

Cedar Rapids Prep

Board of Directors Meeting Minutes

Date: Friday, August 15, 2025

Time: 9:00 AM CST

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

Participants:

- **Board Member:** Manuel Mattke
 - **Invited Participants:** James Troupis (OEN Chief of Schools), Justin Blietz (Principal), Hannah Marck (Manager, Network & School Operations)
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1. Call to Order

The meeting was called to order at 9:03 AM CST by Manuel Mattke.

The Board confirmed that a quorum was present to conduct Board business in accordance with Iowa Open Meeting Laws. Members of the public were invited to attend via conference line.

2. Budget Approval

Presenter: James Troupis

The Board reviewed the proposed 2025-2026 annual budget and the five-year strategic budget plan. After discussion:

Resolution:

- WHEREAS, the Board of Directors has reviewed and considered the proposed 2025-2026 annual budget and the five-year strategic budget plan; and
- WHEREAS, these budgets have been prepared in accordance with the organization's financial policies and strategic objectives; and
- WHEREAS, the Board finds these budgets to be reasonable, necessary, and in the best interests of the organization;
- **NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors hereby:
 - APPROVES the 2025-2026 annual budget as presented; and
 - APPROVES the five-year budget plan as presented; and
 - AUTHORIZES management to implement and execute these budgets in accordance with the organization's established financial controls and procedures.

The motion was approved unanimously.

Note: Final approval of the budgets is also required from **QFCS LLC** before implementation.

3. 2025 - 2026 Handbooks

Presenter: James Troupis

The Board reviewed the proposed Student Handbook, Financial Handbook, and Staff Handbook.

Resolution:

- WHEREAS, the Board of Directors has reviewed and considered the proposed Student Handbook, Financial Handbook, and Staff Handbook; and
- WHEREAS, these handbooks have been prepared in accordance with the organization's policies, procedures, and regulatory requirements; and
- WHEREAS, the Board finds these handbooks to be appropriate, necessary, and in the best interests of the organization;
- **NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors hereby:
 - APPROVES the Student Handbook as presented; and
 - APPROVES the Financial Handbook as presented; and
 - APPROVES the Staff Handbook as presented; and
 - AUTHORIZES management to implement and distribute these handbooks in accordance with the organization's established policies and procedures.

The motion was approved unanimously.

4. 2025 - 2026 School Calendar

Presenter: James Troupis

The Board reviewed the proposed 2025-2026 School Calendar.

Resolution:

- WHEREAS, the Board of Directors has reviewed and considered the proposed 2025-2026 School Calendar;
- **NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors hereby:
 - APPROVES the 2025-2026 School Calendar as presented; and
 - AUTHORIZES management to implement and distribute the calendar in accordance with the organization's established policies and procedures.

The motion was approved unanimously.

5. Recommendation of Local Board Members

Presenter: Manuel Mattke

The Board discussed the appointment of additional directors to the Board. Kirk Weber and Dr. Leslie Greenlee were nominated.

Resolution:

- WHEREAS, the Board of Directors has determined that it is in the best interests of the organization to appoint additional directors to the Board; and
- WHEREAS, Kirk Weber, a resident of Cedar Rapids, has been nominated for appointment to the Board of Directors; and
- WHEREAS, Dr. Leslie Greenlee, a resident of Cedar Rapids, has been nominated for appointment to the Board of Directors; and
- WHEREAS, the Board finds both nominees to be qualified and suitable to serve as directors of the organization;
- **NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors hereby:
 - RECOMMENDS that QFCS LLC appoint Dr. Leslie Greenlee, a resident of Cedar Rapids, Iowa, to serve as a director of OEN – Cedar Rapids Prep; and
 - RECOMMENDS that QFCS LLC appoint Kirk Weber, a resident of Marion, Iowa, to serve as a director of OEN – Cedar Rapids Prep.

The motion was approved unanimously.

6. Other Business

The Board briefly discussed the upcoming board meeting schedule for the remainder of the fiscal year.

7. Adjournment

The meeting was adjourned by Manuel Mattke at 9:28am CST.

Minutes Submitted By:

Hannah Marck, Manager, Network & School Operations

Approved By:

Manuel Mattke, Board Member