

OUR LADY OF VICTORY BOARD OF EDUCATION MEETING
6:30 P.M. Tuesday, May 1, 2018 @ Gathering Space Meeting Room
Approved Meeting Minutes

AGENDA OF REGULAR MEETING

1. CALL TO ORDER
 - a. OPENING PRAYER
 - b. ROLL CALL: Fr Jake, Chad Steimle, Evan Brankin, Jen Wemhoff, Pat Archer, Julaine Edwards, Korby Jackson, Sara Langrehr, Tom Poston, Luke Roth, Peter Schuster, John Stachula
Teachers/Staff: Shelly Furlong, Melissa Zeimet
Parish Council Rep: None
2. Visitors: None
 - a. ACCEPTANCE OF AGENDA: Accepted
3. READING AND APPROVAL OF MINUTES OF April 3, 2018: Approved
4. ADMINISTRATIVE REPORTS (Written reports pre-submitted)
 - a. **Principal of JFK (Chad)**

Leadership of School Culture and Instruction:

1. Professional Development:
 - a. May and June's non-PLC PD time will be used for the following:
 - i. Peer observation discussions
 - ii. Individual Career Development Plans
 - iii. WIN K-2 PD
 - iv. Discussion about class lists
 - v. Service Day (related to strategic plan)
 - vi. Field Day
 - vii. Music/Drama programming
 - viii. Social Studies
 - ix. School Climate follow up
 - x. Civic Oration
 - xi. SAMI action plan
 - xii. Report card changes
 - xiii. PLC reviews
2. Title IIA funds:
 - a. 2018-19 Funds: I met with Claudia Reyes-Fry regarding the interventionist PD and WIN PD she is helping us with this year as a consultant paid for with Title IIA funds. We talked about the possibilities for next year, including being able to expand her work with staff to other grade levels. Her involvement with us would be pending Title IIA funds.
3. Summer programming was determined, and marketing materials distributed:
 - a. Three sessions of Leaps & Bounds with one being a three week session this year
 - b. Vacation Bible School
 - c. Jumpstart Kindergarten
 - d. Math Boot Camp for grades 6-8
 - e. Individual tutoring or band lessons
4. We continue our review of science textbooks/materials. When the process began last year, we were talking about a county wide adoption of the same materials. We didn't find anything we liked last spring. This year Lourdes has not been involved. St. Paul's and ASCS seem to have settled on one publisher (which also has the most sales support for private schools), and JFK could easily join them for K-5. Materials for grades 6-8, however, is still causing us concern, particularly in the way that Iowa's adaptation of the Next Generation Science Standards by grade levels does not align with the NGSS, which are written by grade strand and subject area in grades 6-8. Elisha Kubalsky has done extensive work in looking at this

alignment, contacting other schools in Iowa who have adopted one publisher's materials, and communicating with the AEA science consultant, Tammy Nagle (a JFK parent and former JFK science teacher). Our concerns this year may be moot as we probably cannot afford the full K-8 adoption of new science materials for next year.

5. We continue to look at Spanish I materials to use at JFK in replacement of Rosetta Stone. Deneen Woerdehoff will be meeting with AHS Spanish teacher Jodi Smith soon to review them together. (Interestingly, as Lourdes is now looking for a Spanish teacher, they have inquired about Rosetta Stone. Several of the other Catholic schools are also looking for Spanish teachers for next year.)
6. Interventionists, Kitty Temming, and I will meet on May 8th to discuss serving our own IEPs at JFK and the latest information we have regarding students' needs. There should be a recommendation for the June board meeting. (Information was last contained in the November principal's report.)

Managerial Leadership:

1. Registration update:
 - a. The pace for returned tuition contracts for families is picking up as office staff has made phone calls to families reminding them to take advantage of the registration discount that ends at the end of April.
 - b. The families of nine children have not yet been issued contracts due to how far they are behind in their tuition payments. Enrollment estimates and the 2018-19 budget may have to be lowered.
 - c. Office staff is just finishing calling parish families who have 3, 4, or 5 year olds but have not registered with JFK.
2. Budget work continues to reflect the latest information available. Typically by this time, our salaries and benefits projections would be stabilizing. Determining hourly paid staff projections, however, remain in flux due to the potential impact from bell time changes. It would be good to have this issue settled so the continued movement toward the reduction of FTE support staff can continue.

Public Relations Leadership:

1. The band boosters purchased 3-4 chairs. The music department concluded that these chairs will likely not work for the smaller students that have music classes in the room.
2. May Crowning is May 6th. It might be time to again reconsider how/if we do May Crowning. Here is some history:
 - a. When I arrived at JFK, there was some "battle" about whether it should be done at all. It was decided to continue with it as a school and 8th grade event. Having just arrived, I did not have anything to contribute to the discussion.
 - b. It used to be at 9:00 and was considered a "required" all school Mass. During the Mass, a 3-4 sentence "bio" was read about each 8th grader as he/she received a special pin. In my opinion, it seemed like we were doing two graduation Masses. It always took a good deal of convincing a few 8th grade families that they should attend. We would usually have no more than 1-3 absent, which would have been 3%-10% of the class sizes of that era.
 - c. Issues arose about why May Crowning was a school event and not a parish event. For a number of years, the school did the "crowning" at the 9:00 Mass, and other organizations (such as FF) did a special presentation of flowers before Mary at the other Masses. This practice slowly diminished.
 - d. As fewer and fewer people attended the Mass, the all school emphasis was decreased as it was embarrassing to say it was an all school Mass when there were few JFK families there other than 8th grade families, those who regularly attended that particular Mass, and probably 20 other families. The church had plenty of open seats even as enrollment grew, and it was the poorest attended of the three weekend all school Masses.
 - e. There was enough feedback given to the parish office staff from other parishioners about the length of the 9:00 Mass in relation to the difficulties it was making for preparation for the 11:00 Mass that the school's May Crowning was moved to the 11:00 Mass.
 - f. About four years ago when my oldest daughter graduated from college on May Crowning, the board encouraged us to move the "pinning" (which wasn't pins any more but special medallions) and reading of the bios to graduation. (There was also no one who wanted to read the bios of the students in my absence.)

- g. The absence rate for 8th graders has probably risen to 3-5 students per year, which is about 7%-12% of gradually increasing 8th grade classes. Many times we don't know of the absences until the students are not there. This spring we already know that ten students (about 20%) will not be present. Most are involved in outside-of-school activities themselves or have family members involved that require out of town trips.
- h. Given its past, May Crowning seems to be an area in which the board weighs its opinion, and it may want to do so again for next year (spring 2019).

Leadership in Diocesan/Parish Context:

1. Bell and bus times:

- a. The Principal's Posts have been used to keep people informed of the progress.
- b. We are waiting for the consultant hired by the DCSD to finish examining other options. Guidance given to him was to focus on increasing the number of students on each route, knowing that the actual number of our riders is about 50% less than the number who register, to consider "hubs," and to consider scenarios where our schools started before 8:00.
- c. Durham has been contacted to see what their cost might be if the faith-based schools were coming to them as a "district" customer ourselves.
- d. Bell times are scheduled to be on the DCSD's May 14th board agenda. At least two of the faith based schools are assuming they will pass as proposed, and their schools will follow the new proposal. I am hopeful that a compromise will be found. However, I think transportation will come up again in the future, and it will not be favorable.
- e. Below are the legal options available to the DCSD regarding transportation, financial estimates regarding option three, and information from 2014 from two other Catholic schools who had transportation pulled from them by their districts:
 - i. [Iowa Code section 285.1](#) (14): "Resident pupils attending a nonpublic school located either within or without the school district of the pupil's residence shall be entitled to transportation on the same basis as provided for resident public school pupils under this section. The public school district providing transportation to a nonpublic school pupil shall determine the days on which bus service is provided, which shall be based upon the days for which bus service is provided to public school pupils, and the public school district shall determine bus schedules and routes."
 - 1. Comment: If the district can determine what days it will provide transportation, the schedules, and the routes, the district can probably say, "Here is when we'll drop off your school's students" and be OK as long as the district is "reasonable" or in more legal terms, not arbitrary and capricious. Whether we start/end according to the schedule they provide for transportation is our decision. When JFK varies from the DCSD school calendar, we do so knowing the impact on bus transportation. Likewise, if we vary our start/end times from when the district will be providing transportation, we do so knowing the impact on bus transportation.
 - 2. Comment: The DCSD could be pushed that our elementaries starting 35-50 minutes later than its elementaries is not "the same basis." However, they could counter with two separate drop off/pick up times for our K-8 schools that match their times: one set of times for our K-5 students and one set of times for 6-8 because that is what the district has for its students. They could also counter that the times are indeed on "the same basis" because they have schools also starting around 8:50 or later.
 - ii. Iowa Code section 285.1 (17): "The public school district may meet the requirements of subsections 14 to 16 by any of the following:"
 - 1. "Transportation in a school bus operated by a public school district."
 - o Comment: Davenport does not operate its own buses
 - 2. Contracting with private parties as provided in section 285.5. However, contracts shall not provide payment in excess of the average per pupil transportation costs of the school district for that year.
 - o Comment: Davenport, as well as many school districts, contracts with a private company (Durham) for transportation services.

3. Utilizing the transportation reimbursement provision of subsection 3.
 - If the district chooses this model, the district compensates parents for transporting eligible students themselves.
 - The following distance requirements would need to be followed for non-publics as they are the distance requirements for its own students:
 - Elementary 1.5 miles (State requirement is 2 miles)
 - Middle school 2.0 miles
 - High school 3.0 miles
 - Rate is \$80 + 75% of the difference between the state average and \$80
 - DCSD spends an average of \$721.02 per transported student
 - The state average in 2016-17 was \$636.48
 - \$497.36 = approximate amount of the reimbursement per child, provided that the state has appropriated enough funds to cover the claims made against the fund. If there are not enough funds, the rate is lowered. There may be an additional mileage reimbursement: the district can require the child to walk or be transported up to $\frac{3}{4}$ of a mile to a bus stop without reimbursement. For some reasons, such as a bad road, the district can require a parent to transport a child up to two miles to a suitable bus stop. (Parents would be compensated for this transportation, however, as it is beyond the $\frac{3}{4}$ mile.)
 - The reimbursement amount is for a maximum of three elementary school children per family and one high school child per family. More siblings can be transported, but the reimbursement does not change.
4. Contracting with a contiguous public school district to transport resident nonpublic school pupils the entire distance from the nonpublic pupil's residence to the nonpublic school located in the contiguous public school district or from the boundary line of the public school district to the nonpublic school."
 - iii. The district decides which option to use, and parents are not eligible for reimbursement if the district has chosen any of the other three options.
 - iv. JFK has approximately 40% (157) of its student body registered to ride a bus in the morning or afternoon. Actual ridership in the morning is about 11% (43 students), and, in the afternoon, it's about 23% (90 students).
 - v. Here's a hypothetical financial model utilizing option three (again, still at the district's choice) and how Regina began its operations in 2014
 1. Regina:
 - Initial sign-up fee of \$50
 - \$25 per month
 - Family signs over the reimbursement check to the school
 2. Don Bosco:
 - \$300 sign-up fee and whatever the state reimbursement rate is
 - Family keeps the state reimbursement check when received at end of the year
 3. Model **assumptions**:
 - JFK and AHS continue to share 6 bus routes for actual ridership numbers
 - JFK has 60% of its 370 students eligible to ride = 222
 - Actual ridership used in model = 110
 - AHS has 30% of its 400 students eligible to ride = 120
 - Actual ridership is probably less than 30 at the beginning of the year and decreases as the year goes on. By spring, it's less than 10.
 - Actual ridership used in model = 10

- o The total is 342 students for whom reimbursements are received by parents
 - 4. 342 students x \$500 reimbursement = \$171,000
 - 5. In 2018, the DCSD says it averages \$66,000 per route
 - 6. In 2014, Durham said it averaged \$44,000 per route (with \$4,000 of that amount being their profit). At 3% inflation, by the end of the 2018-19 school year, the average cost would be \$51,010 per route. Cost of 6 routes = \$306,060
 - 7. If EVERY family turned over the reimbursement regardless of whether or not the children ride the bus, we're short \$135,060. If we divide that out evenly by the actual ridership, families would need to pay \$1,126 per rider for bus service.
 - 8. BUT, only families who actually use the buses would likely give us the reimbursement. Amount from 120 students x \$500 reimbursement = \$60,000. We're then short \$246,060 or \$2,051 per riding student.
- f. If nothing changes, and the DCSD passes the bell/bus times as proposed, here are the types of options available to us. (The exact combinations of the times for some of the options below can be tweaked.) Please use these as you begin to think about having to make a decision later this month or summer:
- i. Bell time options:
Arrival times are projected to be as early as 8:14 and as late as 8:16. (Five buses are at 8:14, and one is at 8:16.)

Option	Description	Starting Bell Time	Ending Bell Time	Length of school day	DCSD Buses?	Recommendation
A	Stay as we are now	7:45	3:00	7 hrs, 15 min	No Buses	??
B	Do exactly as DCSD proposes	8:35	3:50	7 hrs, 15 min	AM & PM Buses	??
C	Start when buses arrive and leave when buses leave	8:20	3:50	7 hrs, 30 min	AM & PM Buses	??
D	Start when buses arrive and have same length day as now	8:20	3:35	7 hrs, 15 min	AM Buses No PM Buses	??
E	Start same as now and leave when buses leave	7:45	3:50	8 hrs, 5 min	No AM Buses PM Buses	No
F	Change start time and leave when buses leave	8:00	3:50	7 hrs, 50 min	No AM Buses PM Buses	No – Labor costs are likely becoming difficult to accommodate
G	Start when DCSD proposes and leave as we do now	8:35	3:00	6 hrs, 25 min	AM Buses No PM Buses	No

H	Start when buses arrive and leave as we do now	8:20	3:00	6 hrs, 40 min	AM Buses No PM Buses	No
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2. Interviews for a consultant to lead the strategic planning for Scott County Catholic schools were conducted in April. The interviewing committee will present its recommendation to the larger group of pastors, principals, board presidents, and AHS foundation members on May 15th.
3. "Calendaring" was completed for the parish and school. The main website calendars are up-to-date through June 2019.
4. Campus Safety:
 - a. Three listening sessions are scheduled. Parishioner Matt Brenot will lead the sessions, and Fr. Jake and I will contribute to each session.
 - b. Staff members who are "on duty" outside are now wearing orange vests.
5. Dave Mattke and I are reviewing a few sections of the employee handbook in order to standardize some timeframes and provide better definitions of key terms.
6. The financial vitality group from the Diocesan Strategic Plan for Catholic School Education met. We are moving in two directions:
 - a. Funding: Based upon conversations with diocesan representatives, large scale funding, such as a capital campaign, is at least two years away and would be after Vision 2020 is celebrated at Pentecost of 2020. We are considering the best ways to determine the needs for the Catholic schools in the diocese. For example, are the needs for one time funding of capital improvements, ongoing expenses like salaries and benefits, ongoing revenue issues like tuition assistance, ongoing revenue issues like annual fund drives, etc.?
 - b. Deeper analysis of financial/operational vitality issues: Now that we have the start of very good comparative financial data (as evident by what the strategic planning consultants interviewed could be paid to do for an "add on" price), the next steps are the following:
 - i. Continue to collect the data, with each collection time bringing clearer and better data as definitions are better understood, accounting practices become more aligned with each other, etc.
 - ii. Go deeper regarding several of the key data points so an analysis, including pros/cons, can be made. For example, all the schools report some sort of parish subsidy. The numbers, however, don't indicate how the subsidies are determined and what the pros and cons might be to each method.

b. Faith Formation-Religious Education Director (Jennifer)

- 1) Providing faith formation, religious education and sacramental preparation for K-8 students (including RCIA for children) and their parents. Preparing Generations of Faith events and communications for Family Faith Formation suitable for K-8.
 - a) Our last Family Meal Night was April 11 for students in grades 4-6. After the meal families participated in a prayer walk over in the Gathering Space. Special thank you to Anna Schott for organizing the panels from the diocese to be brought over to the Gathering Space.
- 2) Directing and supervising K-8 sacramental preparation: Reconciliation, Eucharist, and Confirmation in collaboration with Coordinator.
 - a) First Communion practice was Thursday April 19 at 6pm.
 - i) First Communion was held Sunday April 22 at a special 1:30pm liturgy. 57 students received the sacrament.
 - b) Confirmation practice was Thursday April 26 at 6pm. Special thank you to Fr. Jake for provide the sacrament of reconciliation after practice for the confirmation students.
 - i) Confirmation was held Friday April 27 at 7pm. I was on site to help where needed. 59 students received the sacrament of Confirmation.
- 3) Recruiting, enabling, and supervising catechists and other volunteer personnel for Faith Formation. K- 8.

- a) I am actively recruiting catechists for the following grades: Kindergarten, 3rd, 4th, 6th and someone to work with RCIA for children.
 - i) I have been advertising in the bulletin for catechists and have also been asking people individually.
- 4) Assessing needs, and planning and evaluating programs implementing Diocesan curricula for K-8. Includes Human Relations Programming (Circle of Grace 2013).
 - a) We are still waiting to hear from the Diocese what the Human Relations Programming will be for the next school year.

Board of Education Report – April 2018

Catechetical Ministry –

- Assisted Jennifer with 1st Communion practice and 1st Communion

Confirmation Coordinator -

- Coordinated and attended Confirmation

c. Youth Ministry (Evan)

What are we doing to accomplish these goals?

The Diocese continues its re-visioning process as it sorts through and analyzes the results of the surveys it has received. Other Diocesan offerings include:

[Practices in Ministry](#) – Saturday, April 14th (9AM-6PM) and Sunday, April 15th (9AM-4PM) at the Chancery, Davenport with Don Boucher – Open to Ministry Leaders, Catechists/Team Members – I attended as part of my ongoing certification training. Training was high quality, with renewed focus on best practices particularly for meetings.

FORUM - The OLV delegation did some brainstorming on how ministry to youth and their families could be improved within the life of the parish. Important highlights include a need for more parental support, small groups of ministry, and better time management. We've now begun surveying parents individually about their needs and have renewed our invitations for small group leadership to parish adults – with a plan to offer preparation for them this summer.

Attended ThriveCon in DeWitt with Luke Ebener, Tommy Fallon

Generations of Faith and members of parish staff met to continue working on initial planning for Growing Young. We have reviewed 6 out of 6 metrics and will begin developing focus group questions and conducting research once we complete the initial strategizing and hand that over to the strategic planning group.

Luke Ebener, Tommy Fallon, and I are working on a common system for developing individualized spiritual plans. We tested a second draft of this material at Theology on Tap in Davenport during April, and are now working on a third version using the feedback we received. We also invited deanery youth ministry representatives to examine and give feedback on the materials.

For this summer's Parish Mission event we are partnering with Rebuilding Together, a national non-profit with a local branch in the QCA – they source, assess, and manage projects to make repairs to homes for the poor, disabled, and elderly who need assistance in crucial areas of household life. Our house has been selected, final assessments of projects are underway, and our set dates are July 12-15.

We offered a lock-in this April 27-29th themed on the popular Marvel Cinematic Universe, and held a marathon viewing of their currently released and licensed films. Parental and teen support for the event was very high, and families were welcome to participate as well. The goal is to follow each film with a short reflection on the Christian themes, virtues, characters, or messages found therein. We had 20 people in attendance throughout the weekend.

We are looking at potentially offering a “Youth Center” approach to ministry with the youth room and resources within. Teens have expressed a need for a place to study or just a safe space to hang out after

school and sports are complete. Parents at FORUM expressed a similar desire for their teens, and we may be able to help. We're looking at offering a pilot version of this for finals this year, with the youth room set up with study and relaxation areas.

5. PASTOR'S NOTES (Fr. Jake G.)
 - a. Vision 2020, June 6-8, 2019 gathering to discuss issues
 - b. Scott County Catholic Schools Strategic Planning Consultant Selection Discussion on May 15
 - c. Faith Formation – reviewing personnel and budget needs
6. COMMITTEE REPORTS AND COMMUNICATIONS
 - a. Generations of Faith Committee (Pat, Julaine, John)
 - b. Finance Committee (Chad, Joe, Pat, Lisa, Luke)
 - c. Nominating Committee (All board members)
 - i. Bios are due May 7; three openings
 - d. Policy Committee (Chad, Luke, Tom)
 - i. Three meetings schedules
 - ii. The policy committee has three meetings set up in May. Recommendations may be ready for the June board meeting. There are 16 parents and staff on the committee, although the most that can make any one meeting is 12. The dates chosen offered the best balance between parents and staff. The parent/staff balance at the three meetings is about 30%-36% parents and 64%-70% staff (some of whom are current parents as well)
 - e. Strategic Planning Committee (Chad, Korby, Sara)
 - f. School Improvement Advisory Committee (Chad, Lisa, John)
 - g. Market/Public Relations Committee (Chad, Sara, Julaine, Tom)
 - h. Grant Writing Committee (Chad, Peter)
 - i. Expect to hear on status of two grants before end of May
 - i. Parish Council (rotating per schedule) 4th Tuesday of each month 7:00 pm

August – Tom	February – Pat
September – Julaine	March – Julaine
October – Pat	April – John
November – Lisa	May – Korby
January – Luke	June – Sara

 - i. Rummage Sale coming up in June
 - ii. Parish Picnic in September: Looking for ideas for activities for 10-11 year olds
 - j. Finance Council Rep. (Peter)
 - i. ADA pledges – 84% of pledge dollars have been received
 - k. Athletic Club – JFK Band Boosters – Home & School Rep.
 - i. Plant Sale Pickup: May 2, 3, 4 from 2-7pm
 - ii. Band Concert: May 12
 - iii. Adventureland May 21 for band members
 - l. Assumption High School Rep. (Matt Henning)
 - 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. Campus Safety-pending outcomes of the listening sessions
 - ii. HVAC Funding Committee-Suspended for now
7. UNFINISHED BUSINESS:

- a. On hold:
 - i. Serving our own IEPs
 - b. Item for Board Discussion
 - i. Bell times and busing – dependent on DCSD recommendations and vote which were delayed
8. NEW BUSINESS:
- a. Item for Board Discussion
 - i. Future of May Crowning: On hold
9. COMMENTS FROM AUDIENCE and OPEN FORUM
- a. Discussion
10. CLOSED SESSION (Fr. Jake, Chad, and elected board members):
- a. Teacher not returning
 - b. Student teacher re-assignment
 - c. Update from previous closed session
11. CLOSING PRAYER

Next Regular Meeting: June 5, 2018 at **6:30pm**

BOE's May Rep to Parish Council: Korby