

**OUR LADY QUEEN OF PEACE CATHOLIC SCHOOL
REGULAR SESSION SCHOOL BOARD MEETING MINUTES
Tuesday, February 23, 2021, 6:00 PM**

CALL TO ORDER: Brian Zielke, President at 6:04 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	
Non-Voting members	
Nirmala Thomas	X
Whitney Guthrie	X
Others present	

APPROVAL OF AGENDA: Brian Zielke, President

- Motion to approve agenda: 1st – Beth Symington, 2nd – David Rafalski. Approved by all, opposed by none.

ROUTINE BUSINESS

APPROVAL OF MEETING MINUTES: Beth Symington, Secretary

- Motion to approve January 21, 2020 Regular Session Meeting Minutes: 1st – Marcela Buentello, 2nd – 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: PK3 and PK4, Nirmala Thomas

Program Highlights:

- PK3 – Held Community Helper unit and ate lunch with police officers, had Stranger Danger talk and Fire Truck Visit. They also had Stream Lab activities some of which were Solid/Liquid/Gas Boo Bubbles Experiment, 5 senses – Pumpkin Pie Tasting and Graphing, Made Snow and Candy Heart Graphing.
- Participated in Brazoria County Fair Art session with all participants receiving 1st place ribbons.
- Collected toys and food for Military Moms as well as food for a food pantry.

- Students are learning the See Saw computer program.
- PK4 – PreK made cards for the troops and have done a lot of creative writing projects throughout the year. PK4 counted to the 100th day of school with shirts that had 100 things on them. Since it was an election year, they had a little election with voting booth.
- Each teacher gave their respective wish lists.

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

- We had a successful Science Fair with many great projects.
- Benchmark testing in reading and math have been completed.
- Junior high spring play auditions have been completed and roles cast.
- Students have participated in several community contests: Catholic Daughters, Brazoria County Fair etc.
- The annual Religion Bowl was done.
- Class photos were taken.
- Junior High Bunco night on February 10th was very successful.
- Two sessions of the Mad Scientist sessions were done by Nirm, Mrs. Jasso and Dr. Whitmarsh.
- Limited speaking at Catholic Churches – there were not as many volunteers to speak as there were in years past.
- Successfully turned in Domain 1 for the Accreditation audit.
- The school applied and has received the second draw PPP loan.
- A flowchart for the catechist training pathways will be created.

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

- Current enrollment: 156 students with two new PK students for 2020-2021
- Enrollment for 2021-22: Currently have 121 students registered.
- Raffle ticket Update:
- Raffle tickets turn in - Friday, February 26th is the last turn in day. The raffle goal is \$76,000 We need \$25,463 this week to reach our goal.
- Drawing for car and gift cards will be February 28th at 3 pm. There is a paid ad on Facebook for the raffle.
- Virtual Auction Update:
- Registration is open with 52 guests registered with Qtego and the feedback at this point, is that it is easy an easy interface to use.
- Created a Facebook event with details on auction, currently have 50 people interested or going.
- Tagged 43+ businesses in FB posting.
- There will be a trial run on Thursday night with teachers and staff interacting with the online silent auction.
- Super Bowl Sunday brisket sales brought in \$1982.00 which will go to the sports program. Another brisket sale will be held on Memorial Day.
- La Casona Kids Menu Marketing opportunity for OLQP – Dan Doser creates the kid's menus and we will have an ad in those. These menus are used at La Casona and the new restaurant in West Columbia

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

- A flyer was created to go into all the parish bulletins on PK and kindergarten programs.
- These will also be distributed to all the daycares by David Rafalski and his wife. They are donating all the printing expenses to make these flyers.
- David is getting a subscription to WordPress to generate the flyers. Content will be reviewed before the final printing.

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 January 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

- The final reading of the changes for the employees who have children at the school was completed. In the policy, there is a schedule that goes according to the number of hours worked vs. how much tuition discount given.
- Motion to approve the Policy Revisions: 1st- Matt Sterzinger, 2nd – Marcela Buentello

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

INFRASTRUCTURE: Kent Nielsen, Chair

- With Winter storm Uri, Kent Nielsen and his crew made took the appropriate freeze protection measures to prepare the school for the cold weather. In addition, several trips were made throughout the duration of the weather to address issues that came up and to prevent major damage to the school property. Many thanks to you Kent for all your hard work!!
- The hot water heater for the gym bathroom is in need of repair. Getting quotes to replace the hot water heater.
- Found a leaking faucet and put in a temporary fix.
- There was a leaking toilet ring seal.
- Many thanks to everyone who came up to the school to get the school started back up.
- There is a window in the teacher's lounge that has a big gap that needs fixed.
- There is a leak in Building 43 that is damaging the floor. Need to find the leak first and then get the floor repaired.
- Getting the Infrastructure Committee up and running to start on Accreditation repairs.
- Kent is going to write a freeze plan to put in place.

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

- Nancy and Ed got all wi-fi up and running after the storm with no issues.
- Need to buy more interrupted power servers
- Ed sent out a wish list of items to JC Reyes.

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 will be in week February 22nd with \$23.83 as the cost.

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 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

- Discussed the timing of the Discernment process.
- Discernment will be discussed at the town hall with two dates for Meet & Greets to be held in April.
- Week of April 12th and 26th are Meet & Greet sessions.
- Discernment will be held the week of May 10th.

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

- Town Hall Discussion – March/April Timeframe
- Town Hall scheduled for April 7, 2021 and will be in person with an Easter Egg Hunt.
- Put out a survey on what you'd like to see addressed in our Town Hall

CLOSED SESSION: Brian Zielke, President

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ADJOURNMENT: Brian Zielke, President at 8:29 p.m.

- Motion to adjourn 1st – Christine Escalante, 2nd – Beth Symington. Approved by all, opposed by none.

CLOSING PRAYER: Nirmala Thomas, Prayer Leader

UPCOMING DATES: BOT Regular Meeting – April 20, 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