

OUR LADY OF VICTORY BOARD OF EDUCATION MEETING
6:30 P.M. Tuesday, August 7, 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, Jen Wemhoff, Evan Brankin, Pat Archer, Julaine Edwards, Chris Fox, Tom Poston, Lucas Roth, Peter Schuster, Lisa Snider, John Stachula, Sara Langrehr
 - c. Parish Council Rep:
 - d. Visitors: Rachael Whelchel, Julie Bauer, Brenda Fox
 - e. ACCEPTANCE OF AGENDA: Accepted
2. READING AND APPROVAL OF MINUTES OF Special June 14, 2018 meeting:
Approved
3. ADMINISTRATIVE REPORTS (Written reports pre-submitted)
 - a. **Principal of JFK (Chad)**

Facilitator of Faith Community:

1. Adjustments are being made to the Mass schedule for the school year. We will be doing all school Masses at 7:40 and Holy Day Masses at 8:15.

Ethical Leadership:

1. Two families with one student each on instructional IEPs being served with dual enrollment withdrew from JFK. These two families took five students.
2. Preparations have begun for social-emotional-behavioral screening to be expanded to at least grades 2-8 from 4th and 7th grades.

Leadership of School Culture and Instruction:

1. Professional Development:
 - a. The Professional Development/Leadership Team (PDT) will change a couple of members. This year's PDT is the following: Kitty Temming, Melissa Zeimet (PS), Caitlin Putnam (representing K-2) Linda Vogel (3-5), Rachael Whelchel (6-8), Laura Burke and Kayelyn Geurink (representing reading interventionists), Ethan Connors (representing specials), and me.
 - b. Drafts of new report cards are ready to be finalized. One of the last pieces we have is how to do mid-term reports once we have new quarterly report cards.
2. Our proposal to utilize our Title I funds was presented to the DCSD:
 - a. Two temporary-at-will (TAW) employees to do after school tutoring in reading/ELA twice a week for an hour after school (CART).
 - i. TAW teachers are considered DCSD employees and paid \$20 per hour.
 - ii. These roles are by JFK 5th grade teachers Sasha Lundquist and Jodi Weiser.
 - b. One TAW employee to provide about six hours per week of math services. Barb Rohlf will be entering her second year in this role.
 - c. We proposed changing from a ¾ FTE employee for reading services to 90%, which matched the percentage of Title I students with whom this interventionist worked last year. If the DCSD approves this change, we will change the JFK portion of her contract from 25% to 10%. Kathy Neuberger serves in this role.
3. Title IIA professional development funds will be used primarily for the following:
 - a. We will contract again with Claudia Reyes-Frye to provide professional development for our three elementary level interventionists and for ten staff members involved in K-2 WIN time this year.
 - b. We will not use Title IIA funds for the NCEA annual convention this year as we do not believe we can show, at least at the time of Title IIA plan approval, that it is not "one and done" experiences, which the DCSD has stated cannot be supported by Title IIA funds under the Every Student Succeeds Act (ESSA), which replace No Child Left Behind (NCLB).

4. New science materials for K-5 have arrived. Spanish materials have also arrived. We have not yet, however, been in a financial position to go ahead with 6th-8th grade science materials.
5. After our board approved a model to allow us to serve some JFK's students IEPs at JFK, the DCSD declined to participate in the model. Below are a few notes:
 - a. Due to the federal guidelines under which IEPs are written, public school districts cannot relinquish responsibility for them. The public school district must at least maintain direct oversight of the students, including "rostering" them under a DCSD teacher.
 - b. This model may not be cost effective for the DCSD. It may be cheaper for the DCSD to transport one or two students every day than to assign staff to work directly with our staff for oversight.
 - c. The DCSD does not want to start a model with JFK that it cannot expand to the other private schools.
 - d. Once the DCSD starts serving IEPs at JFK in this model, it may not be able to limit the number of students. If there were more students than JFK's budget could serve with a teacher, the DCSD is afraid it might have to provide a teacher at JFK. The DCSD did, however, acknowledge that limits may work, but it might be more of a PR issue with some students being served at their private school and some needing to be dual enrolled in a DCSD building.
 - e. The DCSD is concerned that once a student has an IEP being served "off site," any additional services that the student may need would also need to be served at that same "offsite" location. For example, if a student started on an instructional IEP, and then it was determined that the student also needed a behavioral IEP, the student cannot be moved to another building.
 - f. The bottom line is that given the work the DCSD must do this year due to its special education audit, the DCSD does not believe it can take on this type of model this year. They may be open to this model in a future year.
 - g. The Bettendorf Community School District and Lourdes revisited their model and determined changes that they are making to be able to continue with a similar model.
6. We have 21 of 40 8th graders going to AHS for Algebra I this year. We will not need two 8th grade math classes at JFK. Rachael Whelchel will teach a section of 6th grade religion, opening up time in Kim Burken's schedule to do more with advanced learners of multiple grade levels and take advantage of her TAG endorsement.
7. Based upon (5) and (6) above, we will be doing the following:
 - a. K-6 Literacy interventionist support will be maintained with three interventionists. Kathy Neuberger may be able to expand to 7th/8th grade Title I service eligible students.
 - b. K-2 WIN time will be maintained with ten staff members involved. Due to smaller enrollment, we will have six groups rather than seven in kindergarten.
 - c. Additional support for advanced learners will be provided beyond the grades 3-6 we had talked about in June.
 - d. Interventionist support for 7th and 8th grades will be implemented.
3. Kathy Knox is still working on the framework for a running club at JFK.
4. Although the numbers are not evenly balanced, we will be offering to both 7th and 8th graders the option of taking choir or general music. Both will have public performance requirements. Jennifer VanSpeybroeck will teach both choirs and the 7th grade general music. Ethan Connors will teach the 8th grade general music.
5. Julie Bauer will be the director for this year's Crusader Theater. We have moved it to the spring.
6. Civic Oration will be moved to the fall.
7. We are examining math software to replace the lesson portion of I-Ready. Unfortunately, cost may be a bigger factor than we'd like it to be.

Managerial Leadership:

1. State reporting was completed. We will have 1,174 hours this school year. The minimum required is 1,080.
2. The school budget was accepted by Finance Council. The books were closed for the 2017-18 fiscal year. Because the school budget must balance through the final adjustment of the parish transfer and any Gala "rollover" that allows the next year's budget to be negative by the amount of the rollover, the key figure below is the transfer. JFK was also allowed to have a \$19,800 deficit for 2018-19.

2017-18 School Revenue	Actual	Budgeted	Difference
Tuition	\$1,156,000	\$1,185,000	(\$29,000)
K-8 Reg and Fees	\$82,000	\$85,000	(\$3,000)
PS, incl SWVPP	\$297,000	\$284,000	\$13,000
Parish transfer	\$560,000	\$580,000	(\$20,000)
ECLC	\$133,000	\$134,000	(\$1,000)
Before/After School Care	\$55,000	\$73,000	(\$18,000)
Other	\$86,000	\$107,000	(\$21,000)
Total	\$2,369,000	\$2,448,000	(\$79,000)
2017-18 School Expenses			
Salary/Benefits	\$2,050,000	\$2,107,000	(\$57,000)
Admin, incl all school tech, copying, insurance (but not health ins)	\$117,000	\$135,000	(\$18,000)
Instruction, incl textbooks, paper, ECLC lunches	\$93,000	\$87,000	\$6,000
Plant Operations	\$109,000	\$119,000	(\$10,000)
Total	\$2,369,000	\$2,448,000	(\$79,000)

3. Upgrades are being made to the kitchen using restricted lunch program funds: dishwasher, stove, cooling table, dishwashing area, handwashing sink, restroom sink, and new mop bucket sink and drain.
4. Other major building maintenance/upgrades. Note that we are spending as much as \$7,000 on various heating system components. See also sections of this report regarding the parking lot and water drainage repairs:
 - a. Mud jacking in a variety of areas: \$2,232
 - b. Geothermal pumps and control boards: \$2,530
 - c. Pipe work on weakened fittings: not to exceed \$4,415
 - d. Band room door closures so they can be locked in a better way from the inside: \$400-\$600
 - e. Electrical work to support camera system in server room: budgeted at \$1,000
 - f. Cameras: \$24,130. Work began August 6th.
5. Enrollment update as of 8/4/18:

	Returned contracts	Probable	Possible	Conservative Determined	Graduating class
K	32	32	34	32	50 8 th graders graduated
1 st	38	38	39	38	
2 nd	39	39	40	39	
3 rd	42	43	45	43	
4 th	37	37	38	37	
5 th	30	30	31	30	
6 th	46	46	47	46	
7 th	48	48	48	48	
8 th	40	40	41	40	
Total	352	353	363	353	392
Projections		358		353	392
Budgeted		356		356	

K-7 Families leaving JFK as of 8/2/18

	Families	Children
Moving to Bett, PV, NS and going to public school	6	9
Financial	5	8
Moving out of geographic area	6	7
Going to other Davenport Catholic school	3	3
Going to other non-Davenport Catholic school	1	2
Going to public for middle school/high school	2	2
Multiple reasons	1	2
Unknown	1	3
Total	25	36

New Families as of 8/2/18

Families: 10
Children: 13

Comparison:

	Families Leaving	# of children	Children per family	New Families	# of children	Children per family
2017	12	23	1.9	9	11	1.2
2018	25	36	1.4	10	13	1.3
Total	37	59	1.6	19	24	1.3

PS and ECLC

	8/2/18	7/27/17
4/5 yr old PS	66	69
3 yr old total of the two classes (ECLC students in both)	22	19
ECLC	21	21

Future Enrollment?

- a. Projecting future kindergarten sizes of 43, which is the last five years' average, enrollment will decline to 348 in 2021 and rise again to 387 by 2027-28.
 - b. When enrollment was declining everywhere in the late 1990s and early 2000s (except at SPS, which experience its decline only recently), there seemed to be few "large" families at JFK. By "large" at JFK, I mean three children or more. With the beginning of the Embracing Our Future campaign and Student Tuition Organizations leading to the Family Tuition Plan assistance, JFK seemed to gain larger families again. With the decline of the percentage of tuition covered by a maximum FTP grant (it started at around 80% and is now less than 70%) and tuition for fourth child in a family rates headed toward 50%, it feels as if there is a corresponding shrinking of family size again in our Catholic schools. The trend could also be the changing size of families in general and unrelated to FTP and tuition too.
 - i. JFK has 16 families with three children, and no families with four or more children. It feels as if the "only" time we get a large family lately is when they move from out of the area and see our tuition rates as a bargain.
 - ii. Data to support (b) above is limited.
 - c. Enrollment trends have been used to at least theorize about future situations, such as staffing, furniture needs, textbooks, technology, etc.
6. Scott Sweeney and I sorted through all of our student desks and chairs to make space for the used furniture from Muscatine schools: The value of this furniture, if new, would have been approximately the following:
- a. Hon chairs: \$8,600

- i. These chairs are about \$65 each when new. We had been purchasing chairs for about \$32 each. The chairs we will purchase this year are about \$38 each so we can try a different style that may be a better quality.
- b. Other chairs: \$1,000
- c. Teacher chairs: \$800
- d. Mobile bookcases: \$2,700
- e. Student desks: \$6,400

We are using or storing K-8 furniture for the following numbers of students.

K = 44 students
 1st grade = 44 students
 2nd-3rd = 88 students
 4th-5th = 88 students
 6th-8th = 150 students
 Total = 414 students

Furniture that we could not store was offered to the other Catholic schools. What was not wanted by them was recycled, and the money for the metal is going to youth ministry. Even with the donated furniture, we did have to purchase 16 chairs, however, because we needed more of the largest chairs.

- 7. The diocese believes there are too many separate checking accounts at OLV/JFK. On the school side, we will close two checking accounts and consider closing two others. After closing the two accounts, the following will remain: Home & School, Lunch Program, Lunch Subs, Athletic Director, and School (office).
- 8. The OLV/JFK employee handbook was revised. Following are the main changes. These changes will affect mostly hourly paid employees of OLV/JFK. Changes for contractual employees (those with BOEE licenses) will be considered in the future.
 - a. Paid leave will change from “days” to hours.
 - b. A carryover of up to 40 hours of vacation will be allowed.
 - c. Employees are transitioned to a vacation plan year of August 1 – July 31, which matches the sick leave plan year and when new salaries and benefits go into effect, except for health insurance and 401(k) benefits.
 - d. Sick leave may accumulate to 240 hours. (Teachers can accumulate up to 90 days or about 720 hours.)
- 9. Kitty Temming and I will be attending a “School Active Shooter Plan Workshop,” which is designed to help each school in Iowa develop a “high quality” active shooter plan. The workshop is on 9/26/18.
- 10. Policies:
 - a. As pre-approved by the board, changes were made to policies that dealt with bell times and campus parking lot safety issues. See attached:
 - i. Policy 360.7
 - ii. Policy 360.10
 - iii. Policy 540.12
 - b. Three policies warrant board discussion and/or action:
 - i. Policy 541: When we went to publish this year’s dress code, it was discovered that Land’s End has stopped carrying our plaid. Land’s End was removed as an approved vendor.
 - ii. Policy 543.1: Changing A-F grades to start in 3rd grade rather than 2nd (see below).
 - iii. Policy 215: Use of school campuses on Sundays (see below)

Leadership in Diocesan/Parish Context:

- 1. Fr. Jake and I met with Ryan Rusnak of the city planning office on August 7th to discuss the conditions on the Kwik-Star land and what conditions might actually be on the land Kwik-Star donated to us. When the Taco Bell situation was taking place last fall, it was interesting to hear that city staff no longer considered some conditions applicable, yet city council members were not as willing to just say some no longer applied. This meeting with Mr. Rusnak will also provide us with better information to have discussions with Steve McConaghy, a Kwik-Star representative, who asked us in June to release them from several of the conditions that specifically listed OLV as the beneficiary of the conditions. We have continued to ask Kwik-Star if they are interested in selling any additional parcels of land, but the answer is always that they are not willing to break up the land yet.

2. Meitler has begun to set up meetings for the fall and has requested the first round of data from schools/parishes. Meitler is leading the strategic planning for Scott County Catholic schools.
3. The campus safety plan recommendations for the parking lot were presented to parish council and finance council where they received approval. Their feedback was used to make some adjustments, and the plan has been reviewed at the diocese in preparation for the corporate resolution. While finance council approved the spending of up to \$45,000, adjustments to the plan and firm bids from local companies have allowed the estimates to be lowered. I am hopeful that costs will be under \$35,000. Work has begun on the project, and the concrete barriers should be set in place on Wednesday.
4. The east wall of the tiled side of the parish center (kitchen, restrooms, etc.) has experienced water damage. It is believed that the damage is due to the amount of water coming off the roof, as well as regular ground drainage, running on top of the ground along the parish center in a swale that cannot handle the amount of water. The original underground drainage system failed years ago and was/is not repairable without extensive work. Even if that system were to be repaired or replaced, it only connected two of the five downspouts. A solution to install a large underground drainage system with several surface level catch basins as well has been accepted from Ryan & Associates for about \$38,000. The below is only an approximation using limited drawing tools. The large tree will have to be removed, and an unused corner of the playground may need to be used as part of the area for a collection basin. The parish center kitchen will be restored, and other parish center repairs made. Flood insurance will help pay for the interior repairs. Work will begin this week, and construction fencing will be installed. Final seeding may not take place until spring. Dave Mattke is leading this project with help regarding the interior from former long-time finance council member Bob Briggs.

Coordinates and directs preparation for First Reconciliation and Eucharist. Assists Coordinator for Youth Ministry (CYM) with development of the preparation for Confirmation.

I have attended the meetings that Evan has held about Confirmation this summer.

Develops and implements adult faith formation programs and activities.

An eight week study on prayer called *Oremus* by Fr. Mark Toups has been scheduled beginning Sunday September 9 from 4-6pm

Emails were sent last week to current Faith Formation families that had not yet registered for the 2018-2019 school year.

Recruits, enables, and supervises catechists and other volunteer personnel for Faith Formation.

I recruited several volunteers to be catechists and support helpers over the summer. As of now we have enough volunteers for each grade.

Implements all faith formation policies, including those put forward by the Diocese of Davenport.

I attended the training at the Diocese for the new safe environment training at the end of June. I will be sharing this information with our catechists at the in-service next week.

Maintains and/or improves the existing educational programs.

There will be several opportunities for adult faith formation this year including the *Oremus* study beginning next month.

Manages the Faith Formation office, which includes ordering and maintaining appropriate supplies and giving necessary reports to parish and diocesan leadership.

I have hired Julie Kilburg to help manage the office of Faith Formation on Wednesday evenings and special events.

Prepares, in collaboration with CYM, a budget for faith formation office and then executes budget after approval.

I updated the FF budget with expenses and income for July.

c. Youth Ministry (Evan)

I am scheduled to attend the National Conference on Catholic Youth Ministry this December 6th-9th in Tampa Bay, FL.

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, discussed the final section of Growing Young, and have developed documents outlining our suggestions. Next step is formulating focus group questions and conducting research.

Steubenville on the Lake was a big success. All our teens said they would be interested in attending again. Because this conference is closer, cheaper, and during the summer, we're looking at expanding attendance for next summer.

This summer's Parish Mission went very well! We received compliments from Rebuilding Together regarding our organization for the event, and Kim Burken who helped with many of the administrative planning parts of the weekend was invited to teach Rebuilding Together's team members how to better organize their groups. Ms. Vernon's house is now

fully usable for her, and we racked up a total of 387 volunteer hours. At our follow up meeting, we discussed expanding our mission offerings – encouraging middle school teens more to attend a “middle school mission” that focused on engaging parishioners in need, sending high school freshmen and sophomores on mission trip, and focusing our local efforts with juniors and seniors since Rebuilding Together prefers 16+ for working on its sites.

Upcoming summer events include a volleyball tournament on August 11th, wiffle ball game against St. Paul on August 15th, following Assumption Mass, and our Color Wars end of summer blow out on August 22nd.

4. PASTOR’S NOTES (Fr. Jake G.)

- a. 8-16 strategic planning Scott county catholic schools meeting
 - i. Future focus group may be need including BOE
- b. 8-28 vision 2020 listening session

5. COMMITTEE REPORTS AND COMMUNICATIONS

- a. Generations of Faith Committee (Pat, Julaine, John)
- b. Finance Committee (Chad, Joe, Peter, Pat, Lisa, Luke)
- c. Nominating Committee (All board members)
- d. Policy Committee (Chad, Luke, Tom)
- e. Strategic Planning Committee (Chad, Chris, Sara)
- f. School Improvement Advisory Committee (Chad, Lisa, John)
- g. Market/Public Relations Committee (Chad, Sara, Julaine, Tom)
- h. Grant Writing Committee (Chad, Chris)
- i. Parish Council (rotating per schedule) 4th Tuesday of each month 7:00 pm
 - August 28 – Tom
 - September 25 – Julaine
 - October 23 – Pat
 - November 27 – Lisa
 - January 22 – Luke
 - February 26 – Peter
 - March 26 – Chris
 - April 23 – Sara
 - May 28 – John
 - June 25 – Sara
- j. Finance Council Rep (Peter)
- k. Home & School and JFK Band Boosters Rep
- l. Assumption High School Rep. (Matt Henning)
- m. Scott County Catholic School Advisory Board Rep
 - 2nd Monday every other month (September 10, November 12, January 14, March 11, May 13) @ St. Vincent (Chad. Pat)
- n. Ad Hoc Committees
 - i. Campus Safety: disbanded
 - ii. HVAC Funding Committee-Suspended for now

6. UNFINISHED BUSINESS

- a. Item for Board Action
 - i. Policy Updates: Policy 360.7, Policy 360.10, and Policy 540.12
 - 1. Updated due to bell time changes
- b. Item for Board Discussion
 - i. Future of May Crowning
 - 1. The BOE recommendation is to make it voluntary for 8th grades of JFK and Faith Formation. Mary will already be crowned. The

students will present flowers and take no parts in mass.
Recognition for all JFL and OLV employees will remain.

7. NEW BUSINESS

a. Items for Board Action

i. Board vacancy

1. Sara Langrehr

a. Motion made and approved

ii. Parish Council meeting selections

1. See section 5 i

iii. Committee selections

1. See section 5

iv. Schedule board member orientation

1. 9/4 at 5:00 Gathering space meeting room

v. Policy Updates:

1. Policy 541

a. Motion made and approved

2. Policy 543.1

a. Motion made and approved

3. Policy 215

a. BOE discussed and agreed we should keep a Policy similar to the existing one in place. Chad will take this recommendation the principal's meeting .

8. COMMENTS FROM AUDIENCE and OPEN FORUM

a. Before school Breakfast discussed. Addition communication will go to before school participants for previous year

b. Can we get the digital "This is your speed" sign on Division Str. Chad will approach city?

9. CLOSING PRAYER

10. CLOSED SESSION: Yes

a. Personnel

b. Status Update

Next Regular Meeting: Tuesday, September 4, 2018 at 6:30 pm

BOE Meeting Schedule: 1st Tuesday of each month at 6:30 pm

August 7	February 5
September 4	March 5
October 2	April 2
November 6	May 7
December 4	June 4
January 8 (2 nd Tuesday)	July no meeting

BOE's August Rep to Parish Council: Tom