



MARY OUR QUEEN SCHOOL BOARD
MEETING AGENDA
"Where Faith and Knowledge Meet"

DATE: March 4th, 2025 – 7:00 pm
LOCATION: MOQ Library
VIRTUAL LINK: meet.google.com/cnd-kcwo-nqe
SCHOOL BOARD MEMBERS: (P=Present, A=Absent)

ATTENDANCE	NAME	POSITION
A	Father Marc Lim	Ex Officio - Pastor
P	Father Steve Boes	Senior Associate
P	Mrs. Maureen Hoy	Ex Officio - Principal
P	Cindy Tooher	MOQ Faculty
P	Scott Murray	Board Member - President
P	Kevin Van Winkle	Board Member - Vice Pres.
P	John Sullivan	Board Member – Secretary
P	Bob Soukup	Board Member
P	Anne McGill	Board Member
A	John Hillebrandt	Board Member
P	Ellie Stull	Board Member
P	Kelly Peklo	Board Member
P	Sarah Dempsey	Board Member

I. Opening Prayer:

All

Heavenly Father, as we gather today to discuss the important matters of our school community, we humbly ask for your guidance and wisdom. May our deliberations be guided by the spirit of love, compassion, and the values of our Catholic faith. Grant us clarity of thought, open hearts to listen, and the courage to make decisions that best serve the needs of our students and families. We pray this in the name of Jesus Christ, Amen.

II. Approval of Minutes:

- A. Meeting minutes for February distributed via email.
Motion: Ellie
Second: Kevin

III. Principal Report [HERE](#)

Maureen H.

- A. Accreditation process continues. School team is meeting to finalize the schedule. School board will hopefully be available to meet for the interview portion. Will need to be ready to speak on the strategic planning process and how that drives our actions. We will also need to be able to talk about the school's academic performance goals. The efforts that we see will be discussed. This will take place Tuesday, April 8 at 2:00. The interviews will take approximately 30 minutes.
- B. Contracts go out for staff this Friday. Right now there is a need for Extended Care staff. The goal would be to expand to two locations, one in the ECLC and one in the



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school cafeteria. Discussions are being had on how that will look. We will be looking for an Art Teacher and two full time 6th grade teaching positions. Please spread the word if you know of any qualified people. Postings are on the archdiocesan website.

- C. Permission slips for the Family Life series for the 5th and 6th graders are coming home. This will take place during the Religion class time and will start after Spring Break. Families can stop in to the school office to see a student book if needed. Parent books were sent home.
- D. Upper grade tours are up for the time being. Waiting list for PreK, 1st and 8th.
- E. As Lent begins lots of projects are confirmed. April 2 Sienna Francis House project will take place.
- F. Promote - March 19 Grandparents Day and the High School Musical Jr. Production. Musical seems to be going really well. Hope to move this to extracurriculars next year. Evening show added with limited tickets at \$5 per person.
- G. Safety Committee - Lots of drills happening lately. Keep asking if everyone is in communication. How will we communicate with families? See the Emergent 3 Safety App in the principal's report to review and see if it is right for us.

IV. Pastors Report

Fr. Marc/Fr. Steve

- A. Lent is an important time and the school is doing a good job in helping students get into the spirit of the season.
- B. Marquee was successful. There is an engaged community with good talent in the school and parish. Things are looking positive.

V. Old Business

- A. None

VI. New Business

- A. Strategic plan- what's next, Parish Council with Tim Smith/Kevin Van Winkle - Meeting was postponed, but it will be rescheduled. Hoping to get more people in the room for this discussion. Met with Rob Woodling in the hopes to get an idea of who else should be involved. Looking to get this scheduled for the end of March.
 - 1. Academic Excellence within Our Catholic Identity: Emphasizes attracting and retaining top-tier faculty, maintaining rigorous curriculum standards, enhancing Catholic identity through experiences, and fostering strong parent partnerships in student growth.
 - 2. Parent Engagement: Focuses on cultivating a culture of philanthropy, ensuring all parents feel welcome and included, and enhancing the visibility and effectiveness of parent organizations like the Home and School Association and School Board.



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3. Facility and Technology Planning: Prioritizes proactive facility maintenance, strategic technology integration, and creating a safe and secure environment for the school community. This includes long term planning for campus growth.
4. Finance: Aims to ensure the school's long-term financial stability through competitive staff compensation, responsible budget management, and increased donor engagement through programs like the Bridge the Gap program, and increasing tithing participation.
- B. April meeting preparation for the accreditation visit - Maureen will do prep with us during the April board meeting.
- C. Finance committee invitation - Maureen will work on getting someone to attend our April board meeting.
- D. **May Board Elections:** Draft for the school board application on the Principal's Report. Behind schedule on this as last year the application went "live" on March 1. Confirm updates to the application and Maureen will have Renee post it "live" on Wednesday. Do we need to mention that St. John Vianey parishioners are eligible should they have students enrolled? We may need to consult the board bylaws to make sure this is all listed out accordingly. Should we include the job description of a board member? Should we link Scott's email or direct them to the School Board webpage? Goal would be to go live on Thursday, March 6. Cindy will work with Renee and get this link posted on all the areas that it can be posted/sent through.
- E. School Board Appointments - Let Father Marc know of anyone who would be interested. If outgoing members are interested please let Father Marc know via email.
- F. Lunch Cost - should there be some more transparency about why we do what we do? Maureen is meeting next week to potentially vet other vendors. It seems that Westside continues to be the cheapest option. Would be a good idea to make this a yearly vetting process.
- G. Committees
 1. Parent Involvement
 - a. Tracking Volunteer hours
 - 1) Working on getting the drop down options going over the summer work load. June 1 FACTS is shut down and then items are rolled over. So this would be an opportunity to get this completed and ready for the next year.
 - b. Volunteering Database
 - 1) An email blast was sent out to the various organizations asking for their information to update the database. Most groups have gone in and updated their info, so this is a step in the



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right direction. This will help the office with the questions they get and then also let the community know what volunteer opportunities are available. Would be good to maybe categorize the options in a more relatable way.

- c. Would be nice to get a tutorial video on how to log hours, potentially getting the students involved in showing this. Cindy will work on some ideas as well.
 - d. We have a rough draft of FAQs on the drive to start us out. As more questions come in we can add and adjust as needed. Potential interactive website piece is a potential. Cindy will look into options.
 - e. Will continue to work on getting videos and social media clips to promote all of the options for volunteering within the school. Showcase the opportunities and what they entail.
 - f. Need to start thinking about goals that could be set for next year should this committee work continue with the new board.
2. Finance/Strategic Plan Support
- a. BTG Fundraising Targets
 - 1) Currently sitting at \$68,000 with only 66 families contributing. \$40,000 coming from two donors. Big push will be to get more families involved with this campaign. We started out at 0, so we are getting the word out. Just need to keep pushing the word out. Betsy would have the numbers that came from the enrollment period.
 - b. 100% involvement campaign
 - 1) Want families to be a part of the process. Even small amounts make a difference. Teacher retention is always a lead driver. Two events coming up where this can be promoted. Grandparents Day is a good starting point. Duschene has given Cindy their road map on how this is most successful for them. On the heels of the school's 60th Anniversary. This is a golden opportunity for a big push to raise funds for Bridge the Gap.
 - 2) Would be good to make incremental jumps from this year to next. Possibly double the number of families participating? With the strategic plan it might not be a good idea to make the benchmark right up to 100%.
 - c. Next Year goal setting
 - 1) Would like to rebrand this so it stands out more compared to other campaigns. This would not take place until the next school year.



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- 2) Is there a way to set up a time each year to promote the small dollar amounts from families. Start the participation.
- 3) This is the first year for the incoming kindergarten families and new parish families to have this ask happen. Will be interesting to see how this numbers shake out this year.
- 4) QR codes can be created for the hallways during the Fish Fry nights. Possible table tents as well.
- 5) Good to target the PreK families moving over with full price tuition and market that they are still able to Bridge the Gap with some of their cost difference.

VII. Meeting Adjournment

Motion to Adjourn: Anne
Second: Kevin

Next Meeting: April 1st, 2025 @ 7pm
Location: MOQ Library

VIII. Closing Prayer

All

Heavenly Father, as we conclude this meeting, we thank you for the opportunity to gather and discuss the future of our school community. Guide our decisions, bless our efforts, and grant us the wisdom to always prioritize the spiritual and academic growth of our students. May our actions reflect your love and teachings as we strive to be faithful stewards of this entrusted mission. We pray this in the name of Jesus Christ, Amen.