

OUR LADY OF VICTORY BOARD OF EDUCATION MEETING
6:30 P.M. Tuesday, September 4, 2018 @ Gathering Space Meeting Room
Unapproved Meeting Minutes

AGENDA OF REGULAR MEETING

1. CALL TO ORDER
 - a. OPENING PRAYER
 - b. ROLL CALL: Fr Jake, Chad Steimle, Jen Wemhoff, Evan Brankin, Julaine Edwards, Chris Fox, Tom Poston, Lucas Roth, Peter Schuster, Lisa Snider, John Stachula, Sara Langrehr
 - c. Parish Council Rep: Steve Frank
 - d. Vistors: Angie Maxwell, Caitlin Putnam, Mary Epping
 - e. ACCEPTANCE OF AGENDA – Accepted
2. READING AND APPROVAL OF MINUTES OF August meeting - Approved
3. ADMINISTRATIVE REPORTS (Written reports pre-submitted)
 - a. Principal of JFK (Chad)

Facilitator of Faith Community:

1. As we talk about how to restore the area behind the school, many of the discussions include a religious dimension such as a rosary garden or stations of the cross incorporated into anything else we may do.
2. Our theme for the year is “Be Life.” This phrase is pulled from the line “Let my words be life,” which is from the song, “Words” by Hawk Nelson. This theme was chosen due to its connection to our responses to the various school climate surveys last year and a renewed focus on PBIS and the positivity ratio.

Ethical Leadership:

1. We heard from the school counselor for a past student who was amazed at the level of service we were actually able to provide for a student at JFK without an IEP. She commented that she didn’t even believe they could provide the level of services and accommodations we were doing even if the student had an IEP in her district.
2. We have been dealing with custody issues and trying to help some families navigate schools as institutions in light of various levels of guardianship.
3. As the software has been opened to us for the social-emotional-behavioral screening we are looking into scaling it back to just 2nd grade and looking into the possibility to continue with our previous 4th and 7th grade screener.

Leadership of School Culture and Instruction:

1. Professional Development:
 - a. PD time this year will be used for the following this year:
 - i. PLCs
 - ii. K-2 WIN PD with Claudia Reyes-Fry
 - iii. Interventionist PD with Claudia Reyes-Fry
 - iv. Time for work or exploring our new resources for social studies, science, and math
 - v. Reviewing the Advanced Learner guide from the DE
 - vi. Follow up with our Catholic identity rubric and JFK service day
 - vii. Peer observations
 - viii. Other
2. We did reach a financial position to be able to purchase the 6th-8th grade science materials as well. Payment will be over two fiscal years. We are experiencing difficulty with the “roll-over” editions of our K-7 social studies materials, and Dianne Siefers, Kitty Temming, and I make about hour long phone calls twice a week to the publisher.
3. Now that we have a master schedule and we are starting screenings for K-8 this week, we can begin to finalize plans for adding pull out support for advanced readers in grades 3-8 and low performing 7th/8th graders. We can also determine how best to utilize the extra time Rachael Whelchel has for math support now that we only have one 8th grade class at JFK.

- a. Note that services for 3rd-8th grade advanced readers are not a TAG program. We do not have the licensed staff, time, identification protocols, etc. for TAG programming.
- b. Factors that we will look at to identify advanced readers in each grade level include the following and are based upon the data that we currently have and the data we anticipate having when we change to the Iowa Statewide Assessment of Student Progress (ISASP) in the spring.
 - i. Having their most current reading scores on the statewide assessment at a minimum national percentile threshold.
 - a. If we are pulling out students, they should truly be advanced and not just advanced in comparison to other JFK students.
 - ii. Having a National Scaled Score that is at least one standard deviation above the mean of JFK students.
 - a. However, if all JFK students are scoring at a high level, then there's no reason to pull anyone out for services. Using a JFK standard deviation measurement allows us to identify students that stand out from their JFK peers.
 - iii. Having an aReading score that is at least one standard deviation above the mean of JFK students. This factor brings in another measure and may allow for greater flexibility.
 - iv. The reality is that we can only identify for pull-out services about 4-8 students per grade level.
- 3. We have narrowed the math software to replace the lessons from I-Ready from thirteen vendors to two. We are having a few students use the math software we are considering: Moby Max or iXL Math.

Managerial Leadership:

- 1. State reporting has begun. We also sent a considerable amount of data to Meitler for Scott County strategic planning. Although we are not at any official reporting dates for the state, National Catholic Education Association, or Diocese of Davenport, some information for 2018-19 was submitted to Meitler. Below is some interesting information. (The normal sharing of data will be done after 2018-19 official enrollment count dates.)
 - a. Only 27(34%) of our 80 4/5 preschoolers are attending kindergarten at JFK. Typically, this figure is closer to 40%, and then we get another ten students or more from other preschools.
 - b. This year will be the first when we have more non-Catholics than Catholics in 4/5 year old preschool.
 - c. PS – 8 Enrollment by parish:

Parish	City	Number of Students
OLV	Davenport	293
St. Anthony's	Davenport	12
St. Mary's	Davenport	6
St. Alphonsus	Davenport	5
St. John Vianney	Bettendorf	4
Our Lady of Lourdes	Bettendorf	4
St. Peter's	Buffalo	3
Sacred Heart	Davenport	2
St. Andrew's	Blue Grass	1
St. Paul's	Davenport	1
St. Anne's	Moline	1
Christ the King	Moline	1
Catholic – not registered in a parish		9
Non-Catholic		100
Total PS – 8 enrollment at time of data gathering for Meitler in late August		442

- d. Meitler will also do a geocoding search to identify where our students geographically live.

2. 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. Electrical work was also necessary to accommodate the new dishwasher. Work on the dishwashing area is still being completed.
3. Update on 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: Done
 - b. Geothermal pumps and control boards: Done. When digging for the water drainage system, they also cut the geothermal lines in five places. Repairs have been made and are currently holding.
 - c. Pipe work on weakened fittings: Done
 - d. Band room door closures so they can be locked in a better way from the inside: Done
 - e. Electrical work to support camera system in server room: Done
 - f. Cameras: All but one camera has been installed. Final wiring should take place this week.
 - g. The campus safety work in the parking lot should be finished on September 4th.
 - h. The exterior drainage system project work should be finished except for final grading, landscaping, and concrete pads around two of the drains, which will be done in the spring, after the soil has settled.
 - i. Interior work needed in the parish center to repair water damage and make some improvements seems as if it keeps getting more extensive. There currently is no good timeline for the completion of this work.
4. Enrollment update as of 9/1/18:

	Returned contracts	Budgeted	Official Enrollment Count 2017
3 yr old PS T/Th only	7	8	
3 yr old PS MWF only	6	6	
3 yr old PS and ECLC	7	6	
3 yr old PS (Total of TTh, MWF, and M-F)	20	20	
4/5 yr old PS	71	80	
ECLC (3, 4, or 5 yr olds)	21	20	
K	32		
1 st	38		
2 nd	39		
3 rd	42		
4 th	38		
5 th	30		
6 th	46		
7 th	48		
8 th	41		
Total K-8	354	356	395
Total PS-8	445	456	495

5. 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.
6. A couple of parents have asked if the board really intended for socks to only have one logo on each sock.
7. Bus transportation issues have greatly improved since the first few days, as is typical. In the morning, the buses are arriving between about 6:55 and 7:30.
8. The most students we have had for breakfast is four. Our breakeven point is 20 students. If the numbers do not increase, we will likely have to discontinue the breakfast program. In our model, the lunch program is operating like a caterer. With the breakfast program not breaking even, the lunch program is covering its loss, which is not allowed.
9. Our lunch program has its three year on-site administrative review this winter/spring.

Public Relations Leadership:

1. Pre-addressed and stamped postcards have been made available to teachers and other staff members to use to send home positive messages.

Leadership in Diocesan/Parish Context:

1. I contacted Alderman Mike Matson regarding a speed camera on Division, and he indicated that he would see if the ones purchased last year had all been installed.
2. We will likely be changing Victory Vouchers to increase sales.
3. Meitler representatives met with pastors, administrators, Lee Morrison, Bishop Zinkula and the planning committee in August. Meitler will spend about a half day at each of the elementary schools to talk with pastors, administrators, and other key staff. More time may be needed at Assumption as high schools typically have more staff doing administrative types of functions than the elementary buildings. JFK's visit will be on September 19th or 20th. There will also be an evening session for boards of education on one of these nights and an online survey for parents and stakeholder groups will be sent. Meitler is leading the strategic planning for Scott County Catholic schools.

Use of Facilities and Activities on Sundays: The diocese just released changes to this policy. Restrictions to activities on Sundays used to be limited to before noon. Now, the policy extends the same restrictions to all of Sunday. I have included the original diocesan policy, the new policy, and JFK's related policy below. At a minimum, we need to establish procedures through which exceptions to the new policy may be granted.

Original:

POLICY 215

Use of Parish/Interparochial Facilities on the Lord's Day

It shall be the policy of the Diocesan Board of Education that the uses of Parish/Interparochial schools, buildings, and grounds on Sundays be restricted for any activity other than the celebration of the Lord's Day by the worshipping community in sacraments, liturgies, spiritual formation programs, and educational activities of the Church. Such restrictions shall exist for that part of the Lord's Day before 12:00 (noon), unless the local governing body grants an exception.

All requests for use of the facility shall be in writing and describe the event and necessity of beginning before noon. The local governing body may grant use of their facilities prior to 12:00 (noon) for special and appropriate activities. This exception should be reviewed very carefully and should be allowed only on a two-thirds vote.

New:

POLICY 215

Use of Recognized Catholic School Facilities on Sunday

It shall be the policy of the Diocesan Board of Education that the use of recognized Catholic schools, buildings, and grounds on Sundays be restricted for any activity other than the celebration of the worshipping community in sacraments, liturgies, spiritual formation programs, and educational activities of the Church.

All requests for use of the facility on Sundays shall be received and reviewed by the local governing body. The local governing body shall identify its local procedures for exceptions to this policy. At the beginning of each school year, the local governing body shall report its procedures regarding exceptions to this policy to the Superintendent of Schools.

JFK:

Use of the Building and Fields

All use of the JFK building and fields, including classrooms, gym, ball diamond, fields and parish center, must have prior approval and be scheduled with the appropriate personnel/office:

Gym, during the school year	Athletic director	391-3030
Gym, during the summer	School office or Youth Ministry	391-3030/391-8384
Ball diamond and fields	Athletic director	391-3030
Parish center	Parish office	391-4245
School building, other than gym or parish center	School office	391-3030

Those scheduling the use of the building or fields must provide a telephone number at which they can be contacted.

The use of the school building and parish property on Sundays ~~before 12:00 p.m. (noon)~~ is restricted for activities of the worshipping community in sacraments, liturgies, spiritual formation programs, Church life, pastoral events, and educational activities of the Church. Similar restrictions apply on Holy Days of Obligation and the Triduum. Administrative staff members of OLV/JFK have the authority to make exceptions, including those for Church life, pastoral events, and other activities. Requests for exceptions to this policy must be submitted to a member of the OLV/JFK administrative staff who will review the request and share it with the entire administrative staff for a decision, if he/she deems necessary, and/or the requester appeals the administrator's initial decision. No exceptions, other than for Church life and pastoral events, will be made for activities to begin prior to the end of the last Sunday morning Mass or during services on Holy Days of Obligation and the Triduum. Activities that complied with the past language of the policy regarding a 12:00 p.m. (noon) on Sunday cut off for restrictions may receive special consideration. The JFK building, gym, and parish center are reserved for Wednesday faith formation programming a half hour before sessions begin through a half hour after sessions conclude, unless special programming warrants otherwise.

Doors should never be propped open. Gym lights should be shut off when finished. Trash must be picked up.

If the gym is used for softball/baseball, no actual hardballs or softballs and no wooden or aluminum or the like bats may be used. Hitting would be limited to wiffle balls.

The priority schedule for the school facilities and fields is as follows. Scheduling will be short-term until in-season Catholic league practices and games have been set. Scheduling, other than Catholic league activities, will be done on a first come, first served basis and must be renewed on the first of every month. There may be a limit to the number of practices any one team can schedule per week, depending upon demand. Priority order:

1. Special school/church sponsored activities.
2. Catholic league tournaments/games.
3. Catholic league in-season practices in the order of grades 8, 7, and 6.
4. Catholic league out-of-season practices in the order of grades 8, 7, and 6.
5. On a first come, first served basis: teams associated with Assumption and 50% or more of the team members are JFK students in the order of grades 8, 7, and 6 and Dad's club teams with 50% or more of the team members are JFK students in the order of grades 8, 7, 6, 5,....
6. On a first come, first served basis: teams associated with Assumption and less than 50% of the team members are JFK students (but there are some JFK students) in the order of grades 8, 7, and 6 and Dad's club teams with less than 50% of the team members are JFK students (but there are some JFK students) in the order of grades 8, 7, 6, 5,

Minors must be supervised, and adults working with minors must be current in fulfilling the Protecting God's Children program requirements. (See policy 757.10 Volunteers).

The complete policy of Our Lady of Victory, "Guidelines for Facility Use," including any forms necessary, is available in the parish office. OLV's policy is also available under the "Policies & Forms" heading on the parish side of our website, www.olvjfk.com.

Policy Adopted: May 2, 2006

b. Faith Formation-Religious Education Director (Jennifer)

1. Coordinates and directs faith formation (including Vacation Bible School) and sacramental preparation for K-8 students (including RCIA for children) and their parents.

I distributed the Sacramental Parent Covenant papers to all JFK 2nd graders and will distribute to the faith formation 2nd graders on September 5. Over half of the JFK families have returned their forms. These forms help me to know who has special sacramental needs and obtain the necessary baptismal certificates prior to receiving the sacraments in 2nd grade.

The First Reconciliation parent/child meeting will be Thursday October 4 at 6PM. Notes were distributed at Back to School weekend to those families that stopped by the Faith Formation table and notes will go home in backpacks within the next 2 weeks.

2. 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. I will be facilitating this study which will include viewing a segment of a DVD, small group discussion and journaling. I was at the masses the weekend of August 25-26 to sign people up for this Bible Study. I also submitted bulletin announcements and sent out an email to the CEW community inviting people to join this study.

3. 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. At our catechist in-service (August 15) I shared the new safe environment information with our catechist and provided them with the teaching tools to teach this information to their students.

c. Youth Ministry (Evan)

What are we doing to accomplish these goals?

I am scheduled to attend the National Conference on Catholic Youth Ministry this December 6th-9th in Tampa Bay, FL. I received a scholarship to attend the conference, so budgeted funds, and extra space will be offered to parishioners who have expressed interest in helping with youth ministry in the parish.

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.

Luke Ebener, Tommy Fallon, and I are working on a common system for developing individualized spiritual plans. That system has now been incorporated into our small group guides for small group leaders, and training for how to use it has begun. We have 10 small group leaders signed up at this time, with possibly more to come, and will be doing training sessions for them throughout the months of August and September.

Our wiffle ball game with St. Paul's was rescheduled due to weather issues. We launched this year's Wednesday night meetings with Color Wars on the 22nd, and have now resumed our normal year scheduling. Our main focus this year will be using Formed.org's YDisciple platform to build small group ministry to teens to better meet their pastoral needs and connect with their parents. At this time I've spoken to our first set of parents about building a small group for their teen and his friends. Our first middle school night of the year will be Friday, September 7th.

Confirmation Coordinator's Report:

Fr. Jake requested that I take over from Lisa Willows the role of Confirmation coordinator for OLV. This year will be a visioning year – we will maintain the status quo of the program elements developed under Lisa and her predecessors, while taking time to identify the core ideology and goals for this ministry, and simultaneously improving the coordination and collaboration of the staff and ministry participants who make Confirmation preparation possible at OLV. The following is a breakdown of what we've already accomplished, prospective changes for this year, and relevant dates.

I have met twice with staff, catechists, and administrators who have been responsible for our teens' preparation for Confirmation in the last few years, including Chad Steimle, Vern Vondera, Chris Wemhoff, Jen Wemhoff, Kim Burken, and Lisa Willows, and have also sought input from Julie Baker. The first objective of these meetings was to gather all the important adult leaders around one table because I believe we need to improve the amount of cooperation involved in Confirmation preparation and support each other better in ministry. The subject matter of these meetings was very broad: the first meeting focused on Confirmation as a sacrament, and its connection to evangelization and discipleship. The second meeting focused on our program's history, and what the Sacramental prep has involved in recent years. We are going to take a break while school, faith formation, and youth ministry all launch this August and September, and resume meeting in October to begin the visioning process, now that we've taken a hard look at where we are currently. The visioning process is one used by the Center for Ministry Development (CMD), and training in it was part of my certification process for youth ministry. Following this visioning process, we will then utilize vision to action tools from the CMD to begin planning for upcoming years, and looking at adjustments to the program over time to reach our identified goals.

The only anticipated change in how we will approach Confirmation preparation this year is with the replacement of the 7th grade NET retreat with the Holy Fire Chicago conference, a youth conference developed by the same organization who runs NCYC and designed to ignite faith in the lives of middle school teenagers. JFK is treating the trip as the 7th grade field trip, so we will be sending them up on Friday, October 26th, for the whole day. The NET team will still be on site for the 8th grade retreat in early October.

Major dates at this time:

September 6, 2018: 8th grade parent Confirmation meeting

October 4, 2018: 8th grade NET retreat

October 26, 2018: 7th grade Holy Fire Chicago Conference

November 7, 2018: 8th grade sacramental forms due

January 13, 2019: 8th grade coffee and donuts with sponsors event

April 11, 2019: Confirmation practice at 6pm

April 13, 2019: Confirmation at 1:30pm

4. PASTOR'S NOTES (Fr. Jake G.)
 - a. Joy of the gospel for Vision 2020 still in process.
 - b. 10-28 is the last listening session
 - c. Pastors meeting went well.
5. COMMITTEE REPORTS AND COMMUNICATIONS
 - a. Generations of Faith Committee (Pat, Julaine, John)
 - i. n/a
 - b. Finance Committee (Chad, Joe, Peter, Pat, Lisa, Luke)
 - i. n/a
 - c. Nominating Committee (All board members)
 - i. n/a
 - d. Policy Committee (Chad, Luke, Tom)
 - i. n/a
 - e. Strategic Planning Committee (Chad, Chris, Sara)
 - i. n/a
 - f. School Improvement Advisory Committee (Chad, Lisa, John)
 - i. n/a – Meeting in near future
 - g. Market/Public Relations Committee (Chad, Sara, Julaine, Tom)
 - i. n/a
 - h. Grant Writing Committee (Chad, Chris)
 - i. n/a
 - i. Parish Council (rotating per schedule) 4th Tuesday of each month 7:00 pm

August 28 – Tom	February 26 – Peter
September 25 – Julaine	March 26 – Chris
October 23 – Pat	April 23 – Sara
November 27 – Lisa	May 28 – John
January 22 – Luke	June 25 – Sara
 - j. Finance Council Rep (Peter)
 - i. Discussion on water repairs on the inside
 - ii. ADA made goal
 - iii. Looking for Carelink replacement.
 - k. Home & School Association
 - i. Ice cream social was a success
 - ii. Meeting 9-20 at 6:30pm
 - iii. Freddy's restaurant 9-25 from 4:00pm to 9:00pm
 - l. Band Boosters
 - i. Meeting 9-10 at 6:30pm

- m. Assumption High School Rep. (Matt Henning)
 - i. Matt was elected board President again this year and Dan Timmons is the board Vice-President.
 - ii. This year class sizes:
 - 1. 125 Freshman (Haven't seen the final break down. Last saw JFK had the most students in the class)
 - 2. 122 Sophomore
 - 3. 106 Junior
 - 4. 110 Senior
 - iii. Last year's graduating class was 100 students so the overall school attendance has increased quite a bit. Our diversity is about 25% non-white students and we have 11 international students.
 - iv. Phase 2 of the St Vincent Center sports complex is in the planning and design phase. An architect has been selected and they are doing preliminary site plan engineering. The plan is to put in the main football field and track facilities along with additional parking first. The track facilities will include long jump, high jump, discus, shot put, javelin, and hammer throw areas. If the costs allow there will be an additional practice field and larger bleachers added as well as a bridge across the creek to connect the Phase 1 & Phase 2 facilities together.
- n. 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)
- o. Ad Hoc Committees
 - i. HVAC Funding Committee-Suspended for now
- 6. UNFINISHED BUSINESS
 - a. Item for Board Action
 - i. Policy Updates: Local procedures for activities on Sundays exceptions. (Policy 215 (refer to principle report)) - Motioned and approved
- 7. NEW BUSINESS
 - a. Items for Board Discussion
 - i. Review of logos on socks
 - 1. Policy 541.0 - Motion to allow two identical logos on socks - motioned and approved
 - ii. Review of buckles on girls' skirts from probably unapproved vendors
 - 1. Policy 541.0 – Motion to allow JFK blue plaid uniform jumper and skirts. – motioned and approved
- 8. COMMENTS FROM AUDIENCE and OPEN FORUM
 - a. People coming to mass have been entering by the school (which is the do not enter drive). Father Jake will mention this at the daily mass.
- 9. CLOSING PRAYER
- 10. CLOSED SESSION: No

Next Regular Meeting: Tuesday, October 2, 2018 at 6:30 pm

BOE's September Rep to Parish Council: Julaine

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

August 7

September 4

October 2

November 6

December 4

January 8 (2nd Tuesday)

February 5

March 5

April 2

May 7

June 4

July no meeting