

Board of Directors Meeting Minutes

Date: Tuesday, February 24, 2026

Time: 8:30AM CST

Location: Conference Line: 413-438-5172 PIN: 363 704 837#

Call to Order

The meeting of the Cedar Rapids Prep Board of Directors was called to order by Manuel Mattke on Tuesday, February 24, 2026 at 8:30am CST.

Roll Call / Attendance

Board Members Present:

- Manuel Mattke
- Dr. Leslie Greenlee
- Kirk Weber

Invited Participants Present:

- James Troupis, Chief of Schools
- Justin Blietz, Cedar Rapids Prep Principal
- Hannah Marck, Manager, Network & School Operations
- Kristina Robinson, Cedar Rapids Prep Teacher
- Luke Carroll, Finance Specialist

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

Agenda Items

1. Welcome

Presenter: Manuel Mattke

Manuel 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.

Resolution:

The Board **approved** the minutes from the previous December 16, 2025 Board meeting as presented and directed that the approved minutes be entered into the organization's official records.

3. Financials Review & Approval

Presenters: James Troupis and Justin Blietz

Justin Blietz and James Troupis presented the financial statements for the period of December 1, 2025 – January 31, 2026. The Board discussed revenues, expenditures, and budget-to-actual performance.

Resolution:

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.

4. 2026 - 2027 Academic Calendar Approval

Presenters: Justin Blietz & Hannah Marck

Justin Blietz and Hannah Marck presented the proposed academic calendar for the 2026–2027 school year, and gave the Board an opportunity to engage in discussion and ask clarifying questions.

Resolution:

The Board of Directors approved the 2026-2027 Cedar Rapids Prep Academic Calendar and authorized management to distribute and implement it.

5. Winter Enrollment, Academic & Culture Data

Presenters: Justin Blietz and James Troupis

Justin Blietz and James Troupis presented an overview of winter enrollment trends. The Board reviewed academic performance, attendance data, culture data, including student engagement metrics. Presenters highlighted areas of strength as well as key focus areas for improvement heading into the spring semester. The Board engaged in discussion and asked clarifying questions regarding data trends.

6. Teacher Reflection

Presenter: Kristina Robinson

Kristina Robinson provided a teacher reflection, sharing insights into classroom practices and student engagement. She spoke to the school culture and her experience as an educator at Cedar Rapids Prep. The Board thanked Kristina for her time and for providing a meaningful perspective from the classroom.

7. Cedar Rapids High School Update

Presenters: Justin Blietz & James Troupis

Justin Blietz and James Troupis provided an update on the development of Cedar Rapids High School. The presentation included updates on planning progress and enrollment projections. The board engaged in discussion to ask clarifying questions on timeline. No formal action was taken.

8. Cedar Rapids Prep 2026 - 2027 Hiring

Presenter: Justin Blietz

Justin Blietz presented an update on hiring for the 2026–2027 school year, including current staffing needs and progress toward filling key roles. No formal action was taken.

9. Public Comment

Presenter: Manuel Mattke

No public comment was made during this meeting.

10. Other business as necessary

Presenter: Hannah Marck

Hannah Marck confirmed availability for the 2026 upcoming board meeting dates with board members. No formal action was taken.

11. Executive Session

The Board entered into executive session pursuant to Iowa Code §21.5(1)(j) to discuss real estate matters. The Board returned to open session. No action was taken.

12. Adjournment

Presenter: Manuel Mattke

The board unanimously voted to end the meeting at 10:37am.