

OUR LADY OF VICTORY BOARD OF EDUCATION MEETING
7:00 P.M. Tuesday, November 1, 2016 @ Gathering Space Meeting Room

AGENDA OF REGULAR MEETING

1. OPENING PRAYER
2. ROLL CALL Pat Archer, Evan Brankin, Heather Egger, Fr. Jake, Korby Jackson, Sara Langrehr, Todd Morris, Luke Roth, Peter Schuster, Lisa Snider, Lisa Stachula, Jennifer Wernhoff, (Parish Council)
Teachers: Caitlin Putnam
Parish Council Rep: N/A
3. ACCEPTANCE OF AGENDA - accepted
4. READING AND APPROVAL OF MINUTES OF October 4, 2016 - approved
5. COMMENTS FROM AUDIENCE and OPEN FORUM
6. UNFINISHED BUSINESS – none
7. NEW BUSINESS
8. ADMINISTRATIVE REPORTS (Written reports pre-submitted)
 - a. Principal of JFK (Chad)
Item for Board Action:
 - i. **Changes to tuition Policy:** Lisa Snider made a motion to pass the changes proposed to policy 815. Motion seconded by Korby Jackson. Motion accepted unanimously by the Board.

Ethical Leadership:

1. We have had a couple of payroll and absence situations to work through with staff.
 - a. Please pray for the health and well-being of our staff members and their families. Please also thank our wonderful subs. We've been on a tough stretch this past month. Our staff attendance rate has slipped to 93.6%, well below our students' 97% ADA. If we were to continue at this last pay period's rate of 2.68 subs per day, we'd use up our budgeted sub amount before the end of the third quarter.
2. We dealt with "crazy clown" hysteria in early October.
3. We continue to work with the diocese on monitoring compliance with the Protecting God's Children program.

Visional Leadership:

1. Strategic planning for the school will begin in November. Members of the work group include the following:
 - a. Pastor: Fr. Jake
 - b. Board members and parents of current JFK students:
 - i. Korby Jackson
 - ii. Sara Langrehr
 - iii. Lisa Stachula
 - c. Parents of JFK graduates:
 - i. Patti Hammer
 - ii. Chris Sigwarth
 - d. Past graduates: The availability of representatives of this group have been the most difficult, and we currently only have one who has been able to retain the commitment
 - i. Caitlin Steimle
 - e. Staff and parents of current students and/or past JFK graduates:
 - i. Dawn Henning
 - ii. Elisha Kubalsky
 - iii. Chad Steimle
 - iv. Kitty Temming
 - f. The process is currently planned for four days (with a fifth on standby)
Day 1: November 14: Who we were, where we were going, and did we make it. Detailed review of our past progress

- Day 2: December 5: Who we are and priming our thinking; Mission statement work; Things to think about for the future
Day 3: December 12: Where are we going? Visioning for the future.
Stand by: December 19
Intermission: Solicit feedback from other stakeholders
Day 4: TBD: Finalize mission statement and vision
2. I participated in parish council's work on the parish's mission statement.

Leadership of School Culture and Instruction:

1. Professional Development:
 - a. Teachers and instructional aides received about 4.5 hours of training in relation to English Learners. We participated in the first three of what will be at least six required modules of training. Only the first three modules are currently available.
 - b. Teachers will be doing a book study of *Annual Growth for All Students: Catch-up Growth for Those Who Are Behind*, by Lynn Fielding, Nancy Kerr, and Paul Rosier (2007). The purpose for reading and discussing this book is to continue to build consensus and to reinforce our work regarding instructional time and the use of data.
 - c. I am serving on the state's Partner School Task Team for C4K partner schools.
2. Amy Lippert and I spent a morning observing other JFK teachers and discussing our observations.
3. We have adjusted an aides' schedule in third grade to be able to have her work in 2nd grade during 2nd grade WIN time. This move allowed us to create six 2nd grade WIN groups for 30 minutes of ELA instruction on MTThF.
4. I anticipate another Differentiated Accountability letter from the IDoE relating to literacy interventions as recorded in the TIER system. We will, again, likely be in the "targeted/supplemental" category.
5. The reader for LAU plans for English learners indicated to Kitty and I that our plan was the best she's seen. We still, however, had a couple of minor adjustments that we had to make.
6. We have one teacher who will begin work on her ESL endorsement in the spring. We will begin advertising for a PT ESL endorsed teacher soon.
7. Linda Taylor will be at JFK for a half day each week with her therapy dog, Honey.

Managerial Leadership:

1. Scott Sweeney and I met with representatives from Ryan and Associates regarding our HVAC options. We are hoping to get more accurate figures than what we have from Miner Engineering so decisions can be made.
2. We are continuing to pilot interactive projectors rather than interactive whiteboards as some of the projector portions of the interactive whiteboard systems are beginning to fail.
3. Our 3 year old preschool and childcare services had its annual inspection from both DHS and the fire department. The DHS representative was very complementary of JFK, and there did not seem to be any significant issues. Kitty Temming is to be commended for her work in particular in preparing us for these visits.

Public Relations Leadership:

1. The redesign of our website is moving slower than we would like, but work continues.
2. The 2017 Gala will be Saturday, April 8th at Northgate, next to Hy-Vee and Kaplan.

Leadership in Diocesan/Parish Context:

1. I attended the October Finance Council meeting. Selected highlights are below.
 - a. Major projects upcoming:
 - i. Bovard Studio has been selected to replace the frames for the stained glass windows in the church. The cost is approximately \$128,000, and we are hopeful that the increase to the ADA goal by \$89,000, when combined with restricted funds already received, will be enough to do all five windows in the fall of 2017.
 - ii. A \$132,000 quote for the "chiller" segment of the church's air conditioning system has been received. A new chiller and the associated electrical work would be

done in late March/early April. While being replaced, the church would be without heat and air conditioning for about two weeks.

- iii. Ryan & Associates is worried that what we thought would be a three phase HVAC project with boiler work being done first, major electrical and air conditioning second, and ventilation third may be less than three phases. In most jobs that they have done, the city has not allowed major air conditioning work to be done without ventilation work to also be done at the same time. They are also concerned that to “right” size the boiler(s), one needs to know what will happen in phase two. If there is a long period of time between phase I and II, the wrong size boiler(s) will be inefficient and may not even work well at all, even if just too big.
 - iv. We are pursuing additional information and quotes from Ryan, Northwest Mechanical, and J.L. Brady.
2. I attended the October Parish Council meeting.
 - a. A shorter mission statement was passed. It is about ¼ the length of the previous one: Our Lady of Victory is a community that lives and shares the preaching, teaching, and healing of Christ.
 - b. The council anticipates the more difficult challenge to be defining the vision. The council will begin this work on November 21st.
 3. The school finance leadership group for the diocesan education strategic plan continues to meet. We are still working on financial vitality measurements and the data that will be asked of schools and parishes.

Additional Documents/Files to be Sent:

Tuition Policy

Items for Board Action

Tuition Policy

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-8th.
 - The Night of the Living Rosary was held on October 12 for our Faith Formation students, their families. Although the night was cool and windy the students and families that were in attendance enjoyed the opportunity to pray the rosary.
 - Trunk or Treat was held Saturday October 29 after the 4:30PM Mass. The weather was beautiful and we served the hot dogs and drinks outside. We spent \$129.24 on food and \$55 on prizes. We collected \$103 in donations for a total cost of \$81.24 for the event. Several people commented on how much they enjoyed the event.
 - I am currently working with 3-4 students (with the possibility of 3 more students) on Sunday mornings for sacramental preparation. 3 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.
 - NET (National Evangelical Team) was here on October 20 for the 7th and October 21 for the 8th grade Faith Formation & JFK students to provide them with a retreat opportunity in preparation for the sacrament of Confirmation. I helped Lisa prepare

and serve food for these events. I was also available during the day to assist the NET team members with their requests. I stayed throughout the events to assist in any way needed and to help clean up.

3. Recruiting, enabling, and supervising catechists and other volunteer personnel for Faith Formation. K- 8
 - In-servicing for catechists and support helpers
 - Through the Ministers of Religious Educators (MORE) group of the Davenport and Clinton Deaneries, I am working on bringing in a presenter for our catechist in-service for August 2017.

Catechetical Ministry –

- Updated budget for October
- Updated VIRTUS information to provide for audit report to the Diocese
- Attended MORE meeting at St.Vincent Center
- Assisted with Trunk or Treat

Confirmation Coordinator

- Updated Confirmation website information
- Collecting Confirmation Sacramental forms and sponsor information. Sent verification letters to sponsors
- Confirmed Riverbend Food Bank Group Confirmation Service Project for December 3rd
- Collecting items for Group service project “Socks of Love”
- Provided Net Retreat for 7th and 8th Grade FF and JFK students
- Sending out information for the “Chase the Chill” project as well as collecting scarves and yarn for the activity

a. Youth Ministry (Evan)

- Just returned from pilgrimage to Rome
- Members of Legion of Mary came to Night of the Living Rosary
- Holding monthly potluck dinners to help build community
- Start introducing kids to different prayer styles
- Our diocese will start a new program associated with NCYC called CPR (Catholic Parent Revival), for parents
- November 12th Ladies BUNCO fundraiser for NCYC, 5:30 in JFK cafeteria

4. 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, Mike, Korby, Sara) – no report
- 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) 4th 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 – MikeNotes from October meeting: Approved new mission statement - Women’s Bazaar this weekend.
- j. Finance Council Rep. (Luke) – Waiting on quote for stained glass windows; \$132,000 quote from Northwest mechanical for chiller replacement
- k. Assumption H.S. Rep. (Matt Henning) – N/A

- l. Home & School Rep. – Band Boosters
 - m. Scott County Catholic School Advisory Board Rep. 2nd Monday every other month (September, November, January, March, May) @ St. Vincent (Chad, Pat) – no report
 - n. Ad Hoc Committees:
5. PASTOR'S NOTES (Fr. Jake G.): Writing a bulletin article about good things happening at JFK, in advance of Catholic Schools Week which is now 2 months away
 6. CLOSING PRAYER

Next Regular Meeting: December 6, 2016

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