

OUR LADY OF VICTORY BOARD OF EDUCATION MEETING
7:00 P.M. Tuesday, September 6, 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, Luke Roth, Peter Schuster, Lisa Snider, Lisa Stachula, Jennifer Wemhoff, (Parish Council)
Teachers: Shelly Furlong, Linda Vogel, Mary Wahlig
Parish Council Rep: Kerri Nykoluk
Guests: Matt Henning, Andy Craig
3. ACCEPTANCE OF AGENDA - accepted
4. READING AND APPROVAL OF MINUTES OF August 2, 2016 - approved
5. COMMENTS FROM AUDIENCE and OPEN FORUM
6. UNFINISHED BUSINESS - none
7. COMMITTEE REPORTS AND COMMUNICATIONS: PART 1
 - a. Assumption High School Rep. (Matt Henning)
8. ADMINISTRATIVE REPORTS (Written reports pre-submitted)
 - a. Principal of JFK (Chad)

i. Discussion: FTP Report by Andy Craig, President of Assumption High School

Assumption High School (AHS) has experienced increased enrollment over the past 10 years, whereas most Catholic schools are experiencing a decrease in enrollment. AHS is also giving out more grants and more total money than ever before through the family tuition plan (FTP).

- 101 families from OLV parish applied for FTP grants and grants were approved for 131 students totaling \$200,476 – these are students who enrolled in ANY Catholic school
- 77 families with 128 students are using \$187,304 in FTP grants at JFK

Having parents or children accompany Andy Craig and others to Des Moines to speak in front of congress about STO's would be very helpful to continue to fundraise for FTP funds.

Ethical Leadership:

1. We are, again, facing a situation whereby a family is choosing not to complete a requirement of Title III regarding English Language Learners. This family has, so far, chosen not to complete the Home Language Survey, which is used to help identify ELLs. In Iowa law and administrative rules, when there is an "opt-out" option for families, it is specifically noted. There is nothing noted regarding an "opt out" option for the laws and rules regarding EL identification. Parents can, however, waive *services* once a student is identified as an ELL. (There is also no "opt out" option for the annual follow up assessment of progress once a student is identified as an ELL, even if the family has waived services, which was the issue the last year and a half.) A student's or family's repercussions for "opting out" are a local decision. Not complying with the identification process will make certification of JFK data and reporting to the Iowa Department of Education (IDoE) nearly impossible without several conversations with the IDoE and could lead to a finding of non-compliance with an accreditation issue. With a couple of staff members having talked to this particular family already, I am hopeful that my understanding of its objections is clear enough that I can help reach a remedy.
2. Based upon the responses on Home Language Surveys, one student was screened. This student was found to be proficient.
3. We have suspended the use of "silent lunch" in our 5th-8th grades pending review of our policies and practices. Silent lunch has been a long-standing practice often used when students repeatedly forget to bring a note back to school that requires a parent's signature, leaving things on the tops of lockers, or leaving lunch bags in classrooms. Silent lunch, which is a somewhat public repercussion, however, is not mentioned in our parent/student handbook. The types of behaviors for which silent lunch was a consequence seem to be similar to level I misbehaviors and will be treated as such for the time being. Consequences for a level I misbehavior are to be "written in the folder." If a student is "written in the folder" three times in a day, a 15 minute detention results.

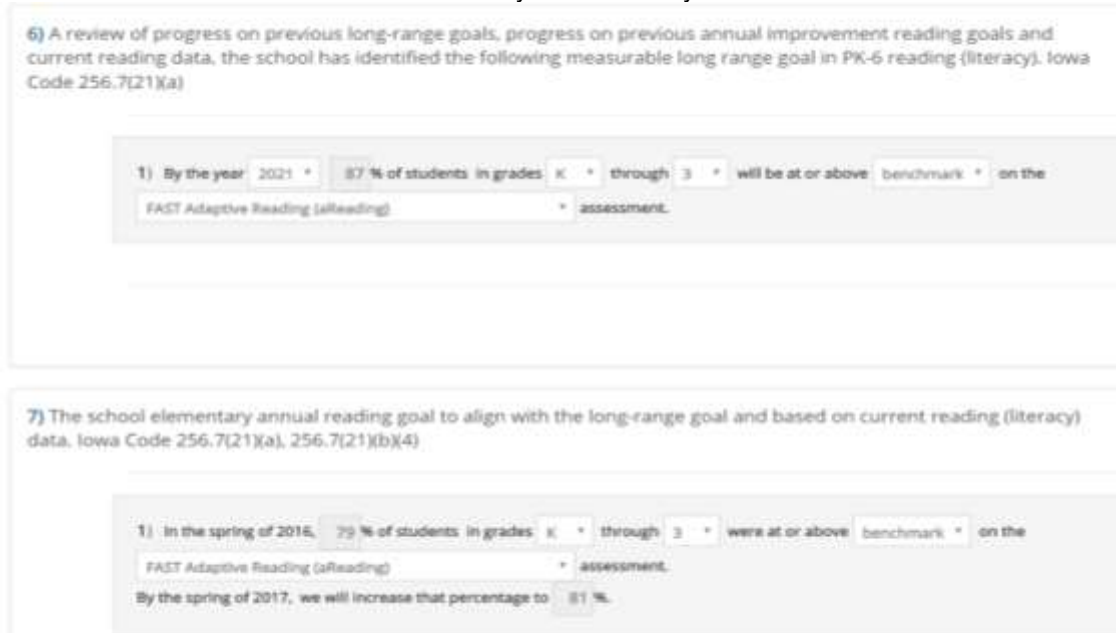
4. The “504 plans” for students have been updated. A 504 plan is developed for a student who “has a mental or physical impairment which substantially limits one or more of such person’s major life activities, has a record of impairments, or is regarded as having such an impairment.” Major life activities include learning, caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, or working. The phrase “504 plan” comes from Section 504 of the Rehabilitation Act of 1973, which is federal legislation applicable to all entities receiving federal funds, which includes most accredited nonpublic schools like JFK.
5. JFK and ASCS reciprocated a denial of enrollment for families with outstanding tuition balances at the other schools. AHS has recently done the same with ASCS. After school had begun, I was informed that a former Lourdes family owed Lourdes about \$128. No action has yet been taken in this situation. These types of situations and the questioning that we should be doing with families interested in transferring will be an agenda topic at our next Scott County Catholic School principals’ meeting.

Leadership of School Culture and Instruction:

1. Professional Development:
 - a. With a more specific focus on ELA and math, the following will be on next year’s PDT/Leadership Team: Kitty Temming, Melissa Zeimet (PS ELA and math), Caitlin Putnam (representing K-2 ELA and math,) Linda Vogel (3-5 ELA and math), Julie Bauer (6-8 ELA), Rachael Whelchel (6-8 math), Laura Burke (representing reading interventionists), and Sara Tilken (representing specials).
 - i. Collaborating for Iowa’s Kids (C4K) is the MTSS partnership we entered into with the IDoE and AEA. Four years ago, there were about 84 schools as partners from across the state, and JFK was one of four non-public schools. This year, there are about 50-55 schools still as partners.
 1. Kitty Temming, Kayelyn Geurink, Laura Burke, and I are making arrangements to attend the C4K face to face training for two days in October in Hiawatha. Agenda items include the following:
 - a. Review of MTSS, Universal Tier, Intervention Process and Leadership Team Structure
 - b. Consensus, Leadership and Sustainability manual training (this would be “piloting” work)
 - c. MTSS work on maintaining and sustaining current work and working on the next level of diagnostics for interventions

If these staff members can attend, a “comp day” will be given to them as one of the days of the training is on our day off for conferences.
 2. I have volunteered to be a principal representative on the partner school task team, which plans C4K trainings. While I am leery of adding another webinar type of monthly meeting to my schedule, the work we have been doing since being in C4K has been some of the best we have ever done. If we want it to continue, we need to be involved.
 - ii. Kitty Temming, Kayelyn Geurink, Laura Burke, and I will be attending the Assessment Database Decision Making regional training in October. Our “invitation” came as a result of the Differentiated Accountability system of the IDoE.
 - b. The diocesan music/band teachers’ in-service is on September 20th at Regina. Ethan Connors, JFK’s band teacher, and I have developed the agenda, and Ethan will lead the in-service as part of his educational administration internship, which he is completing at JFK.
 - c. Many staff members, including me, continue their training for DHS childcare programs. We have approximately 18 staff members (32% of 57 total JFK staff) and four substitute teachers involved in DHS childcare programs. DHS is making changes to training requirements effective October 1st.

- d. 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.
 - e. I am talking with our resource teachers about continuing education to become ESL endorsed. The IDoE requires that schools have someone endorsed on staff. The board may want to increase the continuing education benefit for someone willing to obtain this endorsement and/or add a stipend for someone who has it or is working toward it. As reference points, we do a \$750 stipend for those teaching 7/8 grade core subject area classes, and our continuing education benefit is \$900. At 18 hours for the endorsement and an assumption of \$375 per credit hour, the cost would be \$6,750. Taking nine hours each year, a person could have the endorsement in two years and receive \$1,800 from OLV toward it. With a \$750 stipend, the return on investment for a teacher is seven years. Unfortunately, unless the credits for the endorsement are taken at the graduate level, one does not advance on the salary schedule when acquiring additional endorsements. Further discussion is required, and a proposal may be brought to the board later this fall.
2. Kathy Neuberger was hired in early August as a resource teacher/interventionist. She is considered a "Temporary at Will" employee for the DCSD for part of her time, which is paid for by Title I funds, and a part-time JFK employee for the rest of her time. Kathy is a former JFK kindergarten teacher and subbed and ran VBS for many years.
 3. The new IDoE Consolidated Accountability and Support Application (CASA) is almost complete:
 - a. Assurances: Of the eleven questions/statements in the assurances module, nine deal with "Title III – Language Instruction for Limited English Proficient and Immigrant Students."
 - b. Comprehensive School Improvement Plan: Below is the screenshot for how the two goal oriented questions. These questions had to be answered in relation to reading screeners. We used a 1.5% increase each year over five years in our answer:



- c. LAU (English Learner) Plan: Kitty Temming and I are revising this document based upon the latest guidelines, which are in their third revision in three years. It will be uploaded before the September 15th deadline.
4. Protocols for K-2 WIN time were developed and included the adult providing the instruction, location, numbers of students, how the students are initially grouped and the interval for re-grouping, what type of instruction will take place, and who does the lesson planning. WIN time has begun.

Managerial Leadership:

1. Enrollment in K-8 has dropped since registration at the beginning of August:

Grade	9/6/16	8/1/16	Budgeted	Difference Contract vs. Budget	Official Enrollment Count Last Year Oct 1	End of 15-16 School Year
3 yr old PS T/Th only	4	2				
3 yr old PS MWF only	8	10				
3 yr old PS and ECLC	6	6				
3 yr old PS Total	18	18	23	-5	20	20
4 yr old PS	80	80	80	0	80	80
ECLC	23	25?	27	-4	24	
K	46	48				
1	51	52				
2	43	44				
3	35	34				
4	53	54				
5	46	46				
6	46	48				
7	54	54				
8	35	34				
Total K-8	409	414	419	-10	418	406
Total PS-8	507	512	522	-15	518	506

2. While it's very early in the budget year, below are some possibilities:

Revenue			
	K-8 tuition at \$2840 avg	-\$28,400	
	K-8 other fees	-\$2,000	
	3 yr old PS	-\$6,000	
	ECLC	-\$22,200	
	Unrestricted Donation	\$900	
	Net Revenue shortfall	-\$57,700	
Expense Reductions planned			
	Public Relations		\$1,000
	Cot for sick children		\$700
	Furnishings, incl desk/chair replacements		\$7,000
	JMC custom software development for registration		\$4,500
	Cordless mic replacement		\$1,800
	Student comp replacement		\$5,600
	Misc Tech		\$2,500
	Rel textbooks savings		\$1,300
	Textbook consumables and adj for enrollment		\$10,000
	More sound absorption for band room		\$1,000
	Cafeteria floor repair paid out of lunch program		\$5,500

	Science wish list		\$3,000	
	ELA resource wish list		\$1,500	
	Heart rate monitors wish list		\$2,000	
	Other wish list		\$1,600	
	Total		\$49,000	
Expense Increases				
	Classroom flooring		-\$4,100	
	Gym floor		-\$600	
	Total		-\$4,700	
	Net Expense Reductions		\$44,300	
Projected Deficit				-\$13,400
Other Factors				
Fundraising	Budgeted	\$15,000		
Possible Increase in ECLC after potty training		\$4,400		
Expense Reductions Possible	Lower Salaries/payroll taxes DHS staffing ratio requirements may absorb this savings		\$5,700	
Estimated Best case scenario	Deficit			-\$3,300
Estimated Worst case scenario	Deficit			-\$28,400

3. ASCS has indicated that it has enough air conditioning that it would not need to dismiss early due to heat. It would do whatever everyone else wanted to do, however, as the DCSD and bus company treat all the non-public schools as a "district" with "all or none" for heat related early dismissals. Due to our usage of spaces this year, we are actually less able to move classes to air conditioned spaces on a rotating basis.
4. Andy Craig, Assumption's president, will report on the Family Tuition Plan. *Draft* documents are attached. Things that I would like to highlight are below:
 - a. Unless there are continued legislative increases to the School Tuition Organization caps or another campaign, meeting families' financial need will become even more difficult. Consider the following:

	Percentage of families receiving a grant	Percentage of families receiving the maximum grant	Maximum grant as a percentage of parishioner tuition
2004 (when FTP began)	80%	80%	80%
2016-17	80% qualified 77% elected to receive	56%	70%

- b. Once again, the data seems to indicate that many JFK families need a little assistance:

	Number of elem. students receiving assistance	Avg elem. student's financial assistance	2011 averages – elem. school	Number of high school students receiving assistance	Avg high school student's financial assistance	2011 averages – high school	Est % of students receiving assistance	2011 est % of students receiving assistance
OLV/JFK	107	\$1,402	\$1,365	24	\$2,102	\$2,464	26.2%	30.4%
ASCS*	182	\$1,797	\$1,476	64	\$3,125	\$3,026	42.5%	51.4%
LCS^	44	\$1,570	\$1,390	17	\$2,442	\$2,530	19.9%	17.8%
SPS	81	\$1,533	\$1,484	25	\$2,672	\$2,659	20.2%	18.4%
Totals for all, incl parishes not mentioned	498	\$1,620	\$1,462	155	\$2,744	\$2,776		

*Original data is by parish. Holy Family, Sacred Heart, St. Al's, and now St. Mary's were combined to form data for ASCS as these four parishes offer direct support to ASCS.

^Combines Lourdes and St. John Vianney data

- c. All Saints' has become the largest K-8 Catholic school in Scott County. JFK is the largest PS-8th grade school.

Public Relations Leadership:

1. We keep hearing that a number of people are disappointed that we didn't have a Gala last year, and that several would be willing to help run a Gala-type event again. While there was only a, by nature, impersonal appeal for volunteers in last week's Principal's Post, only two people have contacted us to help.

Leadership in Diocesan/Parish Context:

1. I attended the August Finance Council meeting. Selected highlights are below.
 - a. Fr. Jake and Dave Mattke are requesting that the tuition policy be examined.
2. I attended the August Parish Council meeting. Selected highlights are below:
 - a. Parish Council had a sign up for members to attend a board of education meeting on a rotating basis just as board of ed sends a member to parish council.
 - b. The parish mission statement will be reexamined. Something shorter that people can remember and, therefore, draw upon for strength for their actions is desired.
 - c. A communications position is being discussed. A person in such a position might be responsible for the bulletin, special publications, the website and social media, etc. and serve the entire parish, including the school.
 - d. Buildings and Grounds will be transitioned to a volunteer group to do work on the campus.
 - e. Matt Henning, OLV's representative on the Assumption Board of Education, indicated that 30 of last year's 46 8th graders enrolled at AHS, a substantial increase in the matriculation percentage. It was also reported that OLV now has more students at AHS than any other parish.

-
- 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) 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
 - b) Sacramental Parent Covenant's were sent home with all JFK 2nd grade students and will be sent home this week with Faith Formation students.
- 2) Directing and supervising K-8 sacramental preparation: Reconciliation, Eucharist, and Confirmation in collaboration with Coordinator.
 - a) I will be helping Lisa with the 7th & 8th grade confirmation parent meetings on Thursday Sept. 8 by leading the 7th grade portion of the meeting
- 3) Maintaining or improving the existing educational programs
 - a) Lisa and I will be planning a series of "Lunch and Learn" events throughout the year

Confirmation Coordinator

- Sent out information regarding 7th and 8th Grade Confirmation parent meeting
- Updated Confirmation website information
- Contacted Toys for Tots and Riverbend Foodbank for Service Project opportunities
- Updated Confirmation materials
- Assisted with Catechist in-service

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 month?

We've come together as a core team to begin our planning for youth ministry, starting with our vision for the ministry. We started with the basic need to be disciples who make disciples, and discerned that we want to make faith matter by growing with God and sharing His Love. As core team develops further we will continue to pray over and refine the vision, and develop a simple and measurable mission statement from it.

At our end of the summer party on 8/17 we talked about discipleship, using the analogies and symbols of fire and water and light to talk about Christian life and the Holy Spirit, and gave a broad summary of what this year would be about. About forty teens came for fellowship, fun, and an experience of shared faith.

On 9/2 we had our first Friday Adventure Night (FAN) for the middle school teens. Record numbers of middle school students came, around fifty teens. We had a reflection on 1 Corinthians 9:19-27 – Training in the spiritual life, talked about the power of the Holy Spirit to change the world, the Olympics, and Mother Teresa. Gave a broad overview of what this year would be about for them in terms of discipleship and Confirmation preparation.

What will we be doing in the coming month to continue accomplishing these goals?

Each Wednesday youth night will have a specific topic or two for discussion. Their basic format for now will be to meet for social time, have some kind of fun activity that relates to the topic, a brief reflection on the subject, and small group time. This month we will begin developing our small groups for Wednesday nights, and also we'll start to look at what other times will benefit our teens for small group meetings. Friday nights will be similar.

Some of the topics we will cover this month include: “The Who, What, and Why of Discipleship,” “Apologetics 101: Are Catholics Christians?,” “Defense Against the Dark Arts: the Cross and an Introduction to Spiritual Warfare,” and “Prayer – Relationship 101 with God.”

Progress on my initial three priorities:

Relational ministry: I am happy to report that with the beginning of the school year, and the end of the hectic period immediately following a move and the starting of a new job, I’ve begun to have more and more opportunities for face time with our teens. Whether this has been random encounters playing tennis at the park, attending Assumption football games, hanging out at lunch, or working on fundraisers together, as I spend more time with them, they will become more comfortable with me, and the ministry we need to develop as disciples will form organically.

Building a prayer team: We now have close to forty people signed up for our prayer team, with a new person or two signing up every week. Due to caution about sending information over the Internet, I am distributing lists as I meet people, so dissemination is going more slowly than I had hoped, but my initial goal was to have two people praying for each teen by Christmas, and five by Easter. We have enough right now that we have between two and three people for each teen right now, so we are still doing very well.

Building a core team: We’ve had our initial visioning meeting, and will now meet regularly. We have about 10 teens signed up and about 10 adults, split between junior high and high school. One thing we have learned in the last month is that our middle school core team needs to expand – so I will be reaching out to parents of teens at JFK and elsewhere, and also to some of our high school students and maybe some St. Ambrose students for help. If we regularly have fifty teens in attendance for FAN, we will need lots of adult supervision and small group facilitation by those who are closer to them in age.

I will begin developing a new set of priorities as these become more of a maintenance situation, focusing on how we help teens become intentional disciples of Jesus Christ.

DCYC:

The Diocesan Youth Minister’s meeting for September should be when we receive more information from Don Boucher regarding this event. Other than his request for our hosting teens from other parishes, I don’t yet have much information. That meeting is 9/6/2016 in the morning near Iowa City, so I will hopefully be able to bring more information to the Board of Education meeting than I presently possess.

Budget and Fundraising:

Our first fundraiser since I arrived went off with only minor difficulties (some hard to find houses), as we participated in Labor Day Flag Day for the QC Optimists Club.

Core team is currently discussing the dilemma of how to feed forty to fifty teenagers a week (or more), without breaking the faith formation budget. Current proposals include a flat donation of \$5 to cover the costs of food and beverages each night if you want food, a potluck system for family style meals, using food as further fundraising for NCYC, or a simple donation basket for food, and you eat based on what was donated (food or money, etc.)

We are also looking at raising money for the hungry through the Crop Walk this year. More details to come as we decide whether or not to pursue this.

9. COMMITTEE REPORTS AND COMMUNICATIONS: PART 2

- 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) -
- d. Policy Committee (Chad, Patrick, Peter) – no report
- e. Strategic Planning Committee (Chad, Joe, Lisa Stachula, Mike, Korby) – no report

- f. School Improvement Advisory Committee (Chad, Heather, Lisa Snider) – no report
 - g. Market/Public Relations Committee (Chad, Heather, Mike) – 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	February – Peter
September – Heather	March – Korby
October – Lisa Stachula	April – Luke
November – Lisa Snider	May – Peter
January – Todd	June – Mike
 - j. Finance Council Rep. (Luke) – Revisited costs for stained glass windows, gathering information on “state of the Parish” to send to Parishoners
 - k. Buildings & Grounds Rep. 2nd Thursday 7:30 pm (Todd, Lisa) – committee re-organizing to become a group of people actually working on capital and facilities projects
 - l. Home & School Rep. – Athletic Club us officially a part of Home & School
 - 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:
 - i. JFK Fundraising Committee: Discussed trying to plan a gala spring 2016
10. NEW BUSINESS:
- a. **Item for Board Action:**
 - i. **Vote to accept resignation of a board member**
Heather Egger made a motion to accept Mike Lizak’s resignation from the Board.
Motion unanimously approved by the Board
 - b. **Item for Board Discussion:**
 - i. **Discussion of potential replacements if the Board moves to accept a resignation.**
11. PASTOR’S NOTES (Fr. Jake G.): Brought up idea of a friendly “how many kindergarteners can you lift” competition with a parish in Des Moines as a fundraiser. Also mentioned he is still getting a handle on his schedule.
12. CLOSING PRAYER

Next Regular Meeting: October 4, 2016
BOE’s Rep to Parish Council in September, 2016 (Heather)