



Des Moines Prep Board of Directors

Agenda for the meeting on Wednesday, December 17, 2025

Participants

Board Member	Manuel Mattke
Invited Participants	Tim Rypma, Jessi McQuerrey, James Troupis (OEN Chief of Schools), Matt Lakis (Principal), Hannah Marck (Manager, Network & School Operations), Liliana Kowlessar (DSMP Student)

In alignment with the Iowa Open Meeting Laws, members of the public are invited to attend.
Conference line: 470-310-1099 PIN: 629 184 294#

The member of the board hereby waives any meeting notice requirement and confirms that a quorum necessary to conduct Board business is present.

Agenda

1. **Welcome (Presenter: Manuel Mattke)**
2. **Previous Meeting Minutes (Presenter: Manuel Mattke)**

WHEREAS, the Board of Directors has received and reviewed the minutes from the previous regular meeting of the Board; and

WHEREAS, the Board has been provided the opportunity to request corrections, propose amendments, or seek clarification regarding the recorded actions, discussions, and decisions; and

WHEREAS, no further revisions have been requested, and the Board finds the minutes to be an accurate and complete representation of the prior meeting;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby:

- a. APPROVES the minutes from the previous Board meeting as presented (or as amended, if applicable); and
- b. DIRECTS that the approved minutes be entered into the organization's official records.

3. **New Board Membership Approval (Presenter: Manuel Mattke)**

WHEREAS, the Board of Directors has reviewed and considered the proposed updates to Board Membership for Tim Rypma and Jessi McQuerrey; and

WHEREAS, these board memberships are intended to support effective governance and align leadership responsibilities with organizational needs;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby:

1. APPROVES the proposed membership of Tim Rypma and Jessi McQuerrey and
2. AUTHORIZES management to update all organizational records accordingly.

4. Presentation: Quarter 1 Data (Presenter: Matt Lakis & James Troupis)

5. Student Reflection (Presenters: Liliana Kowlessar)

6. Board Policy Manual Approval (Presenter: James Troupis)

WHEREAS, the Board of Directors has reviewed and considered the proposed updates to the Des Moines Prep Board Policy Manual, including policies on Chronic Absenteeism & Truancy (501.9), Education Records Access (506.1), and Anti-Bullying / Anti-Harassment (104), along with associated complaint, witness disclosure, and disposition forms; and

WHEREAS, the Board of Directors recognizes that these policies and forms are intended to support effective governance, compliance with state and federal law, and safe, consistent operations across the school;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby:

1. APPROVES the Des Moines Prep Board Policy Manual as presented; and
2. AUTHORIZES management to distribute the manual, post it publicly as required, and update all organizational records accordingly.

7. Financial Review & Approval (Presenters: James Troupis & Matt Lakis)

WHEREAS, the Board of Directors has reviewed and discussed the financial statements and supporting documentation for the period of July 1, 2025 through December 1, 2025; and

WHEREAS, management has presented an overview of revenues, expenditures, cash flow, budget-to-actual performance, and any material variances for the reviewed period; and

WHEREAS, the Board has had the opportunity to ask questions, request clarifications, and engage in discussion to ensure full understanding of the organization's financial position;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby:

1. ACCEPTS the financial report for the period of July 1, 2025 through December 1, 2025;
2. APPROVES the financial statements as presented; and
3. AUTHORIZES management to implement any necessary follow-up actions related to ongoing financial oversight and compliance.

8. Audit Planning Kick Off (Presenters: James Troupis & Manuel Mattke)

WHEREAS, the Board of Directors recognizes the importance of a timely and compliant annual audit process; and

WHEREAS, management has presented an overview of the audit preparation timeline, requirements, and responsibilities;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby:

1. ACKNOWLEDGES the audit planning kickoff; and

2. AUTHORIZES management to proceed with all necessary preparations in coordination with auditors and relevant stakeholders.

9. Public Comment (Presenter: Manuel Mattke)

10. Other business as necessary (Presenter: Manuel Mattke)

11. Executive Session (TBD)

12. Adjournment (Presenter: Manuel Mattke)