

**OUR LADY OF VICTORY BOARD OF EDUCATION MEETING**  
**7:00 P.M. Tuesday, April 4, 2017 @ Gathering Space Meeting Room**

**AGENDA OF REGULAR MEETING**

1. OPENING PRAYER
2. ROLL CALL: Pat Archer, Evan Brankin, Fr. Jake, Todd Morris, Luke Roth, Peter Schuster, Lisa Snider, Lisa Stachula, Chad Steimle, Jen Wemhoff  
Teachers: Michelle Jordan  
Parish Council: Karon De-Cock Hustad
3. ACCEPTANCE OF AGENDA
4. READING AND APPROVAL OF MINUTES OF March 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:**

Motion made by Fr. Jake to accept the mission and vision statement. Motion seconded by Heather Egger. Motion unanimously approved by the Board.

Motion made by Pat Archer for Our Lady of Victory Board of Education to support the strategic planning process for Scott County Catholic school education. Motion seconded by Lisa Snider. Motion unanimously approved by the Board.

Motion made by Pat Archer to support a 2% salary increases for those not paid on the teachers' salary scale and a 1.25% increase in the base pay on the salary scale. Motion seconded by Peter Schuster. Motion unanimously approved by the Board.

Motion made by Pat Archer to pass Benefits Summary entitled Attachment A. Motion seconded by Heather Egger. Motion unanimously approved by the Board.

Motion made by Fr. Jake to offer families the discounted registration fee of \$75 for one child and \$100 for more than one child if they register for Faith Formation by June 30 for the 2017-2018 school year. Motion seconded by Sara Langrehr. Motion unanimously approved by the Board.

Motion made by Pat Archer to form a HVAC Funding Ad Hoc Committee. Motion seconded by Luke Roth. Motion unanimously approved by the Board. Ad Hoc will consist of Peter Schuster, Luke Roth, Pat Archer and Jen Wemhoff.

Motion made to release Amy Lippert from her teaching contract. Motion seconded by Todd Morris. Motion unanimously approved by the Board.

Motion made by Pat Archer to approve the reduction in hours of ECLC lead teacher. Motion seconded by Luke Roth. Motion unanimously approved by the Board.

Facilitator of Faith Community:

1. With many funerals this last month, the staff did a great job accommodating funeral luncheons, parking lot issues, schedule changes, etc. We also had staff members, including me, represent JFK at some of the funerals.

2. Jennifer Wemhoff, Anna Schott, Kim Burken are preparing a “living stations of the cross” for Holy Thursday.
3. Teachers are finishing Circle of Grace education this month.

#### Ethical Leadership:

1. Numerous private meetings were held with staff regarding various positions and salaries for the remainder of this year and next year.

#### Visional Leadership:

1. Strategic planning for the school will continue on April 10<sup>th</sup>. To go along with the revised mission statement, a vision statement is being recommended for board approval tonight:
  - a. Mission Statement: John F. Kennedy Catholic School is the preschool-8<sup>th</sup> grade school of Our Lady of Victory Catholic Parish. Our mission is teaching children to become disciples of Christ by living Gospel values, nurturing gifts and talents, and pursuing academic excellence.
  - b. Vision Statement: Leading the way in Catholic school education.

We are currently working on writing no more than 6-9 SMART goals in the following areas and a draft of the SMART goals are below:

- Faith & Family: We will partner with families to help students learn and live the Catholic faith.
    - By the end of the 2017-18 school year, we will complete the diocesan Catholic Identity rubric and disseminate the results.
    - By the end of the 2018-19 school year, we will survey our parents and conduct focus groups to determine parents' needs in helping their children learn and live the Catholic faith.
    - By the end of the 2019-20 school year, we will institute an OLV/JFK service day.
  - Academics: We will challenge all students to achieve academic excellence.
    - By the end of the 2021-22 school year, 90% of JFK's K-8 students will be at benchmark or be proficient as measured by screening tools or Iowa Assessments (or their equivalents) in the areas of reading, math, and science (if a science assessment is available).
  - Gifts & Talents: We will provide students opportunities to explore and develop their gifts and talents.
  - Resources: We will provide sufficient resources to achieve mission success.
2. Scott County Catholic school administrators agreed that we want to do strategic planning for all of Scott County Catholic school education. Fr. Jake has been kept apprised of this desire and has been on board in the past. Pastors of other parishes in the county will be contacted, and the SCCSAB will be informed. Bids will be sought from outside organizations capable of doing this type of strategic planning. Possible avenues for funding this type of strategic planning, including individuals who could help support it financially, will be determined. The last two times there was strategic planning done on a larger scale (diocesan) that mentioned anything in particular about Scott County, the input was provided by many people who were not in Scott County. The context the first time was also a crisis of enrollment with Assumption, Lourdes, JFK, Holy Family, St. Al's, Holy Trinity, and Sacred Heart all experiencing declining enrollment. The second time was after schools had closed, and the diocese was trying to come out of bankruptcy. Today, with the exception of Lourdes, we are in a much stronger position with Catholic school education in Scott County. The latest diocesan strategic plan for education also calls upon there to be strategic planning for Johnson County and Scott

County Catholic school education. It would be beneficial for our board to pass a motion indicating its support for strategic planning for Scott County Catholic school education.

Leadership of School Culture and Instruction:

1. Professional Development:
  - a. The PDT has begun to do the piloting work for the Self-Assessment of MTSS Implementation (SAMI) process for 2017. (We'll also be piloting it for the DE in 2018.)
  - b. 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.
  - c. The in-service on April 14<sup>th</sup> will include English Language Learning training modules 4 and 5 (of six) for about 46 staff members and catechetical training.
  - d. Five staff members will be going to the NCEA convention in St. Louis: Julie Bauer, Sara Tilkens, Anna Schott, Rachael Whelchel, and Deneen Woerdehoff. Title IIA funds are being used to cover most of the expenses.
2. Jodi Weiser will be taking over for Amy Lippert in 5<sup>th</sup> grade on April 10<sup>th</sup>. Mrs. Lippert will be joining her husband who has already relocated to Atlanta. (See below for board action to release Mrs. Lippert from her teaching contract.) Mrs. Weiser has been working for JFK since 2014 as an instructional aide at a variety of grade levels, including during some times of the week in 5<sup>th</sup> grade this year. Mrs. Weiser has her education degrees from Iowa State, both as a teacher and as a school counselor. To aid in the transition, Mrs. Weiser is working a couple of full days in the classroom with Mrs. Lippert.
3. Emily Serrano, another JFK parent with a teaching license who has been a substitute teacher for us this year, will be assuming Jodi's duties, including some time in 5<sup>th</sup> grade.
4. Trish Hinchman is requesting a reduced teaching contract for next year. She will teach 7<sup>th</sup>/8<sup>th</sup> grades, and Jennifer VanSpeybroeck will teach K-6.
5. Iowa Assessments are this week. Several students need accommodations for the testing, and those plans are in place. The 7<sup>th</sup> graders will be taking the Algebra Aptitude Test next week.

Managerial Leadership:

1. Preschool and ECLC enrollment figures are below. Enrollment for 4/5 year olds has practically caught up to where we normally are in April. No preschool staff reduction is being recommended.

<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
April Bd Mtg	54	61	54	59	73				
October Official enrollment	79 projected	80	80	80	80	70	80	80	80

count									
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<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
April Bd Mtg	15*	24*	12	18					
October Official enrollment count	15* Projected	18*	20	18	14	17	16	14	22
* Due to changes made to 3 yr old PS, students in ECLC actually attend both T/Th and MWF classes. They are, therefore, counted twice in these comparisons. Subtracting for double-counted students, the April figure for 2017-18 is 11 unique registered students.									

<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
April Bd Mtg	17	26	18	24					
October Official enrollment count	21 Projected	24	24	22	20	21	17	18	19

2. The latest drafts of the 17-18 budget and sub-budgets for ECLC and SWVPP-4 are attached.
  - a. Revenue highlighted changes:
    - i. Revenue has been reduced to reflect a, hopefully, conservative projected K-8 enrollment of 409. At the present time, we are projecting a range of 405 – 423.
    - ii. Tuition revenue was reduced to reflect more staff members’ children.
    - iii. Projected ECLC enrollment was lowered by one student, which lowers revenue.
  - b. Expense highlighted changes:
    - i. Salaries and benefits:
      - a. Lowered expenses due to anticipated staff changes.
      - b. Lowered expenses related to office staff. The March draft had both a shared position with the parish office and some hours for copying work (Peg Gooder’s office work). This April draft eliminates the separate copying hours.
      - c. Health insurance increases by 17%.
    - ii. Administration:
      - a. Lowered expenses by not replacing kindergarten tables and fulfilling several teacher wish list furniture items.

- b. Lowered expenses by eliminating special coding work for JMC or the possible transition to a different student information system.
  - iii. Instructional:
    - a. Lowered expenses by not purchasing 1<sup>st</sup> grade music textbooks and having about \$5,000 in state funds to rollover. (Our major textbook purchase this year was for religion, and we couldn't use state dollars for them so the funds can rollover.)
    - b. Lowered expenses by eliminating about \$5,000 in non-consumable instructional supplies from teachers' wish lists.
  - iv. Operational:
    - a. Increased expenses due to higher utility costs.
    - b. Lowered expenses by taking more risk that extraordinary repairs will be even less.
- c. The following recommendations are being made for board action. Any of these can be discussed and adjusted, including each item within the benefits summary:
  - i. To increase salaries by 2% for those not paid on the teachers' salary scale
  - ii. To increase the base pay on the salary scale by 1.25%
    - a. Not including supplemental pay, the average salary increase will be about 4.2%
  - iii. To accept the benefits summary entitled "Attachment A."
    - a. Longevity stipends: The lower two levels were increased by \$100, and the upper two levels were increased by \$300. The difference in increases is an attempt to boost the salaries of those who are "frozen" on the scale. Those frozen are in the upper two levels.
  - iv. If we find value in having staff members involved in non-athletic, non-music/drama extracurricular activities, I believe we should offer a small stipend at least as a token of appreciation.
- 3. We received our DE Desk Audit Report. It was essentially one line: "No non-compliance issues were noted and no corrective action plan is required."
- 4. Alan Holland has been hired to work as our evening custodian.
- 5. Scott Sweeney and I are updating our window security film quote.
- 6. A new law requiring the meningococcal vaccine for 7<sup>th</sup> graders was passed. This vaccine joins the TDaP vaccine as a requirement for 7<sup>th</sup> graders.

#### Public Relations Leadership:

1. The new website should go live on April 3<sup>rd</sup>. All work stopped on the old website over the weekend. The new website uses the same url. Dianne Siefers, our tech coordinator, must receive most credit for the new website as she was the liaison to Twinn States, performed all of the content migration, did the trouble-shooting, and wrote/designed content for new areas. Evan Brankin, Lisa Willows, Dave Mattke, Jennifer Wemhoff, and I also worked on the layout design and content.

#### Leadership in Diocesan/Parish Context:

1. Work on the heating system project was begun over spring break.
2. An SCRA grant application for about \$19,600 was submitted for the heating system project. This portion of the \$172,000 project includes the control valves, thermostats, and upgraded electronic controls for classrooms and offices.
3. I attended the Scott County Catholic school principals' meeting:
  - a. Alternative accreditation was discussed. The Iowa Department of Education does now allow for alternative accreditation through a few non-DE agencies.

Lourdes, in particular, was interested in knowing if such certification would allow them greater flexibility and less work, which could perhaps lead to a cost savings. So far, we have been able to determine only that there are still many of the same DE reporting requirements regardless of accreditation avenues, that there are no Catholic accrediting agencies, and that the non-religious approved accrediting agencies require significant work and are expensive.

4. I attended meetings of the Parish Council and Finance Council.
  - a. Parish Council had a lengthy discussion about air conditioning and ventilation for the school. The following would be *my* “take aways” from the meeting:
    - i. No one objected to VAC being an important project that needed to be done.
    - ii. Everyone was confident with the work already completed by the HVAC committee, including the recommendations as had been presented in my written reports to parish council.
    - iii. Most members did not believe the funds could be raised in time for VAC work to begin in the summer of 2018. (Fr. Jake had initially framed the conversation that VAC work would take place in the future; the discussion was whether it would be in either the summer of 2018 or 2019.)
      1. Most members believe we need to celebrate the completion of the stained glass window frame replacements, the chiller replacement, and the heating system project before we can do another significant fund-raiser.
      2. Many members seemed to believe a significant fund-raiser could be held in the future that would at least include VAC. There was some discussion that a significant fund-raiser might be for more than VAC.
  - b. Finance Council
    - i. Pursuing the purchase of the brick house at 4005 Division Street continues.
    - ii. Cash in the investment account that was obtained through the sale of stock that parishioners donated in lieu of envelope giving will be used to pay down our debt. We can tap the line of credit/loan, if cash is needed later.
    - iii. The 2017-18 parish budget was discussed:
      1. The “parish transfer” of \$580,000 for JFK was approved.
      2. Revenue in 2016-17 may be short of budget. Impacted will be the projection for next year’s revenue.
      3. On the other hand, the stewardship renewal seems to be going well.
      4. We are taking on considerable debt with the chiller and heating system project and making payments will be challenging, but not insurmountable.
      5. A FT or PT parochial vicar will impact expenses. (Fr. Jake found out since the meeting and announced over the weekend that OLV will be getting a parochial vicar.)
      6. Faith Formation, particularly in youth ministry, is looking for significant increases (percentage-wise) for a couple of line items.

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-8.
  - a) Two of the three students I am working with on Sunday mornings will receive their sacraments at the Easter Vigil. The other student will receive First Communion and Confirmation at the Confirmation Mass Saturday April 22 with Bishop Amos.
- 2) Directing and supervising K-8 sacramental preparation: Reconciliation, Eucharist, and Confirmation in collaboration with Coordinator.
  - a) Fr. Jake along with 3 other priests provided the sacrament of Reconciliation for all 3<sup>rd</sup> -8<sup>th</sup> grade Faith Formation students on March 15.
  - b) Prepared the certificates for the students for First Communion
  - c) Working on the liturgy for the First Communion Mass
  - d) Collecting picture information for First Communion and assigning picture times
  - e) Planning First Communion practice.
- 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) I have begun calendaring events for the next school year.
- 4) 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. Also providing substitutes in various other grade levels over the last several weeks.
    - i) I have also stepped in to teach the 4<sup>th</sup> grade class when a substitute could not be found.
  - b) I have begun asking teachers if they are willing to be catechists again next year.
- 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) Provided Lisa with information so that she could complete the Stonebridge audit that is due to the diocese by April 15.
- 6) Assessing needs, and planning and evaluating programs implementing Diocesan curricula for K-8. Includes Human Relations Programming (Circle of Grace 2013).
  - a) Nothing new at this time
- 7) Acting as resource person for JFK catechists.
  - a) Provided resources to several teachers for various topics.
  - b) I am helping with the planning of the *Living Stations* for the Holy Thursday activity for the JFK students.
- 8) Maintaining or improving the existing educational programs
  - a) Purchased the *Chosen* program as a supplement to the confirmation books.
  - b) Updated items for the new website. This continues to be a work in progress.
- 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) Evan, Lisa, and I discussed budget. We have submitted our proposed budget to David Mattke and Fr. Jake. We are currently waiting on approval of requested budget.
- b) We would like to offer families a discounted registration fee if they register by June 30 for the 2017-2018 school year. The regular fees are \$85 for one child in the family and \$110 for more than one child. The proposed discount would be \$75 for one child and \$100 for more than one child.

#### Catechetical Ministry –

- Updated budget for February
- Updated VIRTUS information and sent information out regarding Keeping the promise alive video that replaces the bulletins for Virtus.
- Completed the Stonebridge Audit for the Diocese
- Updated the Faith Formation Calendar
- Published Church Bulletins for March
- Worked on “Pray for our Seminarians and Deacon Candidates” brochure and distribution of prayer cards to the parish community via the bulletin.
- Sent out Jr High Youth Night information to Faith Formation and JFK parents.
- Updated information on the new website

#### 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
- Worked on Confirmation Liturgy, Bulletin and Confirmation Certificates

Respectfully submitted by Lisa Willows

#### c. Youth Ministry (Evan)

Small groups are beginning to form organically, and as they do so my goal is to help them develop further into the next crucial development for youth ministry. To do this we need to find adult mentors for groups of young men and women, and hosts who would welcome them into non-judgmental and hospitable environments.

The Diocesan JHS Youth Rally was this month, on March 19<sup>th</sup>. We took eight teens to this all-day event, and they had a great time. Numbers were lower due to conflicts from Spring Break.

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. Next up are the Knights of Columbus and the Finance Council, and a women’s bible study

Mission trip planning has begun! Michael Gayman of the Catholic Worker and I met earlier this month to talk about a potential project between OLV parish and the Catholic Worker House in Davenport. We identified several projects that might need to be accomplished. We will meet again in the next two weeks to set a date and begin our information drive. The goal would be a parish wide mission, with teens working alongside adult mentors, group prayer opportunities, and support from several parish ministries.



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. So far we are looking at a KwikStar carwash card sale, where each teen can try to sell as many cards as he or she chooses, and the Knights of Columbus have challenged the teens to sell tables to a trivia night, potentially offering a matching donation – more details on this to follow for PC approval as it would be a larger fundraiser. Otherwise, the teens have the opportunity to really take ownership of their fundraising with smaller projects that they can attempt on their own or with their friends.

The OLV website launched this week and a significant portion of my time in the last several weeks has been spent updating, redesigning, and transferring content to this new site to be ready for launch. Right now I estimate we are about 95% complete, at this point we just need to develop more video content, and continue to add information for the leadership teams. The focus of the youth ministry portion of the site has been to provide an interactive resource to support the Mission of OLVYM and to highlight what opportunities are available for teens of various ages and their parents. I tried to keep it evangelically focused, as well. In conjunction with the new website launch, several teens are interested in helping with the OLV youtube station in development.

The Diocese is conducting a survey of youth throughout the diocese boundaries in an attempt to collect data to inform its re-visioning process for youth ministry. In connection with this I will be bringing surveys to teens at Assumption High School, JHK Catholic School, and youth events that we host through April. Not only will this information be valuable input for the diocese, but it should be very practical for OLV as we plan our upcoming ministry year.

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 had special informational meetings for parents and teens on pricing, the payment schedule, and further fundraising opportunities to come. We will schedule at least one more.

Lenten Challenge: Throughout Lent the teens are being offered the chance to earn points through prayer, fasting, and alms-giving. These points can be used to select prizes for youth ministry, including various fun events and various embarrassing options of the youth minister.

Resurrection Lock-In: We will be celebrating the Resurrection until the sun also rises at this all night extravaganza between April 22<sup>nd</sup> and April 23. More details to follow.

#### 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. Policy Committee (Chad, Patrick, Peter) no report

- d. Strategic Planning Committee (Chad, Lisa Stachula, Korby, Sara) notes included in Principal's report
- e. School Improvement Advisory Committee (Chad, Heather, Lisa Snider) no report
- f. Market/Public Relations Committee (Chad, Heather, Sara) no report
- g. Grant Writing Committee (Chad, Todd, Peter) grant submitted to SCRA
- h. Parish Council (rotating per schedule) 4<sup>th</sup> Tuesday of each month 7:00 pm

General consensus is that funds cannot be raised to start the A/C project during summer 2018. Ad Hoc Committee formed to examine funding possibilities for A/C.

May 20 and 21 are scheduled for Board elections.

August – Pat	February – Peter
September – Heather	March – Korby
October – Lisa Stachula	April – Luke
November – Lisa Snider	May – Peter
January – Todd	June – Sara

- i. Nominating Committee (All board members)
  - j. Finance Council Rep. (Luke)
  - k. Assumption High School Rep. (Matt Henning)
  - 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)
  - n. Ad Hoc Committees:
10. PASTOR'S NOTES (Fr. Jake G.)
  11. CLOSED SESSION 1-Teacher contract and hours/pay (Chad, Fr. Jake, and Board Members)
  12. CLOSING PRAYER

Next Regular Meeting: May 2, 2017  
 BOE's Rep to Parish Council in April, 2017 (Luke)