

Prince of Peace Catholic School
Board Meeting Minutes
July 26, 2023
6:45PM - School Library

1. Opening Prayer

2. Roll Call

Aude Baker Connell DeMong Isenhour Lingle
Morhardt Nelson Newcomb Fr. Paul Fr. Le Brown

Additional Attendees:

Burke Rolston Vanderbleek Jensen James

3. Call Meeting to Order at 6:49PM

4. Approval of Minutes

- a. Lingle/Morhardt/carried

5. Approval of Agenda

- a. Newcomb/Isenhour/carried

6. Communications

- a. Isenhour communicated that some parents have shared that they do not feel like they are welcome to come visit the school or classroom.

7. Finance Reports

- a. Profit & Loss – June 2023
- b. Balance Sheet – As of 6/30/23
- c. Profit & Loss Budget Performance – June 2023
- d. Profit & Loss – Q2 2023
- e. Profit & Loss Budget Performance – Q2 2023
- f. Preschool, Childcare & Aftercare Financials – 2022/2023 Q4
- g. 2022/2023 Food Program
- h. Profit & Loss – 7/2022 thru 6/2023

8. Administration Reports

- a. Athletic Director
 - i. No report submitted.
 - ii. A.D. James was not present due to attending the 2023 CHAPY Awards – we had several athletes that were nominated as well as one of our coaches.
- b. Advancement Director
 - i. Written report submitted.
- c. Business Manager
 - i. Written report submitted.
- d. Preschool/Childcare Director
 - i. No report submitted.
 - ii. Principal Brown will follow up with Director Jensen to request that the board be updated on where we currently sit for enrollment this fall.

- e. Principal
 - i. Written report submitted.
 - ii. We have 14 current students that have not yet registered for the 2023/2024 school year.
- f. Pastor
 - i. Oral report given.
 - ii. Father Paul introduced Father Le to the board. They will be doing mass on Tuesday and Thursday mornings.
 - iii. Chris Vital will be teaching 6th & 7th grade religion classes. He has previous experience with leadership team building and will assist with staff development.
 - iv. Bishop Zinkula will be returning to his home diocese, Dubuque, to fill the role of Archbishop. His installation will be on October 18th. There will be an Administrator that will serve as an interim leader as they work to fill the role of Bishop for the Diocese of Davenport.
 - v. Father Paul shared information on the program FORMED which is provided to all families by the parish. The goal is to also incorporate it into the school and campus ministry this school year.

9. Committee Reports

- a. Enrollment/Retention
 - i. Oral report given by committee chair Isenhour.
 - ii. A revised version of the Volunteer Expectations proposal. Additional revisions are needed. Revisions will be made, and a final draft will be sent out to the board.
- b. Facilities
 - i. Oral report given by President Connell.
 - ii. The facilities committee has recruited additional volunteers to serve on the committee. They have identified several issues/projects at The Joe that will need to be addressed including the rock wall facing 8th Ave S and the women's locker room.
 - iii. The Facilities committee will be working to clean out some large items at the north end building and hauling them to the landfill.
- c. Faith Life
 - i. No report submitted.
 - ii. Committee Chair Isenhour has reached out to Sarah White to schedule a meeting before the start of the school year.
 - iii. Father Paul appointed Father Le to the Faith Life Committee.
- d. School Policy
 - i. Did not meet. No report submitted.
- e. Technology
 - i. Written report submitted.
 - ii. Student Take Home Device Agreement presented to the board. An amendment will be made to add a place for the student to acknowledge the agreement in addition to the parent/guardian and added to school policy.
 - 1. This was the first reading of this policy. Baker/Morhardt/carried

10. Continuing Business

- a. ESA – Updates
- b. VP Vacancy
 - i. Board Member Newcomb nominated Lindsay Morhardt to fill the VP role and was unanimously appointed by the board.
- c. Volunteer Policy Revisions
 - i. Isehour will make revisions and send them out to the board for an email vote.

11. New Business

- a. Handbook Revisions (Staff)
 - i. This is still in process and will be sent to the board upon completion.
- b. Staffing Updates/Approvals
 - i. We still have not filled the vacancy for the 2nd grade teacher.
 - ii. Justin Soenksen is willing to start a drum line if there is interest.
 - iii. Principal Brown will be making the recommendation to hire a Food Service Director and Food Service Associate.
 - iv. Kendra Lincke and Lydia Schaver have been hired as childcare associates in the baby room.
- c. Pay Period Change Request
 - i. Business Manager Rolston presented a proposal to shift pay periods to all align.
 - 1. Newcomb/Baker/carried
- d. Banking Comparison
 - i. Acceptance of First Central State Bank's proposal as presented to move the school's main checking and money market accounts paying 5.20% and 2.00% respectively and to transfer the SCRIP account at Citizen's First Bank to the interest-bearing account that is currently paying 2.95%.
 - 1. Newcomb/Lingle/carried
- e. Sub Pay & Leave Incentive
 - i. Principal Brown made a proposal to pay out unused personal days for teachers.
 - 1. DeMong/Newcomb/carried
- f. August Meeting
 - i. The current date for the August meeting is the 23rd, which is the first day of school. We will move the meeting to the following week – August 30, 2023.
- g. Financial Reports/Budget
 - i. Budget meeting was held 7/25/2023 after some additional revisions we have gotten close to a zero based. The proposed budget currently sits at a net income of \$4,691.
 - ii. The current proposed budget does include the proposed increase for food service and the proposed increase for athletic and extra-curricular coaches.
 - iii. Newcomb/Lingle/carried

12. Executive Session (if needed)

- a. Executive session was not needed.

13. Adjournment at 8:09PM

14. Closing Prayer

Next meeting will be held August 23, 2023, in the school library.

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