

**OUR LADY OF VICTORY BOARD OF EDUCATION MEETING**  
**7:00 P.M. Tuesday, October 4, 2016 @ Gathering Space Meeting Room**

**AGENDA OF REGULAR MEETING**

1. OPENING PRAYER
2. ROLL CALL Pat Archer, Evan Brankin, Heather Egger, Fr. Jake (absent), Korby Jackson, Sara Langrehr, Todd Morris, Luke Roth (absent), Peter Schuster, Lisa Snider, Lisa Stachula (absent), Chad Steimle, Jennifer Wemhoff  
Teachers: Angie Anderson, Angie Logan, Kelly Poster  
Parish Council Rep: Matt Henning
3. ACCEPTANCE OF AGENDA - accepted
4. READING AND APPROVAL OF MINUTES OF September 6, 2016 - approved
5. COMMENTS FROM AUDIENCE and OPEN FORUM - none
6. UNFINISHED BUSINESS – none
7. NEW BUSINESS:
  - a. **Item for Board Action:**
    - i. **Vote to accept the appointment of Sara Langrehr as a replacement board member –**  
Korby made motion to accept appointment, and Lisa Snider seconded.  
Motion unanimously approved by the Board. Welcome, Sara!
8. ADMINISTRATIVE REPORTS (Written reports pre-submitted)
  - a. Principal of JFK (Chad)
    - i. **Item for Board Action:**
      1. **Revisions to Teachers' Benefits concerning ESL –**  
Heather made motion to approve revisions as modified at meeting, and Todd seconded. Motion unanimously approved by the Board.
      2. **Changes to Tuition Policy –**  
Discussion tabled to November meeting.

Ethical Leadership:

1. All families completed the Home Language Survey as required. One student had to be screened, and this student was not deemed to be an English Learner.
2. The social/emotional screener for 4<sup>th</sup> graders will be completed within the month. The IDoE may use the piloting of this screener as it develops its process for a statewide screener projected to be in place within the next two years.
3. We have six K-8 students with IEPs: three instructional, one hearing, and two speech. There are a couple of other preschoolers also receiving speech services.
4. Fifteen students have 504 plans.
5. We are working on the physical and immunization requirements for students in DHS programs, SWVPP-4, and K-8. Students in before school or after school care must meet the requirements for both DHS and K-8.

Visional Leadership:

1. A process for strategic planning for the school is in development and work should begin shortly.
  - a. Choose approximately 6-8 possible dates for the first three meetings
  - b. Invite people
    - i. Each person indicates his/her availability for the dates

- ii. Select three dates that provide enough representation from the following categories
      - 1. Board: Target 3-5 from Corby, Sara, Lisa, (and Pat and Fr. Jake)
      - 2. Staff: Target 2-3
      - 3. Current parents: Target 2-3
      - 4. Past parents/community members: Target 2
      - 5. Past/current students: Target 2 from among 8 on SIAC
- c. Day 1: Who we were, where were we going, and did we make it (120 minutes, with 25% overage = 150 minutes):
  - i. Welcome and overview of the process (10 minutes)
  - ii. The parts that we have: (5 minutes)
    - 1. Mission statement: why do we exist? What is our purpose?
    - 2. Vision statement: Where do we want to be in 5 years?
      - a. Ex: Technology vision (Tech Committee, Nov 2014)
    - 3. Slogan
    - 4. Strategic goal areas and goals: flow from our mission statement and will lead us to our vision
      - a. SMART goals: Specific, Measurable, Achievable, Relevant, Timebound
    - 5. Ideal:
      - a. Short and memorable enough to be applied on a regular basis.
      - b. One page
    - 6. What does it mean to work at JFK? Core beliefs
  - iii. Who we were and where were we going (45 minutes)
    - 1. 2001 mission statement (1 minute)
    - 2. Slogan (2 minutes)
    - 3. Original enrollment vision from parish strategic plan (4 minutes)
    - 4. Revisions to mission statement and strategic areas in 2007 and 2012 (5 minutes)
    - 5. Core values in working at JFK (8 minutes)
    - 6. Outside context:
      - a. Diocesan Strategic Plan for Education (15 minutes)
      - b. Parish strategic plan (10 minutes)
  - iv. Did we make it? (60 minutes)
    - 1. Progress on 2012 mission statement, five strategic goal areas, and 13 strategic goals (20 minutes)
    - 2. Progress on 2005-06 needs assessment and very detailed vision (40 minutes)
- d. Day 2: Who we are and a draft of a “needs assessment”/detailed vision to prompt our thinking (75 minutes, with 25% overage = 94 minutes)
  - i. Welcome, review of what we’ve done, overview of the day’s work (15 minutes)
  - ii. Revise mission statement, if needed (30 minutes)
    - 1. Why do we exist?
    - 2. Simple, memorable
  - iii. Needs assessment/detailed vision (30 minutes)
- e. Day 3: Where are we going (90 minutes, with 25% overage = 113 minutes)
  - i. Welcome, review of what we’ve done, overview of the day’s work (15 minutes)
  - ii. Review of mission statement (5 minutes)
  - iii. Strategic goal areas flowing from mission statement (10 minutes)
  - iv. Vision associated with strategic goal areas (20 minutes)
  - v. Writing of strategic goals (40 minutes)

- f. Intermission: What do others think?
  - i. Comments will be solicited regarding draft
- g. Day 4: Who we are, and where are we going (60 minutes, with 25% overage = 75 minutes)
  - i. Welcome, review of what we've done, overview of the day's work (15 minutes)
  - ii. Review of feedback (30 minutes)
  - iii. Revisions (30 minutes)

#### Leadership of School Culture and Instruction:

1. Professional Development:
  - a. Kitty Temming, Kayelyn Geurink, Laura Burke, and I are making arrangements to attend the C4K face to face training now for just one day in Hiawatha. As a principal representative to the Partner School Task Team, I will lead part of the session.
  - b. Kitty, Kayelyn, Laura and I have registered for the October and November meetings for schools considered needing "targeted" support as determined by FAST K-6 literacy data.
    - i. Interestingly, every diocesan grade school which used TIER/FAST, the state's supported and funded system, was in the targeted support category. None of the smaller Catholic schools using some other screener received any acknowledgement from the IDoE.
  - c. All teachers and instructional aides will receive about 4.5 hours of training in relation to English Learners in October.
  - d. We will have a Spanish teachers' diocesan in-service in March.
  - e. Kitty and I completed and submitted a revised Title IIA plan. Title IIA funds are from the federal government and are used for professional development. Funding in the Davenport faith based schools went up considerably. JFK went from about \$2,500 to \$6,500. We'll use the funds for our book studies, sending four people to the NCEA convention in St. Louis, and teachers' continuing education.
  - f. Many staff members, including me, finished their training for DHS childcare programs for our first year of DHS licensure. New requirements go into effect October 1<sup>st</sup>, and we'll start over with our training. We have approximately 18 staff members (32% of 57 total JFK staff) and four substitute teachers involved in DHS childcare programs.
  - g. Several staff members, including me, continue their training for the National School Lunch Program. Approximately 11 staff members (19% of 57) are required to have annual training.
2. Kitty and I finished the LAU plan for English learners, and I submitted it to the IDoE. We also attended the monthly Title III meeting at the AEA.
3. We received updated ELPA-21 (English Language Proficiency Assessment for the 21<sup>st</sup> Century) "results" for the three students who had to take it in the spring. Because Iowa is still in a transition process from the old test to this new assessment, clearance from the Department of Justice was received in how to interpret the scores for this year only. One JFK student "passed," and two did not. The student who "passed" now goes into a two year "monitoring" phase.
4. Debi Goslin, the retired teacher who, by virtue of her ESL endorsement, met the requirement for us to have a highly qualified staff person deliver direct instructional EL services, has decided that she is spread too thin among multiple buildings and quit JFK.
5. The following revisions to "Attachment A" outlining teachers' benefits is recommended to go into effect immediately:
6. All reading and math screenings have been completed for PS-8. Looking at the results of our primary K-6 literacy screener, 87% of the students are "at benchmark." This percentage is the highest starting point in the four years since we began using TIER/FAST. Using the primary screener and a secondary screener, we actually identify even more students for whom we will

offer services than required. The percentage of K-6 students that we will consider “at risk” or “persistently at risk” is about 18%.

7. Twenty-three students are receiving Title I reading and/or math services during the school day. About a dozen students participate in Title I CART tutoring after school.
8. The Scott County Catholic schools will all be using Career Cruising for the IDoE required career tool for grades 8-12. Career (and the associated education) plans are required for students in grades 8-12.
9. We are working with someone associated with St. Paul’s to also visit us at JFK with her therapy dog. This person has retired from public school education and would like to add another school to her volunteer list. JFK is still on about a two year waiting list for a therapy dog.
10. Creative Crusaders was begun by Anna Schott after school on Thursdays. Turnout has been huge. Anna’s recruited parents and grandparents to help her so we can split up the students into smaller groups. We will also be implementing a \$5 per family charge per session to cover supplies and lost aftercare revenue.
11. Kitty Temming and I have begun classroom observations using the updated eWalk software.
12. Fun facts found in the Summer 2016 edition of *Educational Leadership*, “It Takes a Team” published by the Association for Supervision and Curriculum Development and referencing a survey of 4,200 teachers and administrators across the United States and its complete article, “Transforming Schools: How Distributed Leadership Can Create More High-Performing Schools.”

	...is directly responsible for managing		
Avg Principal	47 people	37 teachers	10 non-instructional staff
Avg manager of highly skilled professionals (Ex: accountants)	5		
Avg manager of less skilled employees (Ex: call center)	15		
JFK	56	34 BOEE licensed staff	22 instructional and non-instructional support staff

Managerial Leadership:

1. Below are some demographics for JFK:

	Oct 1, 2016	Sept 18 and Oct 1, 2015	Sept 26 and Oct 1 2014	Sept 2013	Sept 2012
K-8 enrollment	409	418 (2 IL students)	396	370	388
3 yr old PS	18	20	18	14	17
4 yr old PS	76	75	73 (1 is from IL)	73	67
5 yr old PS	4	5	7	7	1
Total PS	98	100	98	94	85
Total PS – 8 enrollment	507	518	494	464	473
		New Record			
Avg K -8 class size	22.7	23.2	22	20.6	21.6
ECLC	24	24	22	20	21
Waiting Lists	4/5 yr PS, 4 yr olds to be in ECLC. At various pts from Feb – Aug, K and 7 <sup>th</sup> grade	ECLC, 3 yr PS, 4/5 yr PS, K, 6 <sup>th</sup>	ECLC, 3 yr PS, 4/5 yr PS	4/5 yr PS	None
Free/reduced lunches, K-8	14.2%	15.5%	14.4%	14%	9%
Transportation services, registered	43.3%	44%	37%	39%	32%
PS – 8 Enrollment by Ethnicity	16% Hispanic	18% Hispanic	17.4% Hispanic	15.1% Hispanic	15.2% Hispanic

a. PS -8 Enrollment by Race:

	2016	2015	2014
Native American	0.2%	0.2%	0%
Asian	2%	1.4%	2%
Black	2%	1.7%	2%
Native Hawaiian/Pacific Islander	0%	0%	0%
White	91.9%	93.6%	93%
Two or More Races	3.9%	3.1%	3%

b. Enrollment by Religion:

	2016	2015	2014
K-8	88%	87%	89%
PS	57%	61%	64%

c. Financial information from the reports:

- i. Average budgeted cost per student: \$4,777
  - a. Excludes preschool, childcare, and summer programming
- ii. Base salary: \$28,050
- iii. Average salary per FTE: \$37,194

Public Relations Leadership:

1. The redesign of our website is moving slower than we would like, but work continues. We had a face-to-face with Twin States Tuesday morning.
2. There will be a Gala in the spring of 2017. We had about 12-15 people attend the first planning meeting. The V.I.C Club (OLV Investing in Our Children) with membership at the \$250 and \$100 levels has taken a back seat now to Gala planning.

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. The sacramental preparation meeting for First Reconciliation was held on Thursday September 29 at 6PM. 45 out of 50 families were in attendance.
    - i. A make-up meeting has been scheduled for Monday October 10 at 6PM for the 5 families that were unable to be in attendance on September 29.
  - b. Letters were sent to families whose children no longer attend JFK but are still members of OLV inviting them to register for Faith Formation classes. *From these letters only one student has registered for Faith Formation. Additional letters were sent to those students that would be preparing for sacraments*

- c. The Night of the Living Rosary is planned for October 12 for our Faith Formation students, their parents are invited to participate as well. October 19 will be our rain date.
    - d. Trunk or Treat is planned for Saturday October 29 after the 4:30PM Mass.
  2. Directing and supervising K-8 sacramental preparation: Reconciliation, Eucharist, and Confirmation in collaboration with Coordinator.
    - a. I completed the *Reconciliation and First Eucharist Sacrament Forms* for the second grade students receiving those sacraments this year.
      - i. Parents were asked to sign and return the forms at the Sept. 29 meeting, making any necessary corrections.
      - ii. If baptismal forms were not on file, Lisa and I contacted the appropriate churches to obtain those baptismal certificates. We are currently waiting on 2 baptismal certificates. Both families have been asked to provide those certificates for us as we did not receive them from the churches we requested them from.
  3. Recruiting, enabling, and supervising catechists and other volunteer personnel for Faith Formation. K- 8
    - a. In-servicing for catechists and support helpers:
      - i. Through the Ministers of Religious Educators (MORE) group of the Davenport and Clinton Deaneries, I helped in planning an in-service for those deaneries. We brought in Joe Paprocki to speak with catechists and Catholic school teachers on Wednesday September 21 about *Making Sacramental People: Living a Sacramental Life*. This presentation was very well received by those in attendance.
  4. 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. Our intruder, fire, and inclement weather drills will be held this week (Wednesday October 5).
  5. Maintaining or improving the existing educational programs
    - a. We recently purchased the Finding God Adaptive program from Loyola Press and will begin implementing some of the resources in various grades with both JFK and FF students.
  6. Collecting Confirmation Sacramental forms and sponsor information (Lisa Willows)
  7. Set up Riverbend Food Bank Group Confirmation Service Project Scheduled for December 3<sup>rd</sup> (Lisa Willows)
  8. Sent out information to parents regarding Net Retreat to be held in October (Lisa Willows)

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c. Youth Ministry (Evan)

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 have we done to accomplish these in the past months?

Our current vision for the ministry is “We are disciples of Jesus making faith matter and sharing God’s love to make more disciples.” The mission statement growing from this vision is “Grow with God. Love your Neighbor. Share your Faith.”

On 9/7 and 9/14 we had our initial youth nights, focused on discipleship, apologetics, and spiritual warfare. We talked about whether Catholics are truly Christians, the power of the Cross in our spiritual lives, an important way to tell the difference between God and the devil in their lives, and how to be intentional disciples. We had about 20 teens each night.

On 9/17 I started an initiative to reach out to our Senior class, with informal Saturday small group meet ups. As I build relationships with them, I will invite them to join me in small groups for conversation on whatever they want to talk about on Saturday mornings.

On 9/28 we met to begin going deeper into our prayer lives, trying to introduce the teens to a variety of prayer styles, types, and states through activities, presentations and small group discussion.

I attended the Institute for Catholic Youth’s training conference in Atlanta, this September 19<sup>th</sup> through 22<sup>nd</sup>. This was a fantastic formative experience, bringing together both new and old youth ministers with exemplary leaders in the field.

Developing Priority: To develop a strategic plan to bring Our Lady of Victory’s youth ministry from a first generation model to a third generation model.

- 1<sup>st</sup> Generation: youth group, youth involved from Church involved parents
- 2<sup>nd</sup> Generation: reach more people, add more volunteers
- 3<sup>rd</sup> Generation: intergeneration, involvement of all ages in parish, ministry apprenticeships

## 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) – no report
- f. School Improvement Advisory Committee (Chad, Heather, Lisa Snider) – no report
- g. Market/Public Relations Committee (Chad, Heather) – 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
  - September – Heather
  - October – Lisa Stachula
  - November – Lisa Snider
  - January – Todd
  - February – Peter
  - March – Korby
  - April – Luke
  - May – Peter
  - June – Sara

Working on mission statement. White elephant bingo night is October 22.  
Bazaar is November 5 and 6.

- j. Finance Council Rep. (Luke) – no report
- k. Buildings & Grounds Rep. 2<sup>nd</sup> Thursday 7:30 pm (Todd, Lisa) – no report
- l. Assumption High School Rep. (Matt Henning) – Homecoming activities are complete.
- m. Home & School Rep and JFK Band Boosters – Pumpkin Run is October 15. Magazine sale. Cookbook sale.
- n. Scott County Catholic School Advisory Board Rep. 2nd Monday every other month (September, November, January, March, May) @ St. Vincent (Chad, Pat) – Starting work to review best practices, potential purchasing discounts, etc.
- o. Ad Hoc Committees:
  - i. JFK Fundraising Committee - Since the original activities by the group were completed and a separate group is organizing the Gala, the group will be removed as a committee unless needed in the future.

10. PASTOR'S NOTES (Fr. Jake G.) – no report

11. CLOSING PRAYER

Next Regular Meeting: November 1, 2016

BOE's Rep to Parish Council in November 2016 (Lisa Snider)