

# Cedar Rapids Prep Board of Directors

Agenda for the meeting on Wednesday, May 13, 2026 at 11:00am CST

## Participants

Board Members: Manuel Mattke, Dr. Leslie Greenlee, Kirk Weber

Invited Participants: James Troupis (OEN Chief of Schools), Vicki Hlubek (Interim Principal), Hannah Marck (Manager, Network & School Operations), Luke Carroll (OEN Accounting & Finance Specialist), Mary Arrigo (VP, Academics)

In alignment with the Iowa Open Meeting Laws, members of the public are invited to attend.  
Conference line: 470-243-0705 PIN: 621 468 008#

## Agenda

### 1. Welcome & Meeting Agenda Approval (Presenter: Manuel Mattke)

*Discussion: May meeting agenda items*

Proposed Resolution:

“WHEREAS, the Board of Directors has been presented with the proposed agenda for the May 13, 2026 meeting; and

WHEREAS, the Board has had the opportunity to review the agenda and request modifications;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby APPROVES the meeting agenda as presented (or as amended).”

### 2. Previous Meeting Minutes Approval (Presenter: Manuel Mattke)

*Discussion: February meeting minutes*

Proposed Resolution:

“WHEREAS, the Board of Directors has received and reviewed the minutes from the regular Board meeting on February 24, 2025; and

WHEREAS, the Board has been provided the opportunity to request corrections, propose amendments, or seek clarification; and

WHEREAS, the Board finds the minutes to be an accurate and complete record of the prior meeting;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby APPROVES the minutes from the previous meeting on February 24, 2025 and DIRECTS that they be entered into the organization’s official records.”

### 3. Previous Financials Review & Approval (Presenter: Vicki Hlubek & James Troupis)

*Discussion: Previous quarter's financials*

Proposed Resolution:

“WHEREAS, the Board of Directors has reviewed the financial statements dated February 1, 2026 - March 31, 2026 and supporting documentation; and WHEREAS, management has provided additional clarification as requested regarding revenues, expenditures, and budget-to-actual performance; NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby APPROVES the financial statements dated February 1, 2026 - March 31, 2026 and AUTHORIZES management to proceed with ongoing financial oversight and compliance.”

**4. 2026 - 2027 Cedar Rapids Prep Budget (Presenter: Vicki Hlubek & James Troupis)**

*Discussion: Budget and updates for 2026-27*

Proposed Resolution:

“WHEREAS, the Board of Directors has been presented with the proposed operating budget for Cedar Rapids Prep for the 2026–2027 fiscal year; and WHEREAS, the Board has reviewed the budget in detail, including projected revenues, expenditures, and key financial assumptions; and WHEREAS, management has provided clarification and responded to questions raised by the Board; NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby APPROVES the 2026–2027 budget for Cedar Rapids Prep as presented (or as amended) and AUTHORIZES school leadership to implement the budget in alignment with the organization’s financial policies and strategic priorities.”

**5. 2026 - 2027 Student & Family Handbook Approval (Presenter: Mary Arrigo)**

*Discussion: Updates to the student and family handbook*

Proposed Resolution:

“WHEREAS, the Board of Directors has been presented with the 2026–2027 Cedar Rapids Prep Student & Family Handbook; and WHEREAS, the Board has reviewed the contents of the handbook and finds that it reflects the policies, procedures, and expectations necessary for effective school operations and a safe, supportive learning environment; NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby APPROVES the 2026–2027 Cedar Rapids Prep Student & Family Handbook as presented (or as amended) and authorizes school leadership to implement and distribute the handbook to students and families for the 2026–2027 school year.”

**6. Facilities Discussion & Amendment Request Approval (Presenter: James Troupis)**

*Discussion: New location, 1 N. Parsons Dr. Hiawatha, IA and additional facilities/sports expansion*

Proposed Resolution:

“WHEREAS, Cedar Rapids Prep has submitted an amendment request to the Iowa Department of Education to update its charter to reflect a change in facilities, including the addition of a new campus location in Hiawatha, Iowa; and  
WHEREAS, the Board of Directors acknowledges that the amendment requires formal approval through a clearly stated motion in an open meeting and documented in official board minutes;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby APPROVES the amendment to update the school’s facilities as presented and authorizes school leadership to submit all necessary documentation to the Iowa Department of Education and proceed with implementation upon state approval.

7. **Spring Enrollment, Academic & Culture Data (Presenter: Vicki Hlubek & James Troupis)**
8. **Public Comment (Presenter: Manuel Mattke)**
9. **Other business as necessary (Presenter: Manuel Mattke)**
10. **Executive Session (TBD)**
11. **Adjournment (Presenter: Manuel Mattke)**