

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

**AGENDA OF REGULAR MEETING**

1. OPENING PRAYER
2. ROLL CALL: Pat Archer, Heather Egger, Evan Brankin, Korby Jackson, Fr. Jake, Todd Morris, Luke Roth, Peter Schuster, Lisa Snider, Lisa Stachula, Sara Langrehr, Chad Steimle, Jen Wemhoff
  - a. Teachers: Ethan Connors, Trish Hinchman, Jennifer Van Speybroeck
  - b. Parish Council: Chad Lochner
3. ACCEPTANCE OF AGENDA
4. READING AND APPROVAL OF MINUTES OF February 7, 2017
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. **School Calendar for 2017-18**
        - a. **The board unanimously (1<sup>st</sup> = Pat; 2<sup>nd</sup> = Fr. Jake) accepted the proposal to follow Davenport School District's 2017-18 calendar with the exception that JFK will have its last day on June 1<sup>st</sup> as long as the required number of contact hours have been met.**

Facilitator of Faith Community:

1. JFK's Lenten project this year is support for Pat Cannaday's mission trip to Tanzania. Mrs. Cannaday is a regular substitute teacher at JFK.

Ethical Leadership:

1. We had our 2<sup>nd</sup> annual "Diversity Panel" for 7<sup>th</sup>/8<sup>th</sup> graders on February 27<sup>th</sup>. Featured speakers were JFK parent Helen Phan, speaking about her personal experiences with immigration and entrepreneurship, Lisa Willows, speaking about raising a child with disabilities, and Imam Saad Baig, speaking about the two faiths working together on issues such as social justice but also dealing with what seems to be a rise in stereotypes.
2. Scott County Catholic school counselors are sponsoring a parent education event featuring officers Hank Jacobsen and Erin Pape on April 11<sup>th</sup>. They will be speaking about cyber safety. Officer Jacobsen is a SPS parent, and Officer Pape is a JFK parent.
3. We have been trying to communicate with preschool families about the need for car seats and that they should not leave kids unattended in vehicles while they sign out their other children. It's possible that these actions are reportable to DHS (made even more complicated by JFK employees being mandatory reporters) and the police.
4. We will likely revisit our extracurricular eligibility policy. Due to timing issues of the end of a mid-quarter, the posting of grades, and the nature of some one time per year extra-curricular events, difficulties arise with the application of the policy.

Visional Leadership:

1. Strategic planning for the school will continue on March 13<sup>th</sup>.

Leadership of School Culture and Instruction:

1. Professional Development:
  - a. We have been spending some time doing research and developing our own set of guides for the following:
    - i. What are the expectations for students entering kindergarten
    - ii. What can parents do to help their children meet these expectationsThese guides are not "cut-offs" or "entrance criteria." Rather they are intended to help everyone, including staff, be on the same page. The ultimate goal would be for the gap

in abilities among entering kindergarten to be narrower and reduce “catch up growth” already needed on day one of kindergarten.

- b. JFK was accepted to be a pilot school for the Self-Assessment of MTSS Implementation (SAMI) process for 2017 and 2018. All schools will eventually be required to undergo the process. I will be the SAMI coordinator for JFK.
  - c. Due to taking on the SAMI coordinator role, I have resigned from being on the MTSS Partner School Task Team organized by the DE to conduct the monthly webinars. (The DE and AEA really don't need building level representatives for this work as they seem to run the webinars and preparation meetings just fine without our input.)
  - d. Jennifer Best from the Iowa State Extension Office will be presenting a “teaser” workshop on trauma informed care for teachers in April. This training will focus on how trauma affects brain functioning and development, with an emphasis on MRIs of children's brains as the evidence, and how one might respond. “Trauma” could something as severe as a brain injury but also includes many other situations such as the divorce of one's parents, moving from one city to another, etc. This training may be relevant for other students whose brain functioning is atypical but not due to trauma. We may be able to undergo the complete eight hour training next school year.
  - e. Foreign language teachers in the diocese have a diocesan in-service on March 7<sup>th</sup>.
2. We are working on our summer programming. So far, we will be having Leaps & Bounds, Vacation Bible School, and kindergarten jumpstart. Other programming is being examined. There will be no ECLC or “summer only” childcare this summer.
  3. One of JFK's 6<sup>th</sup> grade classes is one of two classes piloting Junior Achievement's transition from kit-based programming to digital/paper blended programming. Dana Klostermann will be using the piloted programming. JA hopes to bring the blended format to all of their programming in 2017-18.

Managerial Leadership:

1. The following tables show numbers for kindergarten round-up and preschool and ECLC registration at the time of round-up. They also show historical figures, retention rates, and projections made based upon these rates. Kindergarten numbers are good. Four/five year old preschool is about 18 students below the previous four years' average, and at its lowest level since 2011 when our final enrollment was 70. Three year old preschool is down a bit too, but its projection would still be in line with other years. ECLC is down just slightly from the previous years' average but on target for an enrollment in line with other years.

<b>Kindergarten</b>	2017	2016	2015	2014	2013	2012	2011	2010	2009
Round Up	47	54	57	45	30	51	53	46	38
Actual	44 – 48 avg range 40 – 59 possible	46	54	46	32	51	50	50	48
Retention	1.02 = 8 yr avg 0.98 = 5 yr avg 0.94 = 3 yr avg	0.85	0.95	1.02	1.07	1.00	0.94	1.09	1.26

<b>4/5 year old PS</b>	2017	2016	2015	2014	2013	2012	2011	2010	2009
Round Up	35	52	51	49	58	N/a	28	N/a	48
Actual	54 – 62 avg range 48 – 80 possible	80	80	80	80	70	80	80	80
Retention	1.78 = 6 yr avg 1.53 = 4 yr avg 1.58 = 3 yr avg	1.54	1.57	1.63	1.38	N/a	2.86	N/a	1.67

<b>3 yr old PS</b>	2017	2016	2015	2014	2013	2012	2011	2010	2009
Round Up	10	20	10	15	13	16	12	N/a	16
Actual	13 – 17 avg range 9 – 20 possible	18	20	18	14	17	16	14	22
Retention	1.28 = 7 yr avg 1.25 = 5 yr avg 1.70 = 3 yr avg	0.90	2.00	1.20	1.08	1.06	1.33	N/a	1.38

<b>ECLC / Daycare</b>	2017	2016	2015	2014	2013	2012	2011	2010	2009
Round Up	16	23	17	20	15	14	7	N/a	N/a
Actual	19 – 24 avg range 17 – 28 possible	24	24	22	20	21	17	18	19
Retention	1.47 = 6 yr avg 1.28 = 5 yr avg 1.18 = 3 yr avg	1.04	1.41	1.10	1.33	1.5	2.43	N/a	N/a

2. Jeff Edens, evening custodian, will be leaving to return to the printing business. Interviews were conducted last week for the position.
3. Fr. Jake, Dave Mattke, and I agreed to the outlines for a shared office assistant position. The job description is being written, and adjustments are being made to other positions. One of the goals

in the reorganization would be to bring all handling of school-related finances under one office position. The 20 hour per week position would be 2/3 school and 1/3 parish duties. Funding for the position may come, in part, from another office level position that may be reduced.

Public Relations Leadership:

1. Work on the new website should be coming to an end in March and will have a target launch date in late March or early April.

Leadership in Diocesan/Parish Context:

1. The corporate resolution for the boiler/heating project was approved by the diocese. Summer scheduling is taking place for this project, although the repairs/upgrades to the 2011 VAV system will take place over spring break.
2. I attended the Diocesan Board of Education. The Catholic Identity rubrics created as part of the diocesan strategic planning for schools were distributed. I suggested that the numerical headings on the rubric be changed to wording descriptors. My fear is that eventually the numbers will be the focus, and people will be wondering if a 114 is excellent, a 93 is acceptable, and a 79 means close the school because it doesn't have enough Catholic identity. There are several items in the highest numerical category that are challenging from a personnel and financial perspective, particularly for smaller schools. On the other hand, lower ratings in some areas could also help point to the need for diocesan level funding for Catholic schools so they can have greater Catholic identity. Financial Vitality is another strategic plan area. The committee, on which I serve, is waiting for surveys to be returned from parishes and schools in the diocese. This information, along with information already available through the diocese, will be used to create a picture and talking points concerning the financial situation and opportunities for Catholic schools in the diocese.
3. I attended the Scott County Catholic school principals' meeting:
  - a. The Davenport elementary principals agreed to recommend the same school calendar as the DCSD. JFK has in-services involving at least some staff beginning five days before classes. The calendar can be found at <http://www.davenportschools.org/wp-content/uploads/2012/08/2017-18-FINAL-ACADEMIC-CALENDAR.pdf>. The approval of this calendar along with the two additional in-service days requires board action.
  - b. The three year plan by the DCSD to cut \$18 million includes the following:
    - i. "Change bell times to reduce bus routes" for 2018-19
    - ii. "Increase walk zones for elementary students" for 2019-20The last time the DCSD changed bell times, there was an impact on Catholic schools' transportation, although JFK actually ended up with a longer school day. Currently, there doesn't seem to be discussion about changes affecting Catholic schools. The DCSD has been using 1.5 miles from school as a cut-off for bus transportation for K-5 students. Iowa law actually only requires bus transportation at 2.0 miles for elementary students. Changing the mileage cut-off may be a tough issue for the DCSD's board.
  - c. JFK's 47 students at round-up was the best among Scott County Catholic schools.
  - d. Although actual numbers were not discussed, JFK's preschool seemed to be behind the others in enrollment.

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**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 First Communion parent/child meeting was held Sunday Feb. 26 at 1:00PM. 46 out of 50 families were in attendance.
  - i) The make-up meeting for these 4 families was held Monday March 6 at 6PM. 3 out of the 4 families were in attendance.
- 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. The 2 students attended the Rite of Election on March 5 in Iowa City.

- i) I attended the Rite of Election on March 5 in Iowa City in support of the 2 students that were in attendance.

**2) Directing and supervising K-8 sacramental preparation: Reconciliation, Eucharist, and Confirmation in collaboration with Coordinator.**

- a) Attended the February Liturgy Committee meeting to talk about Confirmation and First Communion needs.
- b) Lisa submitted the confirmation liturgy planning sheet to Deacon Agnoli at the chancery.

**3) Recruiting, enabling, and supervising catechists and other volunteer personnel for Faith Formation. K- 8**

- a) Providing substitutes for our kindergarten class as our regular kindergarten teacher deals with health issues.

**4) Maintaining or improving the existing educational programs**

- a) Purchased the *Chosen* program as a supplement to the confirmation books.

**5) Participating with YM and Catechetical Ministries Assistant to prepare budget for respective areas to review with the Business Manager and BOE Finance Committee.**

- a) Evan, Lisa, and I discussed budget. We have submitted our proposed budget to David Mattke and Fr. Jake.

Catechetical Ministry –

- Updated the Faith Formation Calendar
- Worked on “Pray for our Seminarians and Deacon Candidates” brochure and distribution of prayer cards to the parish community via the bulletin.

Confirmation Coordinator

- Sent out information to students regarding service project opportunities
- Updated Confirmation paperwork (Verification forms and Sponsor forms)
- Contacted Sponsors for missing information/paperwork
- Assisted with preparing and serving food for the Sweetheart Dinner to benefit the youth going to NCYC.
- Assisted Jennifer with the 1<sup>st</sup> Communion meeting

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c. Youth Ministry (Evan)

The Diocesan JHS Youth Rally is this month, on March 19<sup>th</sup>. We will be taking as many teens as we can, but as this is the first Sunday of Spring break, we’re having a hard time competing with trips and vacations. Donna Diggs visited classes to help spur interest.

The Fuller Youth Institute growing younger assessment is proceeding, with several key ministries having gone through the process now. I will be looking to schedule more ministry meetings over the next few weeks to continue this momentum.

Mission trip planning will begin today as I meet with Michael Gayman this afternoon to talk about a potential project between OLV parish and the Catholic Worker House in Davenport.

We are looking at more fundraising opportunities for the Spring and Summer in order to reduce everyone’s total costs for NCYC by as large an amount as possible. We have several families with multiple people attending, so the more we can accomplish for this the better off we will be.

Diocesan Youth Ministry Gathering was 3/7/17.

- Director of life-long faith formation was hired.
- Diocese will be doing a lot of information gathering (surveys of students and administrators) in order to improve future programming.
- NCYC: 800 signed up to this point.
- June 24-28<sup>th</sup>: Catholics in Action

Special Events and Information:

NCYC:

We will be having special informational meetings for parents and teens on pricing, the payment schedule, and further fundraising opportunities in the last week of March (and possibly more in April).

9. COMMITTEE REPORTS AND COMMUNICATIONS:

- a. Generations of Faith Committee (Todd, Lisa Stachula)
  - i. Met with Evan Rankin and Jennifer Wemhoff to do the The Fuller Youth Institute growing younger assessment
  - ii. **Action item: collate the information/data from all the groups and bring to respective parties (e.g., BOE, Parish Council, etc.).**
- b. Finance Committee (Chad, Joe, Pat, Lisa Snider, Luke)
  - i. Chad met with staff regarding benefits on February 21st. Members of the board's finance committee met with staff later that day. The finance committee also met on March 2nd. Topics of the March meeting were the following:
    1. The latest budget draft for JFK and sub-budgets for ECLC and SWVPP-4
    2. Preschool staffing
    3. Current salary scale
    4. "Flatter" salary scale:
      - a. "Flatter" means a lower percentage for each step for year of experience.
      - b. It is unlikely that a recommendation will be made for next year.
  5. Benefits
    - a. Although not requested by staff, we are examining the health insurance benefit.
    - b. There will likely be a recommendation to increase the employer contribution for those employees whose health insurance costs would otherwise be considered "unaffordable" by ACA guidelines.
    - c. OLV/JFK is now in the large employer category with different guidelines.
    - d. Affected employees are right on the bubble between part-time and full-time, often dependent upon the numbers we have in aftercare and ECLC and the ratios we have to watch on a daily basis.
    - e. If we were to raise the percentage the employer covered for all employees to cover what these few employees need, we would be around 82%, an unaffordable level, particularly if we anticipate the number of additional enrollees we would have after such a benefit change.
    - f. Voluntary short-term and long-term disability at the employees' expense (with a slight administration charge covered by the employer) is being researched.
    - g. There was considerable discussion among committee members regarding the 2% 401(k) diocesan program, mostly about the mechanics of such programs, but it is not likely that there will be a recommendation to add a discretionary amount.
    - h. Teachers withdrew their request to have administrative approval of continuing education coursework for which they want to use benefit funding removed.
    - i. The definitions for relationships for whom sick leave can be used will likely be expanded to include those one generation up and one generation down, including stepchildren, that are not currently included. Further legal clarification is being sought regarding terms like joint custody, shared custody, custodial care, etc.

- j. The committee will not be advancing any plan to allow the “gifting” of sick days to other employees. (But see above regarding disability insurance.)
  - k. Teachers withdrew their request to make any changes to emergency and personal days. More clarification of what does not constitute an “emergency” will likely be added to the descriptor.
  - l. No recommendation will be made to change how much pay is deducted for when an employee is absent from work without paid time off available. The per diem pay rate, which varies by how much each teacher earns, is deducted. Teachers had wanted the rate for a substitute to be deducted.
  - m. Language is being considered for addition to the bereavement section to remind staff that time off for bereavement of people not listed falls under the personal day category or is unpaid.
  - n. Legal clarification for language to extend the tuition benefit, at least by a percentage, for step children is being sought.
  - o. No change will be recommended for the AHS benefit.
  - p. No change to waive some of the additional fees for staff will be made.
  - q. Legal clarification for language regarding the discount for childcare services for staff members’ children is being considered.
  - r. Staff members were satisfied with the answer provided regarding the 7th/8th grade licensure stipend.
  - s. The amount for the lead teachers stipends is being examined for lowering, in light of JFK now having an assistant principal.
  - t. Home visits are being eliminated in lieu of a PS parent meeting at the beginning of the year. The home visit stipends would, then, also be eliminated.
6. Other stipends:
- a. 7th/8th grade homeroom teacher(s) stipend: There will likely be no recommendation to change given the quagmire that it already creates.
  - b. Crusader Chronicle stipend: Staff recommended a reduction.
  - c. Janet Thomas stipend: There will likely be a recommendation for those who play at the main “shows.”
  - d. Longevity stipends: While increasing all of them is supported, there will likely be a recommendation that the amounts in the latter two categories be increased even more as staff members in these two categories are more likely to be “frozen” on the salary scale.
  - e. New stipends for other activities involving work with students: The PDT (with its broad representation) was approached for its input. There was not uniform support for academic activities like regular homework clubs/tutoring, after school reading groups, etc. and, while a greater recognition of the value of a stipend for activities such as Mock Trial liaisons, Speech and Debate, Coding, Creative Crusaders, etc. existed, the PDT did not lend eager support for opening up the can of worms regarding stipends for any of these academic or extracurricular activities. It is unlikely that a recommendation would be made in time for issuing contracts to staff for 2017-18.
  - f. Comp time for winter conferences: A recommendation will be made regarding how staff members utilize the time afforded

should there be an early dismissal with busing on the last day before Christmas break.

- c. Nominating Committee (All board members)
    - i. Start thinking
    - ii. Connect to The Fuller Youth Institute growing younger assessment
    - iii. Discernment by those who could run for another term
  - d. Policy Committee (Chad, Patrick, Peter)
    - i. NR
    - ii. Meetings coming soon
  - e. Strategic Planning Committee (Chad, Joe, Lisa Stachula, Korby, Sara)
    - i. Next Monday (3/13)
  - f. School Improvement Advisory Committee (Chad, Heather, Lisa Snider)
    - i. Meet before end of year for wellness (goals that need to be measured)
  - g. Market/Public Relations Committee (Chad, Heather, Sara)
    - i. NR
  - h. Grant Writing Committee (Chad, Rena Harris, Todd, Peter)
    - i. NR
  - i. Parish Council (rotating per schedule) 4<sup>th</sup> Tuesday of each month 7:00 pm
    - i. Planning new pictorial directories. Photo shoots end of July
    - ii. Strategic vision statement approved
    - iii. Air conditioning in school discussed
  - j. Finance Council Rep. (Luke)
    - i. Need a new roof on church, rental property, and garage. \$1,000 deductible.
    - ii. Discussion of shared office position between parish and school
    - iii. Motion to purchase brick house on 4005 N. Division. Will not exceed \$78,500 to purchase.
  - k. Assumption High School Rep. (Matt Henning)
    - i. Recommendation of Matt Henning to 3-year term and Todd Morris to at-large position
  - l. Home & School Rep. – JFK Band Boosters
    - i. Meet in March
  - m. Scott County Catholic School Advisory Board Rep. 2nd Monday every other month (September, November, January, March, May) @ St. Vincent (Chad, Pat)
    - i. NR
  - n. Ad Hoc Committees:
10. PASTOR'S NOTES (Fr. Jake G.)
- a. May not be possible to do individual confirmation meetings with the students
  - b. Laid out timeline for capital improvements in the parish
    - i. Will encourage Parish Council to seriously consider when at least \$400,000 can be raised to start HVAC improvements in the school.
      - 1. If Board of Education thinks this is important, we can take this on if it does not come out of Parish Council.
      - 2. Is there a parish project that can be connected to this? Is that the right mentality?
    - ii. 4005 N. Division. May be difficult to open the estate in order to purchase.
11. CLOSED SESSION (8:38pm) 1-Administrator evaluations (Fr. Jake and Board Members)
12. CLOSING PRAYER (adjourned 8:51pm)

Next Regular Meeting: April 4, 2017

BOE's Rep to Parish Council in March, 2017 (Korby)