

## Board of Directors Meeting Minutes

**Date:** Tuesday, December 16, 2025

**Time:** 9:00 AM CST

**Location:** Conference Line: 347-754-4184, PIN: 449 729 629#

### Call to Order

The meeting of the Cedar Rapids Prep Board of Directors was called to order by Manuel Mattke on Tuesday, December 16, 2025 at 9:02am CST.

### Roll Call / Attendance

#### Board Members Present:

- Manuel Mattke

#### Invited Participants Present:

- Dr. Leslie Greenlee
- Kirk Weber
- James Troupis, OEN Chief of Schools
- Justin Blietz, Principal
- Hannah Marck, Manager, Network & School Operations
- Sreenaya Naveen, CRP Student

Members of the public were invited to attend in alignment with the Iowa Open Meeting Laws.

### Agenda Items

#### 1. Welcome

**Presenter:** Manuel Mattke

Mr. Mattke welcomed board members, staff, and guests and reviewed the meeting agenda.

#### 2. Approval of Previous Meeting Minutes

**Presenter:** Manuel Mattke

The Board reviewed the minutes from the previous regular Board meeting. Board members were provided the opportunity to request corrections, propose amendments, or seek clarification. No revisions were requested.

**Action Taken:**

The Board **approved** the minutes from the previous Board meeting as presented and directed that the approved minutes be entered into the organization's official records.

### **3. New Board Membership Approval**

**Presenter:** Manuel Mattke

The Board reviewed the proposed Board Membership additions of **Dr. Leslie Greenlee** and **Kirk Weber**, noting that these appointments are intended to strengthen governance and align leadership with organizational needs.

**Action Taken:**

The Board **approved** the proposed membership of Dr. Leslie Greenlee and Kirk Weber and **authorized** management to update all organizational records accordingly.

### **4. Presentation: Quarter 1 Data**

**Presenters:** Justin Blietz & James Troupis

Mr. Blietz and Mr. Troupis presented Quarter 1 academic and operational data, including student performance trends and schoolwide progress indicators. Board members asked questions and engaged in discussion regarding outcomes and next steps.

### **5. Student Reflection**

**Presenter:** Sreenaya Naveen, 6th Grader at Cedar Rapids Prep

A student reflection was shared, providing the Board with insight into the student experience at Cedar Rapids Prep.

### **6. Board Policy Manual Approval**

**Presenter:** James Troupis

The Board reviewed proposed updates to the Cedar Rapids Prep Board Policy Manual, including policies on:

- Chronic Absenteeism & Truancy (501.9)
- Education Records Access (506.1)
- Anti-Bullying / Anti-Harassment (104)

Associated complaint, witness disclosure, and disposition forms were also reviewed. The Board discussed compliance considerations and operational alignment.

**Action Taken:**

The Board **approved** the Cedar Rapids Prep Board Policy Manual as presented and **authorized** management to distribute the manual, post it publicly as required, and update organizational records accordingly.

## 7. Financial Review & Approval

**Presenters:** James Troupis & Justin Blietz

Management presented financial statements and supporting documentation for the period **July 1, 2025 through December 1, 2025**, including revenues, expenditures, cash flow, budget-to-actual performance, and material variances. The Board asked questions and discussed the organization's financial position.

**Action Taken:**

The Board:

1. **Accepted** the financial report for the period reviewed;
2. **Approved** the financial statements as presented; and
3. **Authorized** management to implement any necessary follow-up actions related to financial oversight and compliance.

## 8. Audit Planning Kickoff

**Presenters:** James Troupis & Manuel Mattke

Management presented an overview of the annual audit preparation timeline, requirements, and responsibilities. The Board discussed the importance of timely and compliant audit execution.

**Action Taken:**

The Board **acknowledged** the audit planning kickoff and **authorized** management to proceed with audit preparations in coordination with auditors and relevant stakeholders.

## 9. Public Comment

**Presenter:** Manuel Mattke

No public comments were presented.

## 10. Other Business

**Presenter:** Manuel Mattke

No additional business was brought before the Board.

## **12. Adjournment**

There being no further business, the meeting was adjourned by **Manuel Mattke** at 10:29am CST.