

**OUR LADY OF VICTORY BOARD OF EDUCATION MEETING  
6:30 P.M. Tuesday, October 2, 2018 @ Gathering Space Meeting Room**

**AGENDA OF REGULAR MEETING**

1. CALL TO ORDER
  - a. OPENING PRAYER
  - b. ROLL CALL
    - i. 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
    - ii. Parish Council Rep: Nancy Stone
    - iii. Vistor: Shelly Furlong, Angie Logan, Kelly Poster
  - c. ACCEPTANCE OF AGENDA - Accepted
2. READING AND APPROVAL OF MINUTES OF September meeting
3. ADMINISTRATIVE REPORTS (Written reports pre-submitted)
  - a. Principal of JFK (Chad)

Facilitator of Faith Community:

1. The “What is Ministry” catechetical training has been scheduled for November 12<sup>th</sup>. This six hour training is the first section of the knowledge module for new basic catechetical certification.

Ethical Leadership:

1. There are eight students with IEPs at JFK: five are speech IEPs and three are instructional. The AEA’s speech services can be provided to students without them leaving the building. The other three students are dual enrolled with the DCSD. Last year we had six students with IEPs in the fall but 12 by the end of the year.
2. We have fifteen students with 504 plans at JFK this fall. Last year we had 17.
3. We investigated two situations so far this year to see if they met the state definition of bullying. The most difficult situations we look at almost always involve a cell phone/texting/social media component and occur entirely off campus.

Leadership of School Culture and Instruction:

1. Professional Development:
  - a. The transition to a new report card and midterm report is taking longer than anticipated. Because it is not ready for this quarter, we will take the year to develop it rather than rush it.
2. Identifying 4-6 students for pull out support for advanced readers has begun. Determining the rubric to use has taken longer than anticipated but will use the following criteria:
  - d. Students must score at least at the 95<sup>th</sup> national percentile on the latest Iowa Assessments. This score helps identify students who are not just top students in our building but who would be high achieving students any where.
  - e. For the remaining criteria, students must meet at least two of the three, depending upon how many students are yielded:
    - i. NSS score on Iowa Assessments more than one standard deviation beyond the JFK grade level mean.
      - a. This measure helps to identify students that stand out above their JFK peers.
    - ii. aReading score more than one standard deviation beyond the JFK grade level mean.
      - a. This measure also helps to identify students that stand out above their JFK peers.
      - b. Using another assessments pushes us toward the “multiple measures” standard.
      - c. aReading is used as the primary screener for identifying students receiving services because they are at risk or persistently at risk of not meeting reading benchmarks.
    - iii. Teacher recommendations for students who meet all of the below:
      - a. Top readers who are clearly above their peers.

- b. Top readers who would benefit from being in a small group to continue with their reading skills at a higher level.
  - c. Top readers who can afford to miss class twice per week for 30 minutes each time. (Which class he/she misses is dependent upon scheduling.)
  - d. Top readers who have the work ethic and other skill sets to be able to make up any work that they miss when doing the advanced work, if necessary.
- 3. Our piloting of the math software Moby Max and iXL Math continues.
- 4. Kitty Temming, Anna Schott, and I reviewed several commercial systems for handling discipline tracking. None of them are anywhere close to what the AEA has written for us through GoogleForms. We met with an AEA tech person last week to review changes needed and improve the system.
- 5. Screenings were finished in September, and reading results and service agreement letters were mailed, including new ones for 7<sup>th</sup>/8<sup>th</sup> grades, who will now receive services as well.
- 6. JFK came in 2<sup>nd</sup> place to St. Paul's in the city wide summer reading program at the Davenport libraries. We had 85 students complete the summer program requirements.
- 7. There has been quite a bit of discussion regarding statewide testing. (Information will be shared in a presentation.)
- 8. We have three lower grade students who are receiving ESL services from Karen Whipka, our hourly paid ESL teacher.
- 9. Updates for Title programs were provided by Davenport.
  - a. Title I: About \$7,000 more than originally allocated
    - i. Proposal is being written for free summer math workshops for 6<sup>th</sup>-8<sup>th</sup> graders for Title I eligible students
  - b. Title IIA: About \$1,000 more than originally allocated
    - i. Support additional summer training of staff
  - c. Title IV:
    - i. New this year. We have about \$10,000 to spend this year and perhaps about \$6,000 each subsequent year.
    - ii. At least 20% must be spent on "Well Rounded Educational Opportunities." We are considering the following uses:
      - a. General music and choir
      - b. STEM supplies for 5<sup>th</sup>-8<sup>th</sup> grades
      - c. 3D printer
      - d. Materials for advanced readers
    - iii. At least 20% must be spent on "Safe and Healthy Students." We are considering the following uses:
      - a. The elementary Catholic schools are trying to combine for a guest author on bullying, Julia Cook
      - b. PE materials
      - c. Counseling materials
    - iv. No more than 15% can be spent on "Effective Use of Technology." We may see if the 3D printer can be split among two areas.
- 10. The School Improvement Advisory Committee met in September. A 30 – 60 minute presentation is planned for the board meeting.

Managerial Leadership:

- 1. The 22 security cameras are operational.
- 2. State reporting continues. The reports for the National Catholic Educational Association and Diocese of Davenport have been finished.
- 3. Official Enrollment (Oct 1):

	Official Enrollment 2018	Budgeted	Official Enrollment 2017	Official Enrollment 2016	Official Enrollment 2015
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	22	18	20
4/5 yr old PS	74	80	80	80	80
	9 are 5 yr olds				
ECLC (3, 4, or 5 yr olds)	21	20	22	24	24
K	32		39		
1 <sup>st</sup>	38		41		
2 <sup>nd</sup>	40		46		
3 <sup>rd</sup>	42		41		
4 <sup>th</sup>	38		33		
5 <sup>th</sup>	30		51		
6 <sup>th</sup>	46		46		
7 <sup>th</sup>	48		47		
8 <sup>th</sup>	41		51		
Total K-8	355	356	395	409	418
Total PS-8	449	456	497	507	518
Free/reduced lunches, K-8	17.8%		12.1%	14.2%	15.5%
Transportation services, registered	40.7%		40.5%	43.3%	44%
4/5 yr PS-8 Enrollment by Ethnicity = Hispanic	17.8%		16.4%	16%	18%
4 /5 yr PS-8 Enrollment by Race					
Native American	0%		0%	0.2%	0.2%
Asian	1.6%		1.9%	2%	1.4%
Black	2.3%		1.9%	2%	1.7%
Native Hawaiian/Pacific Islander	0%		0%	0%	0%
White	89.9%		91.3%	91.9%	93.6%
Two or More Races	6.1%		4.8%	3.9%	3.1%

4. With declining enrollment, cost per pupil is increasing:

	2018	2017	2016
Cost per pupil K-8	\$5,516	\$5,087	\$4,777

5. With a drop of 12 four year olds in preschool (77 to 65), state funding is anticipated to decline by about \$35,000. Without an increase in paying students' enrollment in PS-8, it will be difficult to have even 1% pay increases for 2019-20 without reducing staff. We are also starting to get to a point where reductions in non-licensed staff may not make a big enough difference; we may need to reduce teachers. Below is an extremely preliminary and general budget projection without changes to enrollment:

Revenue			
	K-8 Tuition Increase	\$45,000	
	SWVPP PS Decrease	-\$35,000	
	Gala funds from prev yr	-\$20,000	
	Net decrease in revenue		-\$10,000
Expenses			
	Sal Increase at 1%	\$21,000	
	Health Ins Increase at 10%	\$7,000	

	No new textbooks	-\$26,000	
	No camera work (that was not part of SCRA grant)	-\$3,000	
	Net decrease in expenses		-\$1,000
Overall			-\$9,000

6. Kindergarten lead testing data was submitted.
7. We have been asked to develop a hot weather policy for PE, which would also then likely be applied to recesses. Sara Tilkens, Kitty Temming, and I have begun our research. So far, we have not found consistent guidance.
8. We are looking more carefully at the students who left our schools this year:

	JFK	St. Paul's	All Saints	Lourdes	Total
Students Lost	35	20	31	30	116
Families Lost	25	14	22	20	81
Students per family	1.4	1.4	1.4	1.5	1.4
Families applied for FTP	11	5	11	7	34
% Families applied for FTP	44%	36%	50%	35%	42%

9. The breakfast program has been discontinued due to the consistent low numbers.
10. Kitty Temming and I attended a "School Active Shooter Plan Workshop," which is designed to help each school in Iowa develop a "high quality" active shooter plan. The workshop name was a misnomer as it actually included all elements of the new law. We'll continue to work with the consultant via webinar and electronic means so that all deadlines are met. Most of the work is just a review and revision of what we already have in place. Below are the key elements of the new law:
  - a. The emergency operations plan must be completed by June 30, 2019 and include sections for natural disasters and active shooters. Technological and biological situations may be included. (DHS requires some planning for biological hazards.)
  - b. Alerts provided to staff or students by electronic means must also be provided to the employers of any other individual who would also regularly come to the building. (Ex: a school based therapist or AEA consultant)
  - c. There must be published procedures for how threat notifications are communicated from school personnel and parents
  - d. Consultation must take place with local emergency management coordinators and local law enforcement agencies
  - e. The board and authorities shall review and update the plan on an annual basis
  - f. The plan shall be confidential and is not a public record
    - i. Use other information to communicate with parents. Details of the plan are confidential
  - g. There must be at least one drill per year.
    - i. The board and authorities determine which school personnel participate and whether or not students or local law enforcement agencies participate in the drill
    - ii. The drill may include, but is not limited to, a table top exercise, walk-through, partial drill, or full drill
      - a. The ages of the students should be considered as well. Research is indicating that full drills with younger students, in particular, is leading to PTSD
11. The Department of Human Services conducted its off-year unannounced site visit. (See complete report attached.) Concerns were the following:
  - a. The required phone numbers were not on the phone in one of our backup rooms. (The label had fallen off and was not reattached.)
  - b. Not all of the required documentation was present for medications.
    - i. As I alluded to in a Principal's Post, we are probably "too nice" when it comes to enforcing DHS requirements. Below might be examples:

- a. We accepted into our possession a child's medication without the DHS administration form completed, which includes the doctor's signature.
  - b. We accepted into our possession a child's medication without an original container which must include the original label. (Parents might be required, thus, to receive two containers from the pharmacy.)
  - c. A parent who has not registered a child for aftercare calls us and says he/she is running late and asks us to watch the child. We typically would watch the child and send the forms home for the parent to complete ASAP. Technically, we should say that the child cannot be in aftercare until the requirements, including the PHYSICAL, are completed.
- c. Staff is particularly proud of the following statements of strength: "The center director, assistant principal, and staff appear to have a good understanding of licensing requirements. The attention to detail for the administration of this program does not go unnoticed."

Public Relations Leadership:

- 1. There is a good number of Gala volunteers, including new volunteers.

Leadership in Diocesan/Parish Context:

- 1. Meitler representatives met with pastors, administrators, and board members in September. The following are the next meetings:
  - a. October 22: Steering committee
  - b. November 19: Presentation of data intended for boards, administrators, steering committee
  - c. November 20: Steering committee

b. Faith Formation-Religious Education Director (Jennifer)

Our first Faith Formation class was held Wednesday September 5 with a family meal night in the school cafeteria. We fed approximately 150 people. A brief orientation was also held during the meal. Students and parents had the opportunity to meet this year's catechists and support helpers at the end of the meal.

We conducted our required safety drills during Faith Formation on September 26. We practiced our intruder drill, fire drill, and inclement weather drill.

I have been preparing for the First Reconciliation parent/child meeting to be held October 4 at 6PM. Sacramental Parent Covenant forms were sent home to all second grade families to complete and return to me so that I knew of their intentions for their children and reception of the sacraments. I followed up with phone calls to those families that are not Catholic and had questions about the sacraments. I made over a dozen phone calls to obtain baptismal certificates for those students preparing to receive the sacraments.

I will be working with 4-6 students this year to help prepare them for full initiation or make a profession of faith.

I have also interviewed another possible catechist for our Faith Formation program.

An eight week study on prayer called *Oremus* by Fr. Mark Toups has begun. The study is held on Sunday's from 4-5:30pm, 23 people are participating in the study. I am facilitating this study which includes viewing a segment of a DVD, small group discussion and journaling.

An Advent adult study will begin on November 25 and run for 4 weeks from 4-5:30pm in the Gathering Space meeting room.

### 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. I also attended the most recent Youth Ministry Certificate course offered by the Center for Ministry Development at the diocese on September 22<sup>nd</sup> and 23<sup>rd</sup>. The course focused on leadership development, and contained tools and information which should be valuable in implementing the suggestions for mentoring and leadership made in the Growing Young report.

I am scheduled to attend the National Conference on Catholic Youth Ministry this December 6<sup>th</sup>-9<sup>th</sup> 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 have nearly completed their training. We have two groups starting with a couple more on the way.

Our wiffle ball game with St. Paul's was rescheduled due to weather issues. Our main focus this year for youth ministry 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. That teen has put together a list for his group, and another group of teens have approached me asking for a group. I've also begun approaching some other parents for lead families.

Our next middle school night is for 7<sup>th</sup> graders to prepare for Holy Fire with their chaperones on October 5<sup>th</sup>.

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.

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. We are planning our next meeting for 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 7<sup>th</sup> grade NET retreat with the Holy Fire Chicago conference. JFK is treating the trip as the 7<sup>th</sup> grade field trip, so we will be sending them up on Friday, October 26<sup>th</sup>, for the whole day. We currently have 55 teens and 15 adults attending Holy Fire, and we have 70+ kids for the 8<sup>th</sup> grade NET retreat, including a handful of 7<sup>th</sup> graders, and participants from St. Alphonsus and St. Peter parishes.

Major dates at this time:

October 4, 2018: 8<sup>th</sup> grade NET retreat

October 26, 2018: 7<sup>th</sup> grade Holy Fire Chicago Conference

November 7, 2018: 8<sup>th</sup> grade sacramental forms due

January 13, 2019: 8<sup>th</sup> 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. Feedback from mietler meeting from board?

i. Open discussion regarding what conversations they had at their respective meetings.

5. COMMITTEE REPORTS AND COMMUNICATIONS

a. Generations of Faith Committee (Pat, Julaine, John) – **n/a**

b. Finance Committee (Chad, Joe, Peter, Pat, Lisa, Luke) – **n/a**

c. Nominating Committee (All board members) – **n/a**

d. Policy Committee (Chad, Luke, Tom) – **n/a**

e. Strategic Planning Committee (Chad, Chris, Sara) – **n/a**

f. School Improvement Advisory Committee (Chad, Lisa, John) - **presentation**

g. Market/Public Relations Committee (Chad, Sara, Julaine, Tom) – **marketing report should be available in the next couple weeks.**

h. Grant Writing Committee (Chad, Chris) – **n/a**

i. Parish Council (rotating per schedule) 4<sup>th</sup> Tuesday of each month 7:00 pm

**i. – What to do with the parish center. (done by Christmas)**

**ii. - Parish picnic was a success**

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. – **Parish center cost**
    - ii. – **Kiwk Star donate the other land across brick house**
      - 1. **Possible sign off and acquire next week**
    - iii. **ADA funding model work in process**
  - k. Home & School Association –
    - i. **Freddys fundraisers \$300**
      - 1. **Actual profit around \$275 they rounded up.**
    - ii. **Combining trick or trunk and fun night**
      - 1.
  - l. Band Boosters – **n/a**
  - m. Assumption High School Rep. (Matt Henning) – **n/a**
  - 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) – general conversation
  - o. Ad Hoc Committees
    - i. HVAC Funding Committee-Suspended for now
6. UNFINISHED BUSINESS
7. NEW BUSINESS
8. COMMENTS FROM AUDIENCE and OPEN FORUM
9. CLOSING PRAYER

Next Regular Meeting: Tuesday, November 6, 2018 at 6:30 pm

BOE's October Rep to Parish Council: Pat

BOE Meeting Schedule: 1<sup>st</sup> 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 <sup>nd</sup> Tuesday)	July no meeting