

**Prince of Peace Catholic School
School Board Meeting Minutes
August 30, 2023
6:45PM – School Library**

1. Opening Prayer

2. Roll Call

<input checked="" type="checkbox"/> Aude	<input checked="" type="checkbox"/> Baker	<input checked="" type="checkbox"/> Connell	<input type="checkbox"/> DeMong	<input type="checkbox"/> Isenhour	<input checked="" type="checkbox"/> Lingle
<input checked="" type="checkbox"/> Morhardt	<input checked="" type="checkbox"/> Nelson	<input type="checkbox"/> Newcomb	<input type="checkbox"/> Fr. Paul	<input checked="" type="checkbox"/> Fr. Le	<input checked="" type="checkbox"/> Brown

Additional Attendees:

<input checked="" type="checkbox"/> Burke	<input checked="" type="checkbox"/> Rolston	<input type="checkbox"/> Vanderbleek	<input checked="" type="checkbox"/> Jensen	<input type="checkbox"/> James
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Guests:

Ashley Leslie

3. Call Meeting to Order at 6:47PM

4. Approval of Minutes

- a. Baker/Nelson/carried

5. Approval of Agenda

- a. Addition to Agenda

- i. Gary DeLacy reached out to board member, Nelson regarding the request for the use of a van. He asked to meet to discuss where they stand on recent events. Principal Brown shared that there were concerns brought to him about the promotional postcards that were sent out around the same time that ESA had been approved.

- b. Lingle/Aude/carried

6. Communications

7. Finance

- a. Profit & Loss – July 2023
b. Balance Sheet – As of 7/31/2023
c. Profit & Loss Budget Performance – July 2023

8. Administration Reports

- a. Athletic Director

- i. Written report submitted.

- b. Advancement Director

- i. Written report submitted.

- ii. Enrollment/Retention committee will be reaching out to those who registered, but did not come to PoP, those who have not designated their ESA funds, and those who previously attended and transferred.

- c. Preschool/Childcare Director

- i. Written report submitted.

- ii. There is currently one full-time and one part-time position open that need to be filled ASAP in order to reach max capacity.

- iii. Director Jensen suggested we do discovery on the 2080 Agreement for 4Y Pre-K.
ACTION ITEM: Principal Brown will reach out to Superintendent Devaney to understand how this is handled in the Davenport Catholic Schools and will report back to the Board.
 - d. Principal
 - i. Enrollment/Registration report submitted
 - ii. Oral report given by Principal with the information requested regarding current enrollment and a breakdown of those students who have transferred out or did not complete enrollment.
 - e. Pastor
 - i. No report given.
9. Committee Reports
- a. Enrollment/Retention
 - i. Oral report given – Parent Ambassadors have been matched with families new to PoP.
 - b. Facilities
 - i. Oral report given – Committee completed clean up at the north end location. There is still work to be done at The Joe in the visitor’s locker room and a leak in the men’s locker room.
 - c. Faith Life
 - i. Oral report given – Isenhour is working to set up a meeting with Mrs. White to discuss the Faith Friends behavior expectations.
 - d. School Policy
 - i. Did not meet.
 - e. Technology
 - i. Did not meet.
10. Continuing Business
- a. ESA – Updates
 - i. Written report submitted. (Transaction Detail By Account document)
 - ii. Principal Brown has reached out to Governor Reynolds and invited her to visit the school.
11. New Business
- a. Handbook Revisions (Staff)
 - i. Assistant Principal Burke and A.D. James have completed the Coach’s Handbook and are currently working through the Student Athlete Handbook.
 - ii. Board Member Aude inquired about the communication expectations from coaches.
 - b. New Student Intake Process
 - i. Principal Brown reported that there were some lessons learned through the enrollment process this summer. The admin team has been meeting to better define the process and accountability.
 - ii. A checklist has been added to the registration form.
 - 1. Registration Form Completed – Advancement Director
 - 2. Parent/Student/Admin Meeting – Principal/Asst Principal

3. ESA Completed/Financial Aid – Business Manager
 4. Records Requested (Behavior, Attendance, Grades) – Asst Principal
 5. Records Reviewed – Principal/Asst Principal
 6. Enrollment Approved or Denied – Principal
- c. Parents in Classroom
 - i. Board Member Morhardt shared that a parent asked during MS orientation if parents are allowed to come sit in the classroom to observe. Parents should be allowed in the classroom, however, there needs to be discretion and arrangements worked out between parents, teacher, and administration to ensure it does not become a distraction.
 - d. Bus/Transportation
 - i. The bus broke down this past weekend on the way to a volleyball tournament in West Branch.
 - ii. Repairs were recently completed for approximately \$8200. The bus was purchased for \$500 and there have been several repairs completed. President Connell inquired on what the total amount of repairs have been since the purchase. **ACTION ITEM:** Business Manager Rolston to send an itemized list of repairs that have been completed to date.
 - iii. Disbursement coming from the foundation in October – funds will be used toward capital improvements.
 - iv. CCDA grant was submitted for \$75K
 - e. Fall Festival
 - i. 9/10/2023 – Irish Boosters and PoP School will have a booth.
12. Executive Session (if needed)
 13. Adjournment at 8:25 PM
 - a. Baker/Morhardt/carried
 14. Closing Prayer

Next meeting will be held September 27, 2023, at 6:45PM in the school library.