> – Kent Nielsen. 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

- Christine presented the three levels of discounts and asked for clarification. Nirm will take it to Rosalie for the clarification and we will visit the topic again

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

### **INFRASTRUCTURE:** Kent Nielsen, Chair

- Will create a spreadsheet of all the items needing repaired. Within this spreadsheet a tab will be created with names of contractors to do the repairs so this can be passed on to the next person in Nancy's position.
- Need to schedule a day to do the walk through of the school.
- Servolution will clear the tree that has fallen on one of the school fences.

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

- No Report

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

- Brought a sizing kit from Zeiglers for BOT shirts orders
- Will make one small update on December's Bits and Bytes and then it will be sent out.

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

- Met on January 7<sup>th</sup> for 1 ½ hours. Made a small change in the library section on books.
- Assigned some action items to Kristi Traynor and will be going to businesses looking for donations for the Fall Festival.
- Added an initiative item 5.2 in the budget we can show the number of books per student vs. the budget

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

- No Report

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

- Catholic Schools Week – Tours will be scheduled January 25<sup>th</sup> to January 27<sup>th</sup>
- Sunday January 31<sup>st</sup> – need parents of the board to speak at Masses with their children
- Monday – video clips of “Why I like OLQP” will be made by the kids Tuesday. Making cards for First Responders Wednesday. Thursday will be the Feast of St. Blaise – blessing of the throats and Religion Bowl for elementary in the morning and junior high in the afternoon. Communion of Saints snack mix to be delivered to the first responders & City of Richwood
- Second PPP loan – covered earlier in the Administration section of the meeting minutes. Application has been submitted which was communicated to the Superintendent.
- The reminder to do the BOT bios on the website

**CLOSED SESSION:** Brian Zielke, President

- No closed session was held.

**ADJOURNMENT:** Brian Zielke, President at 7:35 p.m.

- Motion to adjourn: 1<sup>st</sup> – Kevin Traynor, 2<sup>nd</sup> – Kent Nielsen. Approved by all, opposed by none.

**CLOSING PRAYER:** Nirm Thomas, Principal

**UPCOMING DATES:** BOT Regular Meeting – February 16, 2020 @ 6:00 pm

**Respectfully submitted by:**

**Beth Symington**

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

**Accepted by:**

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