

**OUR LADY OF VICTORY BOARD OF EDUCATION MEETING  
7:00 P.M. Tuesday, January 3, 2017 @ Gathering Space Meeting Room**

**AGENDA OF REGULAR MEETING**

1. OPENING PRAYER
2. ROLL CALL: Pat Archer, Evan Brankin, Fr. Jake, Korby Jackson, Sara Langrehr, Luke Roth, Peter Schuster, Lisa Stachula, Jen Wemhoff  
Teachers: Brenda Fox, Elisha Kubalsky  
Parish Council Rep:
3. ACCEPTANCE OF AGENDA
4. READING AND APPROVAL OF MINUTES OF December 6, 2016
5. COMMENTS FROM AUDIENCE and OPEN FORUM
6. UNFINISHED BUSINESS
7. NEW BUSINESS:
8. ADMINISTRATIVE REPORTS (Written reports pre-submitted)
  - a. Principal of JFK (Chad)

**i. Items for Board Action:**

**1. Tuition rates and fees for 2017-2018**

Lisa Snider made a motion to approve the 2017-2018 tuition rates and fees with the proposed changes. Motion seconded by Sara Langrehr. Motion unanimously approved by the Board.

**2. Bonuses**

Fr. Jake made a motion to approve the full bonuses for the hourly school employees. Motion seconded by Lisa Snider. Motion unanimously approved by the Board.

Facilitator of Faith Community:

1. The blood drive was successful. Approximately 12-15 donors had to be cancelled as the portable donation equipment can only handle 38 units.

Ethical Leadership:

1. There was one Level III and one Level IV misbehavior during the last month. By policy, the board needs to be informed of a Level IV misbehavior in closed session.

Visional Leadership:

1. Strategic planning for the school continued in December. Information has been shared in the Principal's Post. A draft of a revised mission statement is available:
  - a. Previous statement: John F. Kennedy Catholic School, as the Roman Catholic school of Our Lady of Victory Parish, partners with families in accepting and loving children as unique gifts of God. Through our caring and nurturing community, we will help children identify and share their gifts and talents and develop a Christ-centered character, live their Catholic faith, and achieve academic excellence as they become disciples of Christ. (65 words)
  - b. Draft preamble that defines our identity as a Catholic school, our grade span, and our relationship to OLV: John F. Kennedy Catholic School is the preschool-8th grade school of Our Lady of Victory Catholic Parish. (18 words)
  - c. Draft mission statement defining JFK's purpose: Our mission is teaching children to become disciples of Christ by living Gospel values, nurturing gifts and talents, and pursuing academic excellence. (22 words)
  - d. The following were identified as areas in which decisions will likely need to be made in the future for JFK:
    - i. Faith formation and parish involvement
    - ii. K-8 enrollment
    - iii. Preschool programming day length and wrap around care
    - iv. Core instructional areas, including current state emphasis on PK-6 literacy and the upcoming addition of 7-12 literacy, K-12 math, summer programming, and social/behavioral supports
    - v. "Specials," including art, music, physical education, and band

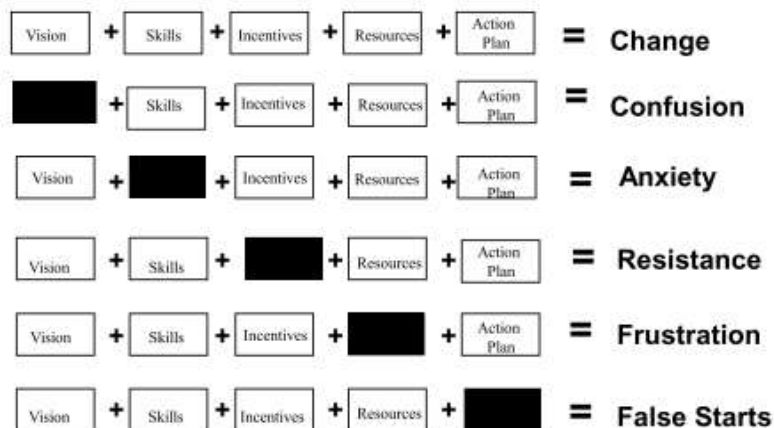
- vi. Co-curricular and extracurricular activities including exploratories like foreign language, communications and public speaking, athletics, mock trial, speech and debate, Lego League, etc.
  - vii. Facilities
  - viii. Personnel, positions, and needs and efficiencies
  - ix. Finances
  - x. Technology
- e. An organizational structure for writing the next set of strategic plan goals was considered:
- i. Faith formation
  - ii. Family
  - iii. Academics
  - iv. Resources, including finances and grants, technology, facilities, paid personnel, and volunteers
- f. Catholic school enrollment, not only at JFK, but in all of Scott County, will likely be a sticking point. Beginning around 1991 or so, enrollment in Scott County Catholic schools began to fall. We probably bottomed out in the early to mid-2000s, and we have now recovered in Davenport. JFK is now the largest PS-8th grade school in the diocese and had record K-8 enrollment last year. This year, All Saints' had the highest K-8 enrollment of our Scott County Catholic schools. Enrollment numbers are so strong in Davenport Catholic schools that we are operating our K-8 buildings at or above 90% "capacity" with waiting lists depending upon the grade levels. It is no longer a guarantee that someone who wants a Catholic school education in Davenport can get into one of our three elementary schools. Over the next 15 years, population growth in Davenport is expected to be small, but possibly in northwest Davenport. Scott County population will grow more than the city of Davenport's and will likely be mostly along the I-80 corridor from I-280 to the river. For the last 15 years, growing our enrollment at JFK and other Catholic schools has been a focus, and OLV/JFK even did a building addition to accommodate that growth. The question of "now where do we go?" dominates thinking without clear answers or a process to answer the question for JFK and Scott County.

Leadership of School Culture and Instruction:

1. Professional Development:

- a. The full day in-service in January will focus on the following:
  - i. Consensus

- 1. Definitions, characteristics, benefits
- 2. Difficulties of reaching consensus
- 3. Consensus building tools, including managing complex changes

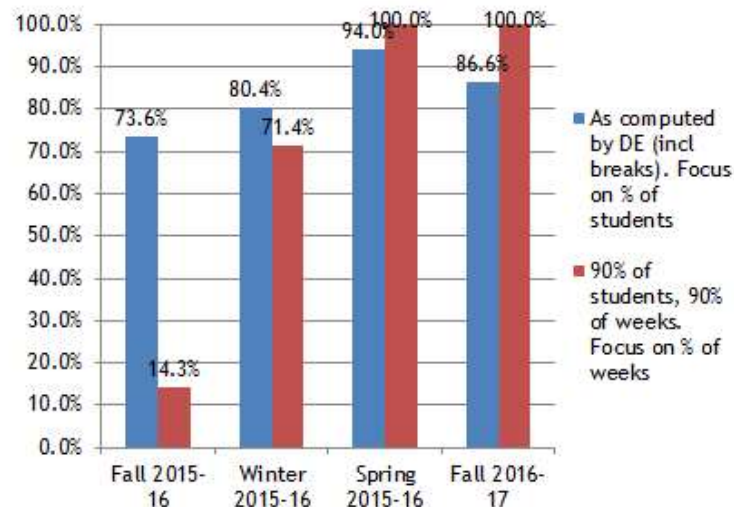


*Adapted from Knoster, T.*

- 4. Self-analysis of the critical features of consensus at JFK
  - ii. MTSS goals and changes in our definitions of "at risk" and "persistently at risk" in regards to ELA screenings to better match the state's definitions

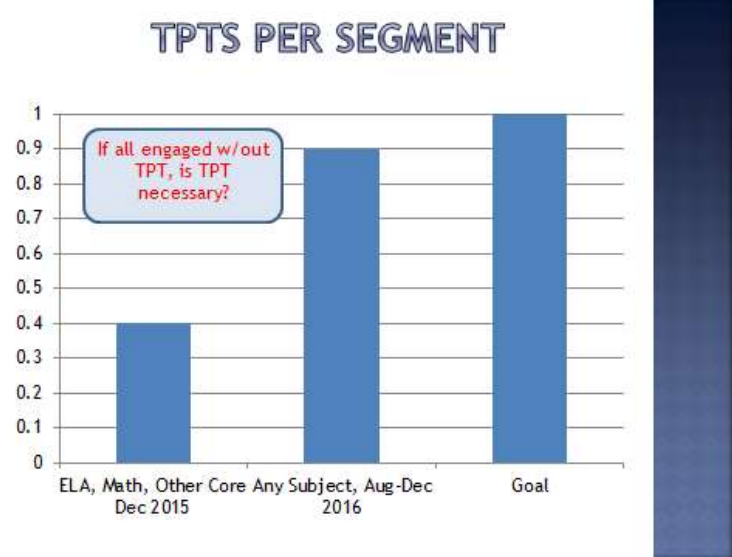
1. Based upon the types of teaching actions we take, including the use of WIN time in K-2, some aide time in K-5, and 20-30 minute pull-outs of students 1-3 times per week, a goal for us might be to have 90%-95% of our students at benchmark on the literacy screeners.
  2. Beginning with the winter reading screenings, we will only use the phrases "at risk" and "persistently at risk" in relation to our default screener. We had been using a second screener to identify more students and were applying these same terms according to our own rubric. This process was creating havoc with the state's reporting system. We will still use the second screener and our own rubric to identify more students than required to help. We just won't use the terms "at risk" or "persistently at risk" in relation to these "extra" students.
  3. We will be making minor adjustments to the "rules of thumb" regarding how often students receive intervention services per week. These adjustments are based upon the different definitions being used in (2) above and by grade level with students in grades K-3 receiving more services than students in grades 4-6. How we utilize the limited resources of personnel and time must be continually monitored.
- iii. Reading and math winter screening schedules
- iv. Progress monitoring data

## PROGRESS MONITORING

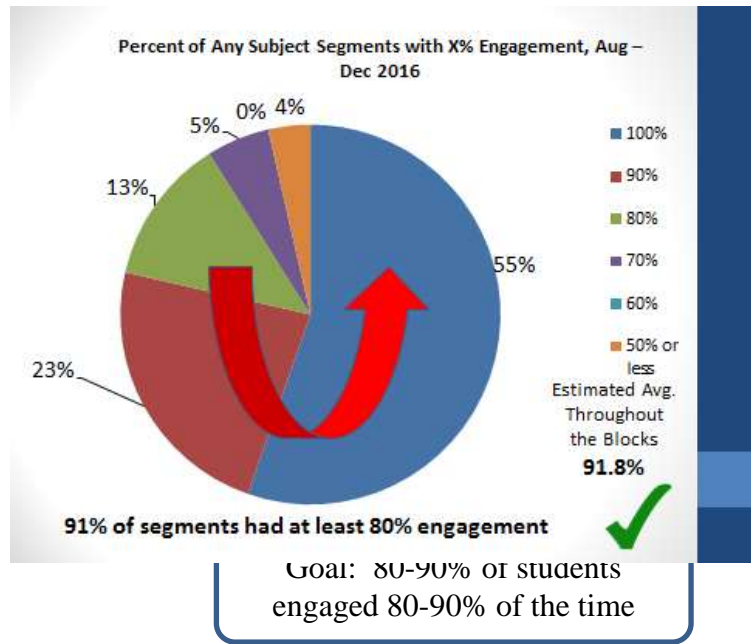


- v. Implementation data from observations focusing particularly on student engagement, formative assessments, and the posting and communicating of student learning goals. Conclusions are below:
1. Upon what we can improve:
    - a. More observations from more grade levels and teachers
      - i. The data is currently skewed toward grade levels with teachers who have three years or less of teaching experience at JFK, and PS programs are significantly underrepresented
    - b. Student learning goals being both posted and communicated
  2. Questions we will discuss:
    - a. Is there an observable goal for the use of formative assessments?

- b. If all students are already engaged without the use of Total Participation Techniques, are TPTs necessary? How will it impact our TPTs per teaching segment goal?
- 3. What we're doing well:
  - a. Student engagement by every measure we have is very good (and even improving)
  - b. Two examples are below:



c.  
d.



- vi. K-2 WIN time preparation
- vii. Specific students who need extra help or challenges in grades 3-8
- viii. Long-range planning in PS
- ix. Catholic Schools Week
- 2. Emily Thomas will assume responsibility for the 6T religion class after break. Julie Baker has a supplemental contract for teaching the class. Technically, Julie needs to be released from contract, and I would recommend it without reservation. Excerpts from the message to 6T

parents follow: “As we have been evaluating everything we want to accomplish in the media center, we are discovering that we just can’t get it done with Mrs. Baker’s current schedule. Mrs. Baker is being pulled away from media center duties to help cover study halls, lunch duties, classes when other staff members are absent, ECLC supervision of “nappers” when there are funeral luncheons, etc., in addition to her religion teaching duties and media center duties. Because of the random nature of many of these events, which can occur multiple times throughout the week or even day, it’s difficult for us to make alternate arrangements. Mrs. Thomas has found a way, however, that she can teach her homeroom’s religion class, as she has done in the past, and free up Mrs. Baker for regular media center duties.”

3. Due to the amount of work it is requiring of districts for Differentiated Accountability, the DE is declining to issue letters rating how districts are doing with reading interventions. Being a C4K partner school, we have actually worked through the intervention evaluation process last year when it was being piloted.
4. The DE has recommended that ACT Aspire be used as the statewide science assessment beginning in 2017-18. The recommendation is that it be used until there is a specific assessment designed for the Next Generation Science Standards. The Iowa Assessments, which currently include the statewide science assessment, are being replaced by Smarter Balanced Assessments in 2017-18. SBA only covers literacy/ELA and math.

Managerial Leadership:

1. Enrollment

|            | Jan 3, 2017 | Oct 1, 2016<br>(Official Count Day) | Net Change Since Oct 1 | Budgeted | Current Net from Budget |
|------------|-------------|-------------------------------------|------------------------|----------|-------------------------|
| ECLC       | 25          | 24                                  | +1                     | 27       | -2                      |
| 3 yr PS    | 19          | 18                                  | +1                     | 23       | -4                      |
| 4/5 yr PS  | 78          | 80                                  | -2                     | 80       | -2                      |
| K-8        | 407         | 409                                 | -2                     | 419      | -12                     |
|            |             |                                     |                        |          |                         |
| Total PS-8 | 504         | 507                                 | -3                     | 522      | -18                     |

2. Tuition and fee rates are ready for board action and included in a separate hand out. Highlights of the current draft budget using the rates proposed are the following:
  - a. Revenue:
    - i. 414 K-8 students from 269 families, which includes 42 kindergartners
    - ii. Slightly increases bad debt from .075% to 1%
    - iii. SWVPP increases by 1% from the DE, and the DCSD withholds less for its lower administrative costs. 77 4 year olds and 3 5 year olds.
    - iv. 23 3 year olds
    - v. 24 ECLC students
    - vi. \$15,000 increase (2.7%) in parish transfer
    - vii. \$18,000 Gala
  - b. Expenses
    - i. 2% increase in wages for non-teachers
    - ii. 1.25 increase in teachers’ base pay. With most teachers advancing a step for another year of experience and some advancing due to increased education, the approximate average increase in teachers’ wages is 4.1%.
    - iii. Health insurance costs estimated to increase by 16% due to increased participation and rate increases
    - iv. Overall, salaries/benefits increase by 3.5%
    - v. Administrative expenses, such as all technology, furnishings, property/liability/workers compensation insurance, reduced by 13.7%
    - vi. Instructional expenses, such as continuing education, textbooks, consumables, and copying, reduced by 3.2%

- vii. Operating expenses, such as utilities, contracted services, repairs, and summer projects, reduced by 15.2%. Note: A new boiler would be a special project and be added to the school/parish budgets and accounting when it occurs and the financing is obtained.
  - c. The current draft of the budget has about a \$5,000 surplus
- 3. A recommendation is ready for board action regarding supplemental pay/bonuses for non-teachers, YM, and DRE.
- 4. We have looked into the costs of PowerSchool, one of the other three student information systems used in Iowa that links to the DE. The first year cost for hardware, licensing, conversion and support is about \$12,150, and the process (and payments) begin in February for complete conversion ready for the following school year. Subsequent years are about \$3,900. JMC, our current SIS, is quoted at about \$3,900 annually as well, but actually costs us about \$3,300.
- 5. I completed the DHS' Childcare Essentials Preservice Training. This new eleven module training went into effect October 1<sup>st</sup>. The director (me) and on-site supervisor (Brenda Fox) had 90 days to complete the training. Other employees in DHS programs have one year. One of the modules will also "count" as lunch program training needed by DHS staff.

#### Public Relations Leadership:

1. The programmers continue working on building our new website.
2. Two parents sent me emails complaining about the behavior of younger children and adults in the cafeteria during the 5<sup>th</sup>/6<sup>th</sup> grade Christmas show.

#### Leadership in Diocesan/Parish Context:

1. Update on stained glass window repair, chiller replacement for air conditioning in the church, school boiler replacement, and remaining school HVAC:
  - a. Financing for the above projects:
    - i. Finance Council had approved the seeking of up to a \$300,000 line of credit from the bank that would be in addition to the roof loan still due.
    - ii. The bank had approved a line of credit and loan hybrid financing model for \$532,000 that would cover the roof, bridge loan on the windows, chiller, and boiler.
    - iii. The diocese, on appeal, approved OLV's corporate resolutions for financing the window, chiller, and boiler project. It was indicated that the "60% cash in hand" requirement would be imposed upon the remaining HVAC work when we get to that point.
  - b. School HVAC:
    - i. Quotes were received from Northwest Mechanical. They are 15%-24% more than the quotes received from Ryan & Associates.
    - ii. The HVAC committee is targeting the January Finance Council meeting to have answers to questions that have arisen since receiving Ryan's quotes and to make a boiler recommendation.
  - c. I provided general feedback to the Catholic Identity rubric for Catholic schools in the diocese, which is prompted by the diocesan strategic plan for education. There is some concern that the "gold standard" in multiple areas is not realistic for many schools. For example, the "gold standard" calls for each school to have a full-time, master's degree campus minister.
2. I attended the December Scott County Catholic Schools' principals' meeting:
  - a. Other fees and benefits were discussed:
    - i. JFK is the only school that does a per student technology fee. Everyone else does a per family tech fee. To come together in the future, it might be easier for JFK to first transition to a per family tech fee.
    - ii. ASCS is the only school that does a per student registration fee, although JFK limits the number of registration fees to two students per family. Everyone else does a per student registration fee. It might be easier for ASCS to first transition to a per student registration fee, if we want to come together on registration fees in the future.

- iii. Phasing in a reduction in tuition benefits for staff was discussed. The elementaries have free elementary school tuition for teachers' children. AHS used to do free high school tuition for staff members' children but switched to 50% several years ago, with longer term staff members being grandfathered in with the 100% benefit. The elementary principals didn't think that their staffs thought this inequitable benefit for those with children vs. those without children was a problem. Several of the principals did not feel that the financial gain would be worth the morale decrease. Several of the elementary principals also didn't think their teachers made enough money to be considering reducing the tuition benefit. A counter argument was made that we now have financial assistance available for all families that need it, including teachers' families.
3. Dave Mattke and I have a draft of personnel and duties needed to improve the business/office operations of the parish/school to make both short-term and long-term efficiencies, especially if additional staff members are involved and/or hired.

Items for Board Action

- Release of teacher from contract
- Tuition rates and fees
- Bonuses

Items Needing Specific Board Discussion, But Not Necessarily Board Action

- Draft of JFK mission statement and strategic planning

Closed Session Needed?

- Yes, to inform board of disciplinary action in two situations
- Yes, only if there are questions about releasing a staff member from a supplemental teaching contract

Respectfully submitted by Chad C. Steimle

b. Faith Formation-Religious Education Director (Jennifer)

- 1) **Providing faith formation, religious education and sacramental preparation for K-8 students and their parents. Preparing Generations of Faith events and communications for Family Faith Formation suitable for K-8.**
  - a) I am currently working with 3 students on Sunday mornings for sacramental preparation. 2 students are preparing for baptism, communion, and confirmation and 1 student is preparing for reconciliation, communion, and confirmation.
- 2) **Directing and supervising K-8 sacramental preparation: Reconciliation, Eucharist, and Confirmation in collaboration with Coordinator.**
  - a) The confirmation service day with sponsors (or a parent) is scheduled for Sunday January 29 from 10AM-12:00PM in the JFK cafeteria.
- 3) **On-going support and collaboration with Youth Minister for the development of the calendar and intergenerational events.**
  - a) Participated in pastoral staff meetings
  - b) Participated in meetings with Evan and Lisa about "Growing your young church."
- 4) **Recruiting, enabling, and supervising catechists and other volunteer personnel for Faith Formation. K- 8**
  - a) In-servicing for catechists and support helpers: I am planning an in-service for our catechists and support helpers on Wednesday January 25.
- 5) **Insuring the implementation of policies in all areas of Faith Formation. Policies include those enacted for the parish by the Pastoral Council, Board of Education and Diocesan Office for Faith Formation.**

- a) Nothing new at this time.
- 6) Assessing needs, and planning and evaluating programs implementing Diocesan curricula for K-8. Includes Human Relations Programming (Circle of Grace 2013).**
- a) Our catechists will teach the Circle of Grace curriculum this month.  
b) Attended the December MORE meeting at St. Ann's parish in Long Grove.
- 7) Acting as resource person for JFK catechists.**
- a) Provided resources to several teachers for various topics.  
b) Continued to teach the 8<sup>th</sup> graders how to crochet for the Chase the Chill project.
- 8) Maintaining or improving the existing educational programs**
- a) Nothing new at this time.
- 9) Managing the Faith Formation office including supplies and necessary reports to Parish and Diocese.**
- a) Written reports to the BOE  
b) Written reports to the Parish Council
- 10) Participating with YM and Catechetical Ministries Assistant to prepare budget for respective areas to review with the Business Manager and BOE Finance Committee.**
- a) Nothing new at this time.

Catechetical Ministry –

- Updated budget for December
- Attended MORE meeting at St. Ann's Long Grove
- Updated VIRTUS information and
- Updated the Faith Formation Calendar
- Met with Jen and Evan to do a church audit as to "Growing your young church" and Forming Intentional Disciples
- Assisted Jennifer with 1<sup>st</sup> Reconciliation

Confirmation Coordinator

- Collecting Scarves for the Chase the Chill Project
- Collecting Socks and toiletries for our Group Confirmation Project in January
- Sent out information to students regarding service project opportunities
- Updated Confirmation paperwork (Verification forms and Sponsor forms)
- Contacted Sponsors for missing information/paperwork

Respectfully submitted by Lisa Willows

c. Youth Ministry (Evan)

*We are disciples of Jesus making faith matter and sharing God's love to make more disciples.*

The three goals for youth ministry as described by Renewing the Vision are:

- Goal 1: To empower young people to live as disciples of Jesus Christ in our world today.
- Goal 2: To draw young people to responsible participation in the life, mission, and work of the Catholic faith community.
- Goal 3: To foster the total personal and spiritual growth of each young person.

What are we doing to accomplish these goals?

Work continues on a strategic plan on how to take our youth ministry from a first generation model to a third generation model, expanding to our core team this week. A first generation model is typified by focusing on the person of the youth minister, and focusing mainly on already engaged teens. A second generation model relies on a core team of volunteers working under the youth minister, and expands to less engaged teens, which is what we have already started to accomplish in my time at OLV. A third generation youth ministry is an integrated ministry wherein



the leadership happens all across the parish, making the ministry intergenerational and family focused.

We continue to grow as a community, having community focused events and activities in addition to catechetical ones.

We offer youth nights for both high school and junior high school teens to help them develop discipleship skills like prayer, apologetics, spiritual warfare, and discernment. We will be focusing on Christmas, and issues related to Church teaching on the dignity and sanctity of life.

We've got a couple major activities coming up, including the March for Life. We are looking into taking some of our older teens on the diocesan bus to Washington DC to participate in this annual protest. The trip would be from January 24<sup>th</sup> through 28<sup>th</sup>, assuming we are able to go.

We are also preparing for the Sweetheart's Dinner this February 11<sup>th</sup>, spots will go on sale for \$25.00 per person officially after all masses this weekend. This fundraiser is key in raising money for our teens to attend NCYC next fall, but it is also an important parish community event that we are proud to be able to offer everyone.

Our potential hospitality team for JHS met for the first time over the holidays, with several interested parents coming together to talk about how we can best provide food for dozens of hungry middle school students. More on this to come!

We continue to focus on discipleship which involves (communally and individually):

1. Introduction to Jesus through and in a personal relationship with Him
2. The deepening of total prayer life
3. Discernment of God's will and our spiritual gifts
4. The living out of that discernment through service as the mission of the Church
5. Gaining the ability to clearly explain and defend one's beliefs
6. Developing spiritual defenses

Special Events and Information:

NCYC:

We have given the diocese our estimates on numbers for next year, though those might change some with time. We are looking at numbers similar to last year's. Deposits will be due mid-January, and we should have a firm idea of cost by then as well. I hope to hear at the youth meeting today final numbers.

March for Life:

Youth are being offered the opportunity to attend the March for Life in Washington DC this year, in conjunction with the Oskaloosa based parish of the diocese. We will be taking a bus over night to DC, staying at a local parish, attending the March, then taking the bus back to Iowa. Accommodations are fairly Spartan, cost is around \$275.00 plus meals en route.

Budget and Fundraising:

Receiving donations of food and money for bigger youth group events like our middle school nights has helped us stay within our budget for food. I'm looking to establish a hospitality team of interested parents who have a gift or charism for that aspect of ministry to keep this trend going both for JHS and HS youth.

#### 9. COMMITTEE REPORTS AND COMMUNICATIONS:

- a. Generations of Faith Committee (Todd, Lisa Stachula)- no report
- b. Finance Committee (Chad, Joe, Pat, Lisa Snider, Luke)- no report
- c. Nominating Committee (All board members)- no report

- d. Policy Committee (Chad, Patrick, Peter)- no report
  - e. Strategic Planning Committee (Chad, Joe, Lisa Stachula, Korby, Sara)
    - i. **Items for Board Discussion:**
      - 1. **Draft of JFK mission statement and strategic planning**
  - f. School Improvement Advisory Committee (Chad, Heather, Lisa Snider)- no report
  - g. Market/Public Relations Committee (Chad, Heather, Sara)- no report
  - h. Grant Writing Committee (Chad, Rena Harris, Todd, Peter)- no report
  - i. Parish Council (rotating per schedule) 4<sup>th</sup> Tuesday of each month 7:00 pm
 

|                         |                  |
|-------------------------|------------------|
| August – Pat            | February – Peter |
| September – Heather     | March – Korby    |
| October – Lisa Stachula | April – Luke     |
| November – Lisa Snider  | May – Peter      |
| January – Todd          | June – Sara      |
  - j. Finance Council Rep. (Luke)- no report
  - k. Assumption High School Rep. (Matt Henning)- no report
  - l. Home & School Rep. – JFK Band Boosters- no report
  - m. Scott County Catholic School Advisory Board Rep. 2nd Monday every other month (September, November, January, March, May) @ St. Vincent (Chad, Pat)
  - n. Ad Hoc Committees:
10. PASTOR'S NOTES (Fr. Jake G.)
11. CLOSED SESSION 1-Student Disciplinary Action (Chad, Fr. Jake, and Board Members)
12. CLOSED SESSION 2-Teacher Contract (Chad, Fr. Jake, and Board Members)
- Fr. Jake made a motion to approve the release of the teacher contract. Motion seconded by Sara Langrehr. Motion unanimously approved by the Board.**
13. CLOSING PRAYER

Next Regular Meeting: February 7, 2017  
 BOE's Rep to Parish Council in February, 2017 (Peter)