

Board of Education Meeting Minutes

Tuesday, May 20, 2025

6:30 PM

Principal's Office

Objectives: To review Spring 2025 FAST and ISASP assessment results, provide a general board update, discuss and decide on proposed building and grounds updates, and determine the necessity of holding summer meetings to support progress on 2025–2026 district goals.

I. Call to Order - Megan Thomas

Pastor: Fr. Sean Smith Principal: Mrs. Diane Bradford
Board of Education

President- Megan Thomas Vice President- Shannon Clark Secretary- Jeff Thomsen Board
Members: Amanda Ruggles, Mike Dearborn,

Present: Fr. Sean Smith, Megan Thomas, Shannon Clark, Jeff Thomsen, Amanda Ruggles, Mike Dearborn, Principal Diane Bradford, Terrie Prybil

II. Prayer- Fr. Sean Smith

III. Approve Agenda (1 min)

Moved By Dearborn to approve agenda as presented, 2nd by Clark ; All Ayes

IV. [Minutes of Previous Meeting](#) - no April Meeting (2 min)

Moved by Thomsen to approve minutes of previous meeting held on March 11th, 2nd by Clark ; All Ayes

VI. Financial Reports- (7 min)

Financials for the previous month and year to date were analyzed and discussed.

- [Inc- Exp by Month - April](#)
- [Inc- Exp Statement- April](#)
- [St. Patrick Accounts- April](#)

VII. Reports-

- PATs Report (5 min)

Discussion has been had to change the annual fundraising event (Gala) date to an earlier one or possibly changing it to Nov. 1st. No decision has been made.

- [Principal's Report](#) (5 min)

See Attached, discussed test scores and enrollment

VIII. Committee Reports (2-3 min each)

- Governance/Strategic Planning and Development - Megan Thomas **N/A**
- Enrollment, Marketing, and Communications - Amanda Ruggles **N/A**
- Development, Annual Fund - Mike Dearborn (Terrie Prybil)

Annual fund campaign is officially done, however another donation of \$2000 came in recently.

- Technology - Fr. Sean/Diane Bradford

Fr. Sean reported that he signed a purchase order for new I Boss system for internet security and device filters. New system will be cloud based and protect students and devices no matter where they were. Old system only had protections while they were at school.

- SIAC - Shannon Clark

Bids were presented for removing old air conditioning units and fixing exterior siding and interior walls. Matter was taking up in new business.

- School Finance - Jeff Thomsen

Looking at fine tuning the budget with some solid enrollment numbers

IV. Unfinished Business -

A. Planning-

- 2025-2026 Board Elections -Previous [Document](#) (5 min)
 - [Board Member Updates/Parish Elections](#)

School board elections were held and Jeff Thomsen and Amber Sievers were elected to 3 year terms. Joe Corpstein was appointed to a vacant seat left by Peter Green's absence, Joe will finish out Peter's term.

B. Policy

C. Committees

D. Evaluation of Program/Needs

X. New Business

A. Planning -

- Enrollment and Marketing Plan- [sample](#)

A marketing calendar was discussed to streamline timing and planning for the schools marketing materials.

- Communications Plan- [sample](#)

Similar to the marketing calendar this would help with communication timing from the school.

- June or July Meeting ?

A June 24th meeting is scheduled

- Agenda Items for Next Meeting (5-6 min)

B. Policy/Procedures-

- [Handbook Updates for 2025-2026- Draft](#)

Ruggles moved to approve all changes made to the School handbook for the 25/26 school year. Changes were made to the phone and electronic devices policy, esa wording changes and hats in school. 2nd by Clark All Ayes

- Emergency Operations Plan Update ([Iowa Code 280.30](#))

Updated emergency operations will be discussed this summer with local law enforcement and Principal Bradford, looking to approve new policies at the August meeting.

C. Evaluation of Program/Needs-

- Building & Grounds Project
 - AC Removal, Siding Replacement, Drywall, Painting
 - Coyles Contracting Quote
 - CertaPro Painters Quote

Building and grounds project: Removing AC units and fixing walls inside and out, and painting exterior of the building. Looking for funds to support the project. Moved by Thomsen to Approve bids to fix AC spots and exterior painting. 2nd by Clark; All Ayes

XI. Blessing- Fr. Sean

XII. Adjournment - Megan Thomas

Moved by Ruggles to adjourn 2nd by Clark All Ayes Adjourned at 7:55PM

Next Meeting - Tuesday, June 24, 2025 6:30 PM - Principal's Office