

**OUR LADY OF VICTORY BOARD OF EDUCATION MEETING  
7:00 P.M. Tuesday, December 6, 2016 @ Gathering Space Meeting Room**

**AGENDA OF REGULAR MEETING**

1. OPENING PRAYER
2. ROLL CALL Pat Archer, Evan Brankin, Fr. Jake, Heather Egger, Korby Jackson, Sara Langrehr, Todd Morris, Luke Roth, Peter Schuster, Lisa Stachula, Jen Wernhoff  
Teachers: Sasha Lundquist, Kim Burken  
Parish Council Rep: Deb Friederichs
3. ACCEPTANCE OF AGENDA
4. READING AND APPROVAL OF MINUTES OF November 1, 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)

Ethical Leadership:

1. The social-emotional screener for 4<sup>th</sup> graders was completed by the students and their teachers and parents. Once again, students scored themselves as more anxious and stressed than their parents and teachers thought. Students with scores that might warrant follow up, however, were not really surprising.
2. The Scott County Catholic elementary school counselors sponsored an evening on Youth Mental Health and Suicide Prevention. JFK typically works with the families of about 2-4 students per year who have discussed harming themselves.
3. We worked with the Health Department regarding students who were exposed to bed bugs in their home or while traveling. According to Orkin, the Quad Cities has moved into the top 50 cities with bed bug infestations. Cedar Rapids is ranked in the mid-30s.

Visional Leadership:

1. Strategic planning for the school began in November.
  - a. Members of the work group include the following:
    - i. Pastor: Fr. Jake
    - ii. Board members and parents of current JFK students:
      1. Korby Jackson
      2. Sara Langrehr
      3. Lisa Stachula
    - iii. Parents of JFK graduates:
      1. Patti Hammer
      2. Chris Sigwarth
    - iv. Past graduates:
      1. Gabe Elias
      2. Alyssa Macias
      3. Caitlin Steimle
    - v. Staff and parents of current students and/or past JFK graduates:
      1. Dawn Henning
      2. Elisha Kubalsky
      3. Chad Steimle
      4. Kitty Temming
  - b. The process is currently planned for four days (with a fifth on standby)
    - i. Day 1: November 14
      1. Who we were, where we were going, and did we make it
      2. Detailed review of our past progress
      3. Some of this information is being shared through the Principal's Post as well
    - ii. Day 2: December 5

1. Who we are and priming our thinking
2. Mission statement work
3. Things to think about for the future
- iii. Day 3: December 12
  1. Where are we going?
  2. Visioning for the future
- iv. Stand by: December 19
- v. Intermission: Solicit feedback from other stakeholders
- vi. Day 4: TBD
  1. Finalize mission statement and vision

#### Leadership of School Culture and Instruction:

1. Professional Development:
  - a. Kitty Temming, Kayelyn Geurink, Laura Burke and I form the “C4K Travel Team.” We attend the Differentiated Accountability workshops and MTSS webinars and relay the information to or conduct trainings for JFK staff.
  - b. Teachers have begun 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. In January, we will begin a book study on Carol Dweck’s landmark work, *Growth Mindset*.
  - d. The full day in-service in January will focus on the following:
    - i. Consensus
    - ii. The state’s definitions of “at risk” and “persistently at risk” in regards to ELA screenings
    - iii. WIN time in K-2
    - iv. Specific students who need extra help or challenges in grades 3-8
    - v. Smarter Balanced Assessments
    - vi. Catholic Schools Week
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 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. With the state adoption of the Next Generation Science Standards (NGSS), a new state-wide science assessment is being pursued. As an interim the state task force recommended that ACT Aspire be administered to 5<sup>th</sup>, 8<sup>th</sup>, and 11<sup>th</sup> graders in 2017-18, 2018-19, and 2019-20. At JFK, we hope to purchase new science textbooks aligned to the NGSS for 2017-18.

#### Managerial Leadership:

1. Significant changes were made to our personnel file requirements. The biggest changes are in how long various documents will be kept. Personnel files seem to have grown exponentially with more and more annual trainings and/or “sign offs” being required.
2. Multiple HVAC meetings have been held with the committee and contractors. (See finance council information below.)
3. Representatives of the finance committee of the board met to look at a draft 2017-18 budget and provide me with guidance for the discussion regarding the 2017-18 tuition rates on December 5<sup>th</sup> with the other principals.
  - a. JFK could accept a 4%-5% increase in tuition.
  - b. JFK is not interested in changing the 100%/80%/60%/free tuition model for the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> or more children of a family. If need be, we’d rather raise the tuition rate by 5% than change the model. One of the committee members not present offered another option: more discussion about gradually raising the 2<sup>nd</sup> child percentage and lowering the 3<sup>rd</sup> child percentage, as is in place in many Catholic schools that use multi-child discounts.

- c. If absolutely needed by the other schools, JFK could accept a gradual phase in of a tuition rate for the 4<sup>th</sup> or more children of a family. JFK has extremely few families with enough children to be free. At least one school, however, has more than 20 free children.
- d. Other discussions that would be unique to JFK
  - i. Currently, a “non-Catholic” family pays the same tuition on the 2<sup>nd</sup> and 3<sup>rd</sup> child as OLV parishioners. We would like to see a gradual implementation of a model that bases these rates for the 2<sup>nd</sup> and 3<sup>rd</sup> children of “non-Catholics” on a percentage of the first child “non-Catholic” rate.
  - ii. We would like to see the technology fee move to a per family model like the other Catholic schools. Families with one child would see a significant increase. Families with two or more children would see significant decreases.
  - iii. We would like to implement one higher registration fee for all before and after school childcare services. We would also like to increase the 2<sup>nd</sup> and 3<sup>rd</sup> child rates and slow the growth in the 1<sup>st</sup> child rate so eventually there is just one “per child” rate.
  - iv. Other rates would typically increase about the same percentage as the K-8 tuition rate increase.

#### Leadership in Diocesan/Parish Context:

- 1. I attended the November Finance Council meeting. Selected highlights are below.
  - a. Stained glass window repair: Bovard Studio’s quote of \$123,610 was selected for the replacement of the frames for the stained glass windows in the church. Funds for this project are coming from restricted donations and the ADA/SOW campaign. A bridge loan may be needed as not all the funds for the ADA/SOW are due until about September.
  - b. Chiller replacement for air conditioning in the church: a \$90,515 quote from Northwest Mechanical was accepted.
  - c. School HVAC:
    - i. A HVAC committee presentation was made to Finance Council
    - ii. The HVAC committee did its due diligence in looking at window air conditioning and packaged terminal air conditioning (like at a hotel). Both of these options were eliminated. Particularly when examined for the long-term, they do not accomplish the goals of HVAC for the school for a reasonable cost.
    - iii. External inspections of visible pipes throughout the original 1963 building and 1987 addition were performed. The 1963 pipes are black iron, past their life expectancy of 20-50 years, and showing their age. The 1987 pipes are copper and have a life expectancy of 50+ years.
    - iv. Additional extensive work was done looking at Variable Refrigerant Flow air conditioning (and heating) and mini-split air conditioning (like in ECLC and the kitchen). The VRF system being examined is a high efficiency air heat exchanger.
      - 1. Drawings were completed for each type of system
      - 2. JFK’s HVAC committee used a twelve criteria weighted decision-making tool to compare VRF to mini-splits. VRF came out ahead.
      - 3. Multiple meetings were held with Ryan & Associates. They provided quotes for VRF and mini-split systems, along with the ventilation system, which was the same in both quotes. Additional quotes are still expected from other contractors.
        - o VRF: \$657,380
        - o Mini-splits: \$574,209 and would probably need to be replaced once during the same life expectancy of VRF
    - v. Two boiler option quotes were received from Ryan
      - 1. One full size boiler: \$115,800
      - 2. Two 2/3 size boilers: \$166,255
      - 3. With other work we believe may need to be done for either option, the costs would rise to about \$147,000 or \$198,000, respectively.

- vi. 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.
  - d. Financing for the above projects:
    - i. Finance Council 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 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.
  - e. Dan Ryan, superintendent of the Sioux City diocese, spoke about a part-time liaison between the Iowa Department of Education and the Catholic and other private schools in the state. It would cost about \$100-\$150 per school.
  - f. Tom Chapman, lobbyist for the Catholic Church in Iowa, talked about the upcoming legislative session with emphasis on raising the cap for donations to School Tuition Organizations and Educational Savings Accounts.
  - g. Tim Foley from Regina gave a presentation about Smarter Balanced Assessments:
    - i. Spring of 2018. Given in last twelve weeks of school year.
    - ii. Grades 3-8 and 11 in math and ELA.
    - iii. Should have a big impact on what happens in classrooms, especially due to alignment with what is being taught in Iowa:
      - 1. SBA should cover 90% of the math standards and 96% of the ELA standards
      - 2. Iowa Assessments cover about 39%-96% in math and 48%-84% of the reading standards, depending upon grade level.
    - iv. Summative assessments are computer adaptive: students will get 50% right and 50% wrong with the computer finally settling in on the performance level of the student. There are also performance tasks to measure application.
    - v. Interim assessments are also possible
    - vi. Students (and staff) will likely need to do practice tests to familiarize themselves with the new type of assessments and training tests to learn how to use the online tools to take the SBA.
- 2. I attended the November Parish Council meeting.
  - a. The council approved the handling of this year's financial support for CareLink and its usage formula for the ½ of 1% parish tithe.
  - b. The council continued its work on strategic planning and visioning.
  - c. A joint Gala type fundraiser:
    - i. Lourdes and All Saints are not interested as their Gala events are successful now, and they're concerned that a joint venture would not be as successful for them.
    - ii. St. Paul's is interested but is also hoping that it's mandatory Home & School fee, which can also be paid by scrip profits, will generate enough scrip profits to replace a Gala type event.
    - iii. AHS is interested and if not in something that replaces Galas, then something that would replenish the Assumption Foundation's funds used for FTP financial assistance for Scott County Catholic schools.
- 3. Dave Mattke and I are looking at the business operations of the parish to determine how we might make short-term efficiencies and long-term efficiencies, especially if additional staff members were involved and/or hired. I have also consulted Dawn Henning and Kitty Temming. In the immediate short-term, Lisa Willows will be taking over the bulletin and Victory Voice for eight hours per week, in addition to her 32 hours per week work in Faith Formation. Ann Lotspeich, bookkeeper in the parish office, has been doing these communications.

b. Faith Formation-Religious Education Director (Jennifer)

Report as follows in reference to my job description

- 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) First Reconciliation is being held tonight, Tuesday December 6, 2016 at 6:15PM. A few of us may be late to the meeting. The 50 students who were scheduled to receive the sacrament participated.
  - b) 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) A confirmation group service project was held Saturday December 3 at the River Bend Food Bank from 8:00-10:00AM. I helped Lisa chaperone this service project.
- 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) Helped shop for St. Nick's pancake breakfast that was held on Sunday December 4.
- 4) **Recruiting, enabling, and supervising catechists and other volunteer personnel for Faith Formation. K- 8**
  - a) In-servicing for catechists and support helpers: Through the Ministers of Religious Educators (MORE) group of the Davenport and Clinton Deaneries, I have scheduled Jared Dees (founder of *The Religion Teacher*) to come and provide an in-service for the catechists on August 30, 2017. Our Lady of Victory will be the host of this event.
- 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) Discussed with pastoral staff the procedure for when we have students that are not picked up from programming by their parents/guardians in a timely fashion.
- 6) **Assessing needs, and planning and evaluating programs implementing Diocesan curricula for K-8. Includes Human Relations Programming (Circle of Grace 2013).**
  - a) Our Lady of Victory hosted the MORE meeting for the Davenport and Clinton deanery DRE's and YM's in November. I led a prayer service for the meeting about Hope during the upcoming Advent season.
  - b) We will have our catechists teach the Circle of Grace curriculum in the month of January.
- 7) **Acting as resource person for JFK catechists.**
  - a) Provided resources to several teachers for various topics: St. Nick, Advent, Reconciliation.
- 8) **Maintaining or improving the existing educational programs**
  - a) Our first Lunch and Learn of the year was held on Thursday November 17 from 11:30am-12:30pm in the Parish Center. Four people were in attendance, I was the presented and the topic was about Hope during Advent.
- 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 November
- Hosted MORE meeting on November 15<sup>th</sup>
- Updated VIRTUS information and submitted Safe Environment Audit to the Diocese

- Updated the Faith Formation Calendar
- Distributed Children's Lit material for the next quarter to the catechists
- Attended Adult Lunch in Learn in the Parish Center

#### 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
- Coordinated the Confirmation group service project held at the River Bend Food Bank on Saturday Dec. 3. 20 students and 20 adults were in attendance to help pack food for the Backpack program.

#### 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 are we doing to accomplish these goals?

I have just returned from the National Conference for Catholic Youth Ministry (NCCYM), a multi-day event in San Jose, focused on building up youth ministry and providing resources and best practices for youth ministers across the country. I worked with some great people while I was there, and have a lot of ideas about how to keep improving our youth ministry here at OLV. I hope to be able to talk more about this tonight in person as I will have more time to process post-conference throughout the day.

Many of our teens came out to serve at our St. Nick's breakfast fundraiser this past weekend, and our core team teens are pushing for more service projects in general. Service was highlighted at this year's NCCYM as a powerful tool for evangelization, and not just our baptismal calling, so will we be trying to provide more opportunities for teens to live service as disciples.

Likewise, the conference focused in on the interior journey of discipleship, not just the exterior journeys of the Sacraments of Initiation and the liturgical life of the Church. There is a need to find out where every family in the parish, and their teens, are in terms of their relationship with Jesus Christ so that we can attempt to meet their spiritual needs and help move them into intentional discipleship.

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.

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): covered in Principal's report, Managerial Leadership section 3a-d and Leadership in Diocesan/Parish Context section 1a-d
- 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): Covered in Visual Leadership of Principal's 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) 4<sup>th</sup> Tuesday of each month 7:00 pm
  - Parish Appreciation Dinner is scheduled for Saturday, January 14<sup>th</sup>.
  - The council approved the handling of this year's financial support for CareLink and its usage formula for the ½ of 1% parish tithe. – the group also recommended that the finance council and the parish administration determine how to divide the funds between CareLink, Humility of Mary, and CRS (Catholic Relief Services)
  - The council continued its work on strategic planning and visioning.
  - After everything is paid, looking at making about \$15K from the bazaar to help out with the window fund
  - The group acknowledged the good work Evan is doing with Youth Ministry

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)
- k. Assumption High School Rep. (Matt Henning)  
AHS students collected over 21,000 lbs of food for the Student Hunger Drive.

Assumption was awarded an Iowa STEMBEST grant. (Science, Technology, Engineering, Mathematics; Businesses Engaging Students and Teachers). This grant will be used to fund several Virtual Reality work stations.

With the change in Iowa government to a totally Republican controlled legislature and a Republican governor, there is good confidence that we will be able to advance legislation to increase the limits on STO funding and also to create Education Savings Accounts. Both of these will have a positive impact on private education.

- l. Home & School Rep. – JFK Band Boosters
- m. Scott County Catholic School Advisory Board Rep. 2nd Monday every other month (September, November, January, March, May) @ St. Vincent (Chad, Pat)  
Discussion about Catholic Schools Week and ESA's.
- n. Ad Hoc Committees:

10. PASTOR'S NOTES (Fr. Jake G.): Kudos to staff for their work here, very impressed by all the work the staff does for JFK. Will meet with Chad to see where folks are at with tuition payments, now that new tuition policy has been approved. Meeting coming up about Assumption subsidy for Pastors. Will begin process of searching for new Bishop after December 8<sup>th</sup>.
11. CLOSING PRAYER

Next Regular Meeting: January 3, 2016

BOE's Rep to Parish Council in January, 2016 (Todd)