

**OUR LADY QUEEN OF PEACE CATHOLIC SCHOOL  
REGULAR SESSION SCHOOL BOARD MEETING MINUTES  
Wednesday, June 16, 2021, 6:00 PM**

**CALL TO ORDER:** Brian Zielke, President at 5:51 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	
David Rafalski	
JC Reyes	
<b>Non-Voting members</b>	
Nirmala Thomas	X
Whitney Guthrie	X
<b>Others present</b>	
Johnny Voss	X
Katie White	X
Carie Fletcher	X

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

- Motion to approve agenda: 1<sup>st</sup> – Matt Sterzinger, 2<sup>nd</sup> – Marcela Buentello. Approved by all, opposed by none.

**ROUTINE BUSINESS**

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

- Motion to approve May 25, 2021 Regular Session Meeting Minutes: 1<sup>st</sup> – Kevin Traynor, 2<sup>nd</sup> – Matt Sterzinger. 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:**

Program Highlights:

- No Area Review was done for this meeting.

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

- Nirm presented the results of the Iowa Test of Basic Skills. This is the last year that OLQP will be using this test. Going forward the school will use the MAPS test that the Archdiocese uses.

- Nirm will be working one-on-one with teachers in areas which need improvement. Math is one such area. Overall, OLQP's test scores in Math and ELA increased which is better than the national average (which showed a decrease).
- Nirm will also be teaching 3<sup>rd</sup> grade math next year for the first two weeks to help the teacher know how to teach math effectively. They will also map out all the concepts that are being taught to the grade levels throughout the year.
- Some teachers will be attending a classroom management class this summer.
- Overall Nirm's focus next year will be on academics. With the pandemic and the open Director of Advancement position for the first semester, she was filling many positions.
- Many activities were held in May: NHS – Had 10 students inducted, Chicken Mike and the hatching of chicks this year, Field Day and Spring Festival \$1200 Club and Art Gallery night. Literacy Week was held on May 3-7th.
- Working on the last Domain for Accreditation. This is Domain II-Curriculum with Marianne Mechura and Laura Haffelder.
- Accreditation Audit will be October 25<sup>th</sup> – 29<sup>th</sup>. Monday or Tuesday evening all Board members and staff are required to be at the Meet & Greet dinner for the Accreditation team.
- Completed the interviews for part time technology, part time junior high math and part time athletic director/PE teacher. There is an upcoming interview for the 4<sup>th</sup>/5<sup>th</sup> grade ELA teacher.

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

- Enrollment is currently at 155 with 32 new to OLQP and 121 returning students for 2021-22 school year. With 9 more potential students
- Summer Camp has 49 campers (20 more than last report). There have been additional week signups from some families after week 1. Good job Summer Camp team!!
- Fall Festival – A survey was sent out for the big raffle item and a truck won. Trucks are hard to come by right now, so hopefully the local car dealers can come through with a truck. There were many other suggestions for the big raffle items.
- Selling raffle tickets at the Brazoria County Fair – Whitney reported on the discussion and there were many questions raised on the logistics of selling at the Brazoria County Fair.
- Planning for the Fall Festival will begin on Monday, June 21<sup>st</sup>.
- The new OLQP Website is in a 30-day trial with eCatholic which lasts until June 30<sup>th</sup>. The cost is \$55/month. Whitney reported that the software is quite easy to manage on the back end to edit and create pages.

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

- The Marketing Committee met at The Local a couple of weeks ago.

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 May 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

- The second reading on Chapter 6 was completed. Motion to approve the second reading of Chapter 6 of the BOT Policy document: 1<sup>st</sup> – Kevin Traynor, 2<sup>nd</sup> – Beth Symington.  
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

- Kent will get the freezer ordered.
- Will meet with Nancy on 6/17/2021 to get aligned on the repair work needed before the accreditation audit.
- Kitchen Oven replacement - still looking for a new oven at the price we want to pay but it needs to be installed by August 1<sup>st</sup> before the start of school. Apex is the kitchen supply Kent has been dealing with.
- Kent will be filing the insurance claim for the roof leak damage.
- Johnny Voss will be helping Kent this year with Infrastructure.

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 Technology Committee report this month.

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

- Shirts for new BOT members have been ordered.
- Update on survey results from Parent and Staff survey will be sent out to Nirm and the board to review.

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 Strategic Planning report this month.

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

- Finishing up this year's new Board member process by doing the new BOT member installation tonight.

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

- Installation of Incoming Trustees in Chapel

**Presentation/Approval of 2021/22 Officer Slate: Brian Zielke, President**

- President - Beth Symington
- Vice-President - Kevin Traynor
- Secretary - Carie Fletcher
- Treasurer - Katie White

**Presentation/Approval of 2021/22 Committee Chairs: Brian Zielke, President**

- Finance - Katie White
  - Policy - Kevin Traynor
  - Infrastructure - Kent Nielsen
  - Technology - JC Reyes
  - Communications - Carie Fletcher
  - Strategic Plan - Matt Sterzinger
  - Marketing - David Rafalski
  - Discernment - Johnny Voss
  - Executive - Beth Symington
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- Establish Regular Session BOT Meeting Schedule for 2021-22
  - Identify Prayer Leader for BOT in 2021-22
  - Committee Expectations for 2021-22 - Assembling Committee, Setting Goals, Providing Updates for BOT, etc.

**CLOSED SESSION: Brian Zielke, President**

- Board of Trustees Self-Assessment was reviewed

**ADJOURNMENT: Brian Zielke, President at 8:02 p.m.**

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

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

**UPCOMING DATES: BOT Regular Meeting – August 17, 2021 @ 6:00 pm**

**Respectfully submitted by:**



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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**