

**OUR LADY OF VICTORY BOARD OF EDUCATION MEETING  
7:00 P.M. Tuesday, December 4, 2018 @ Gathering Space Meeting Room**

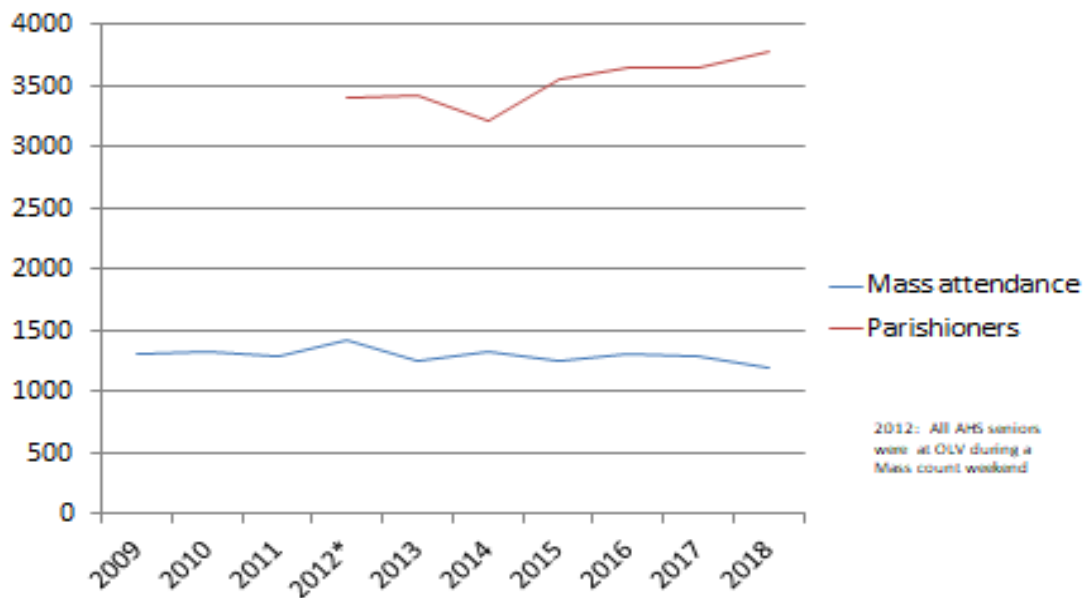
**AGENDA OF REGULAR MEETING**

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, Peter Schuster, Lisa Snider, John Stachula
    - ii. Parish Council Rep: Steve Frank
    - iii. Visitors: Elisha Kubalsky, Melanie Blocker, Carol Burns RN
  - c. ACCEPTANCE OF AGENDA
2. READING AND APPROVAL OF MINUTES OF November meeting
3. ADMINISTRATIVE REPORTS (Written reports pre-submitted)
  - a. **Principal of JFK (Chad)**

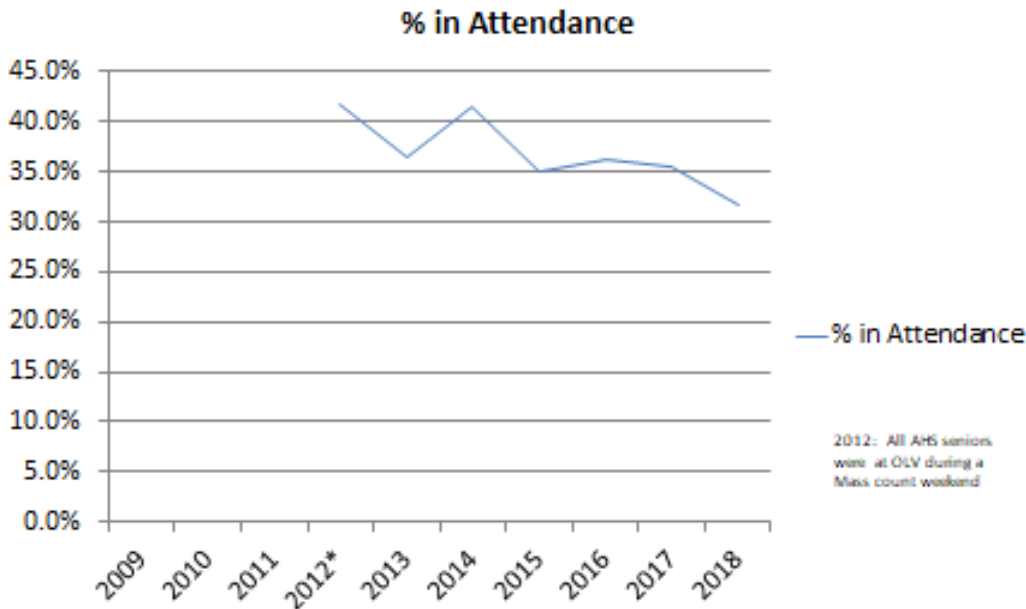
Facilitator of Faith Community:

1. The “What is Ministry” catechetical training was held for teachers on November 12<sup>th</sup>. This six hour training is the first section of the knowledge module for the new diocesan basic catechetical certification. In January, we will look closely at our previous training and the new requirements as most staff members have already met many elements of the new requirements.
2. Mass counts were taken in November. We continue to see a downward trend in attendance.

## Mass Attendance and OLV Parishioners



# Mass Attendance as a Percentage of OLV Parishioners



## Leadership of School Culture and Instruction:

1. Professional Development:
  - a. PD time in October was used for the following:
    - i. JFK service day: Prayer wall in the cafeteria will go up before Catholic Schools Week and the JFK service day of creating and distributing “goody bags” to “community helpers” will also be aligned with Catholic Schools Week.
  - b. PD time in November was used for the following:
    - i. Work with new fine arts and PE standards
    - ii. PS work on how to better address the needs of advanced and struggling learners and to better integrate small group phonemic awareness instruction into PS
2. MobyMax was rolled out at the end of November/beginning of December.
3. The first coordinator’s webinar for the new Iowa Statewide Assessment of Student Progress (ISASP) is in December.

## Managerial Leadership:

1. The K-8 “desk audit” for the Department of Education is complete. It requires a more detailed student records policy, which is attached for the board to review and approve. The only fall reporting remaining is a SWVPP-4 (4 yr old PS) report coordinated by the DCSD. Winter reporting begins in December!
2. Meredith Ash, Dawn Henning, and I continue to meet weekly to prepare for the lunch program’s every three year site visit. Our site visit is in February and will also have a procurement review. The first deadline for submission of documents is in early January. The proposed revision to the unpaid lunch balance policy is attached for the board’s review and approval. Changes were necessary due to legislation passed this spring. Also attached is the procurement plan for the board’s review and approval. A committee will also need to review the implementation of the wellness policy.
3. The following “at a glance” demographic information was provided to parish council:

a.	3 yr old PS:	20	
b.	4/5 yr old PS:	74	
	i. Catholic:		45%
c.	ECLC (daycare):	21	
d.	K-8:	355	
	i. Catholic:		88%
	ii. Free/reduced lunch:		18%
	iii. Bus registered:		41%
	iv. IEPs:		2%
	v. 504 plans:		4%
	vi. English Language Learners:		1%
e.	Total 4/5 PS-8	429	
	i. Hispanic:		18%
	ii. White:		90%
	iii. Two or More Races:		6%
	iv. Black:		2%
	v. Asian:		2%
f.	Total PS-8:	449	
g.	Cost per pupil, K-8:		\$5,516
h.	Tuition revenue per pupil, K-8:		\$3,141
i.	Parish investment per pupil, K-8:		\$1,671
j.	Budgeted fundraising per pupil, K-8:		\$ 315
k.	Teacher's base salary:		\$28,690
l.	Average teacher's salary, including supplemental pay and extra duty stipends:		\$43,364
	i. JFK's 31 full-time teachers have an average of 14 years of experience		
	ii. There are no teachers with less than four years of experience on staff		
m.	Hourly pay range for 23 non-teaching positions:		\$9.50 - \$21.23 per hour
n.	Average hourly wage for 23 non-teaching positions:		\$13.13

3. The following table for the 2019-20 budget has been updated with the proposed tuition rates:

Revenue				
	K-8 Tuition, based upon a 4.9% increase and 337 K-8 students (using 32 for K).	\$1,124,190		
	SWVPP and paying PS (65 4 yr olds, 1% allowable growth, fewer paying 5 yr olds)	\$262,000		
	Parish Transfer (approx. 1% inc)	\$600,000		
	ECLC (20 students, 4.5% inc in rate)	\$150,600		
	After school care	\$63,000		
	Gala (school portion) and 8 <sup>th</sup> grade field trip fundraising	\$33,000		
	Registration, technology (inc of \$5), band fees	\$75,200		
	Other	\$50,220		
<b>Total Revenue</b>				<b>\$2,358,210</b>
<b>Expenses</b>				
	Sal Increase at 2% (Starting point given by Finance Council). COLA is 2.8%. CPI (inflation) for the last 12 months is now 2.5% (up from 2.3% since last month and on an increasing trend)	\$2,050,820		
	Health Ins Increase at 13%	\$79,000		

	Total Sals & Benefits		\$2,129,820	
	Technology (Lowered expenses due to catching up on replacing Windows 7 machines and lower enrollment offset by server replacement in 2019-2020)	\$58,110		
	Property/workers' compensation insurance (7% inc est)	\$33,500		
	Other (Where expenses could be decreased due to lower enrollment, they seem offset by inflation)	\$41,800		
	<b>Total Administration Expenses</b>		<b>\$133,410</b>	
	Textbooks (No new series but pays for the other ½ of science materials purchased in 2018-19. In 2019-20, an additional \$20,000-\$30,000 will be needed as math subscription must be renewed)	\$17,300		
	Paper and consumable teaching supplies	\$13,700		
	PS snacks and ECLC food	\$21,400		
	Other	\$27,380		
	<b>Total Instructional Expenses</b>		<b>\$79,200</b>	
	Utilities	\$40,000		
	Contracted services	\$20,600		
	Custodial supplies	\$13,800		
	Maintenance and improvement projects	\$26,900		
	Other	\$3,910		
	<b>Total Plant Operation Expense</b>		<b>\$105,210</b>	
Total Expenses				\$2,447,640
Net				-\$89,430

4. Kitty Temming and I participated in the November Emergency Operations Plan webinar from the DE and continued work on the revisions needed to have a "high quality" plan. We also participated in FEMA training.

Public Relations Leadership:

1. Angie Hillebrand and I have been working on a new marketing "video" that we can have on our website. Lori Walljasper has agreed to help us put it into its final form. We would like to have it ready to be used at the preschool Christmas programs, but that timeline is ambitious.

Leadership in Diocesan/Parish Context:

- a. Tuition for 2019-20:
  - i. Agreement was maintained for the five year plan for increasing the percentage of first child tuition paid by second, third, and four or more children in a family at the elementary level:
    1. First child = 100%
    2. Second child = 83% (Increasing from 80% to 85%)
    3. Third child = 63% (Increasing from 60% to 65%)
    4. Fourth+ child = 30% (Increasing from 0% to 50%)
    5. The impact is really at St. Paul's as the number of families with four or more students at the other schools is small, and it seems to be decreasing at all of the schools. JFK has no families with four or more children and 16 families with three children. Five of these 16 families at JFK have 8<sup>th</sup> graders.

6. Assumption does not have a price break for the second child of a family. However, the third (or more) child would be free.
- ii. If JFK wants the financial benefit of a tuition increase, the increase really has to be on the first child. SPS, on the other hand, is concerned about the impact on its larger families, particularly those with four or more children.

iii. The initial tuition proposal is the following:

1. First child	= \$3,535	(4.9% increase from \$3,370)	Total: \$3,535
	(4.9% inc)		
2. Second child	= \$2,935	(6.1% increase from \$2,765)	Total: \$6,470
	(5.5% inc)		
3. Third child	= \$2,225	(6.5% increase from \$2,090)	Total: \$8,695
	(5.7% inc)		
4. Fourth+ child	= \$1,060	(57% increase from \$675)	Total: \$9,755
	(9.6% inc)		

The \$165 increase in the first child rate is approximately the same as the anticipated increase at Assumption as well. ( $\$5,550 * 3\% = \$167$ )

b. Fees:

- i. The elementary schools would like to eliminate fees like the high school did several years ago and absorb them into tuition.
  1. The fee bill is too big, and all fees are due at the beginning of the school year. The August fee bill can easily be more than the August tuition bill, and both end up due at the same time.
  2. There is no financial assistance available for fees.
  3. Typically, several of the fees are not reserved for their stated causes or are not the only source of funding for the stated cause. They may be absorbed into the overall operating budgets of the school. For example, a field trip fee by another school may only be an estimate; if the fee is more than the field trips cost, the overall budget benefits, but if the field trips cost more, the overall budget takes the hit.
  4. The challenge to absorbing fees into tuition at the elementary level is that each elementary school has different fees, but we have a common tuition.
  5. We will gather data to try to determine the average fees paid on a per student basis in order to see if we can do something together for the 2020-21 school year.
2. Meitler's key findings were presented on November 19<sup>th</sup>, and discussion followed. There were about 50 people in attendance. Meitler is looking to see if they can meet with each individual board in January or February.
3. I attended the Scott County Catholic schools strategic planning steering committee meeting. We reviewed the discussion points from the key findings presentation and began to discuss where we want to be when this process is finished. There was also some discussion about a form of governance that might be beneficial to help us get there. Right now, the discussion tended to focus on a "central services model" where several services are provided for all of the Scott County Catholic schools by some entity without that entity controlling the schools. (A current example of this model would be how financial assistance is handled for all of Scott County Catholic schools.) The next meeting is in January.
4. I participated in the non-public school administrators' interview with Department of Education representatives doing a site visit regarding the AEA. Due to its financial challenges, the AEA is undergoing a state review that is likely to be similar to what the DCSD now has to do.
5. I attended the November Finance Council meeting. Topics included the following:
  - a. Mass counts
  - b. Parish center renovation update:
    - i. Project
      1. The kitchen will be put back together with some improvements, like electrical systems, cabinetry, and mobile carts.
      2. The bathrooms will be made ADA compliant.
      3. While it would be nice to have the PC back together by the January 12<sup>th</sup> parishioner appreciation dinner, the timeline may extend to the end of January. Work began last week.

- ii. Total cost to the project is about \$157,000 with about \$8,000 already paid.
  1. Finance Council approved a threefold funding model: about 1/3 from donations (including those already coming in), 1/3 from the parish investment account, and 1/3 from a line of credit from the bank
  2. It now looks like there will be some insurance funds available with at least \$24,000 coming from the diocese
6. I attended the November parish council meeting. Tours were given of the rectory as it is believed that decisions need to be made regarding its use and upkeep.

**b. Faith Formation-Religious Education Director (Jennifer)**

I participated in pastoral staff during the month of November.

I attended the November Board of Education meeting.

I continue to write weekly bulletin articles.

I participated in Evan's confirmation re-visioning meeting in November.

I continue to register families for Faith Formation we had 2 families register in the month of October.

I continue to update and track the Faith Formation budget.

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

First Reconciliation is scheduled for Tuesday December 4 beginning at 6:15pm.

The Faith Formation family Advent event will be held Wednesday December 5. We will be making Jesse Trees and discussing the history of the Jesse Tree with the families.

On December 12 we will be offering the sacrament of reconciliation for students in grades 3-8 during Faith Formation class time.

An eight week study on prayer called *Oremus* by Fr. Mark Toups has concluded. Overall we had 22 adults participate in this study.

For Advent ***Rejoice! Advent Meditations with Mary*** is now being offered. The beginning session was postponed from Sunday November 25 to Sunday December 2 because of the snow storm on November 25. There will be 2 more sessions held on Dec. 9 and Dec. 12 from 4:00-5:30pm in the GSMR. In all 56 people purchased books to either participate in the large group study or to use individually. 30 people were in attendance for the first session on Sunday December 2.

Beginning in January I will be hosting a Bible study for JFK 6<sup>th</sup>-8<sup>th</sup> graders as an extra-curricular activity after school from 2:45-4:00. We will be using the program ***Encounter*** from Ascension Press. This is an eight week study that will include a 25-30 minute DVD presentation with Mark Hart followed by discussion. There will be a cost of \$13 to participate in the study for the workbook however no student will be turned away because of inability to pay. **In *Encounter* Students Will:**

- Be drawn into the amazing story that ties all of Scripture together.
- Experience God's love for them in a profound way, and see him as a part of their daily lives.
- Discover the meaning of their faith, and the purpose God has for them.
- Learn how the Old Testament prefigures, prepares for, and prophesies the coming of the Messiah.
- See Jesus as the awaited Messiah who established the Catholic Church to continue his saving mission on earth.
- Witness the power of the Sacraments and the Mass as real encounters with God.

- ...and much more!

For a preview of the study visit: <https://shop.ascensionpress.com/collections/encounter-a-middle-school-bible-study>

Flyers for this study will be sent home with the 6<sup>th</sup>-8<sup>th</sup> grade students prior to Christmas break. Thank you to Chad for providing information in this week's Principal's Post about this extra-curricular opportunity.

After the Advent study, the next adult Bible study will be ***Fulfilled: Uncovering the Biblical Foundations of Catholicism***; this study will begin Thursday January 24 from 7:00-8:30pm in the GSMR and run for 7 weeks.

### c. Youth Ministry (Evan)

The Diocese has begun re-visioning its Catholics in Action service retreat, and I am part of the team participating in the process. We met twice in the last month and looked at the core values and purpose behind this event. This is transitioning from a high school to a middle school event, and instead of having it once in the summer, we are looking at having two options – 1 for the Quad City area, and 1 for the Iowa City area.

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 my conference fee was paid for us. Last time I attended NCCYM, I received the Growing Young survey and materials we used to kick off that process, so I am hoping for similarly valuable experiences and tools this year.

**Generations of Faith:** We have finished developing focus group questions and permission forms. We tried to conduct our first first group study this apst month, on Wednesday the 28<sup>th</sup>. However, we had to reschedule it due to most of the teens forgetting their permission paperwork. We will now attempt to conduct a high school session on Dec. 19, and will discuss when to host young adult and college age cohorts.

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 11 small group leaders signed up at this time, with possibly more to come, and have completed training for 8 of them. 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. We have one group starting up in the next couple weeks, and a couple more forming.

Our middle school night set for November 2<sup>nd</sup>, was cancelled due to low adult commitment. We need to look at redoing how we do middle school ministry in order to better meet middle school students where they are in terms of their pastoral and faith formation needs. Our next middle school youth night is scheduled for December 14<sup>th</sup>, in the gym and cafeteria. Right now we're building up more adult support in order to complete the currently scheduled middle school youth events, and will begin a re-visioning process for middle school ministry. Sign ups are now available for both this month's and next month's youth nights. We also updated the communication tools being used for

middle school families, since e-mails from the youth ministry account were largely being rerouted to spam folders.

High school youth nights in November were focused on service – we had a special guest from the Catholic Worker and Humility of Mary, Michael Gayman, visit and talk about the issues of homelessness prevalent in Davenport. Topics included ideas for Advent service projects like donating goods, political issues affecting homelessness, the history of the various shelters in town, and the factors that play into homelessness.

Tommy Fallon and I are also working on a Winter Retreat for New Year's Eve and New Year's Day this year. The idea is to unplug teens and young adults from technology and screens to refresh them for the start of the year. We're planning on offering the retreat at Camp Loud Thunder for two days, in a minimally scheduled, open format. Bishop Zinkula will celebrate Vigil Mass for the Solemnity of Mary, Mother of God before attending the national bishop's retreat, and Fr. Ross Epping will join us for the rest of the retreat.

Our first small group met this month. This group is made up of several young men at Assumption who cannot attend Wednesday night youth nights, but wanted to grow deeper in their faith lives. Their small group mentors are Fr. Ross Epping and myself. We'll continue to meet at least once a month to work with these men while we aim to begin new groups.

#### Confirmation Coordinator's Report:

The visioning process for Confirmation is used by the Center for Ministry Development (CMD), and training in it was part of my certification process for youth ministry. Our first re-visioning meeting was October 18<sup>th</sup>, from 4-6pm. We meet November 27<sup>th</sup> from 5-7pm as well. Catechists, teachers, members of pastoral staff, and some parents and teens were invited to be part of this process. 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 biggest 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.

We're also looking at expanding the utilization of the Gifts and Talents inventory which was implemented last year with JFK 8<sup>th</sup> graders as part of the school's strategic plan to 8<sup>th</sup> graders in FF as well as potentially 7<sup>th</sup> graders as well as part of Confirmation preparation. We discussed this option and several others at our last Confirmation revisioning session.

Other upcoming events and opportunities for Confirmation prep include Chase the Chill which is now accepting donations of scarves and fleece. Mr. and Mrs. Wemhoff, and Mrs. Bauer all plan on having their kids make scarves again, and we will set a date in January for putting out the scarves.

Major dates at this time:

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



## Notes added to report

- Revive retreat 4/5 and 4/6
- St Nicks breakfast postponed until the parish center is ready Jan / Feb
- Instead of canceling Middle School events due to lack of adult participation will cap the attendance to the amount of chaperons that will be there

### 4. PASTOR'S NOTES (Fr. Jake G.)

- a. Are we doing a good job with communicating parish center progress? We will be talking about structure as capital improvement plans. There are significant issues that need to be dealt with. What improvements will take place in regard to the Rectory. Re-iterate there is no plan for a capital improvement plan and at this time it is discussions and prioritizing.

### 5. COMMITTEE REPORTS AND COMMUNICATIONS

- a. Generations of Faith Committee (Pat, Julaine, John)
  - i. Focus groups should start around the 19<sup>th</sup>
- 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. Meeting on the December 17 for recommendations
- g. Market/Public Relations Committee (Chad, Sara, Julaine, Tom)
  - i. Video referred to in Principle Report is targeted for Catholic Schools Week
  - ii. Going to have ad in Locals Love Us and on their website
- h. Grant Writing Committee (Chad, Chris)
  - i. n/a
- i. Parish Council (rotating per schedule) 4<sup>th</sup> 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

Topics that were discussed:

  - i. Appreciation dinner, January 12
  - ii. Ladies Council rummage sale
  - iii. Hunger drive
  - iv. Updates to the Parish Center complete by February / How it will be funded is not fully resolved
  - v. Toured rectory for potential updates
- j. Finance Council Rep (Peter)
  - i. Giving is behind, but pledges are at the same point as last year

- k. Home & School Association
  - i. Movie night had 40 plus kids
  - ii. Meeting is January 24 at 7:15 pm in Parish Center (if available)
  - iii. Spaghetti Supper is January 26 with Catholic Schools Week to follow
- l. Band Boosters
  - i. Concert in on December 11
- m. Assumption High School Rep. (Matt Henning)
  - i. 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)
  - 1. Discussion of Diocesan school board of education to be split to school and Faith Formation boards
  - 2. Enrollment in Davenport schools is down
 Ad Hoc Committees
  - ii. HVAC Funding Committee-Suspended for now
- 6. UNFINISHED BUSINESS
- 7. NEW BUSINESS
  - a. Carol Burns RN explained the Grief Share program they are implementing. She wanted to make the BOE aware the program was available and help make others aware. This program is geared toward adults.
  - b. Items for Board Action
    - i. JFK policy on student records
      - 1. Attached Policy (JFK, Diocesan policies on student records for Board)
      - 2. Motioned, 2<sup>nd</sup>, and approved
    - ii. Lunch negative balance policy
      - 1. Attached Policy (Lunch negative balance policy changes, Dec 2018)
      - 2. Motioned, 2<sup>nd</sup>, and approved
    - iii. Lunch Program Procurement plan
      - 1. Attached (Lunch Program Procurement, Nov 2018)
      - 2. Motioned, 2<sup>nd</sup>, approved
  - c. Items Needing Specific Board Discussion, But Not Necessarily Board Action
    - i. Prioritization activity
      - 1. From 93 to 2003 falling enrollment then 10 years of rising
      - 2. BOE answered a handout for Chad to compile numbers to give an idea of priorities so Chad can give recommendations.
    - ii. 2019-20 Tuition
      - 1. Discussion of increasing tuition. In Principal report.
      - 2. This decision is agreed on by all the Catholic schools
- 8. COMMENTS FROM AUDIENCE and OPEN FORUM
- 9. CLOSING PRAYER

Next Regular Meeting: Thursday, January 3, 2019 at 6:30 pm

BOE's January Rep to Parish Council: Luke

BOE Meeting Schedule: 1<sup>st</sup> Tuesday of each month at 6:30 pm (except as noted)

August 7	February 5
September 4	March 5
October 2	April 2
November 6	May 7
December 4 (7:00 pm)	June 4
January 3rd (Thursday)	July no meeting

## **JFK, Dicoesan policies on student records for Board**

Policy 370.32

### Directory Information

The following information will be considered “directory information” for the purposes of inclusion in our Home and School Directory: name, address, phone number, a parent e-mail address, names of children, and homerooms of children. If parents do not want this information or any particular element of this information to be included in the Home and School Directory, they need to indicate so in writing.

Policy Adopted: May 2, 2006

Policy Revised: June 2, 2009

Policy Reviewed: May 1, 2012; May 5, 2015; June 14, 2018

Policy 561

### Student Records

In accordance with state law, JFK maintains a permanent office record and cumulative record for each student. Student records shall be kept confidential, “unless otherwise ordered by the court, by the lawful custodian of the records, or by another person duly authorized to release such information.” (Iowa Code § 22.7.) Release of information found on these records must be in compliance with state and federal guidelines.

The permanent office record shall serve as a historical record of official information concerning the student’s education. At a minimum, the permanent office record should contain evidence of attendance and educational progress, serve as an official transcript, contain other data for use in planning to meet student needs, and provide data for official school and school district reports.

This record is permanently maintained and stored in a fire-resistant safe or vault or can be maintained and stored electronically with a secure back-up file.

The cumulative record shall provide a continuous and current record of significant information on progress and growth. It should reflect information such as courses taken, scholastic progress, school attendance, physical and health record, experiences, interests, aptitudes, attitudes, abilities, honors, extracurricular activities, and future plans. It is the working record used by the instructional professional staff in understanding the student. At the request of a receiving school or school district, a copy of the cumulative record shall be sent to officials of that school when a student transfers.

~~This record includes the official information concerning the pupil's education, such as attendance, educational progress, and official data used to plan for the pupil's educational needs.~~

Parents shall have access to the student's records during the regular business hours of the school. Upon the request of parents, the school shall provide an explanation and interpretation of the student records and a list of the types and locations of education records collected, maintained or used by the school.

Student records may be disclosed in limited circumstances without parental or eligible student's written permission. This disclosure is made on the condition that the student record will not be disclosed to a third party without the written permission of the parents. The disclosure may be made to the following individuals or under the following circumstances:

- to school officials and AEA personnel who have a legitimate educational interest, including, but not limited to, employees, school attorney, auditor, and health professionals;
- to officials of the area Catholic high school or another school or school district in which the student wishes to enroll;
- to the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- in connection with financial aid for which the family has applied;
- to organizations conducting educational studies and the study does not release personally identifiable information;
- to accrediting organizations;
- to parents of a dependent student as defined by the Internal Revenue Code;
- to comply with a court order or judicially issued subpoena;
- consistent with an interagency agreement between the school district and juvenile justice agencies;
- in connection with a health or safety emergency; or,
- as directory information

School office personnel shall keep a list of individuals, agencies or organizations which have requested or obtained access to a student's records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. The school, however, does not need to keep a list of the parents, authorized educational employees, officers and agencies of the school who have accessed the student's records.

Special education is under the authority of the Davenport Community School District. Special education records may be accessed according to the DCSD's policies.

JFK will cooperate with the juvenile justice system in sharing information contained in student records regarding students who have become involved with the juvenile justice system. JFK will enter into an interagency agreement with the juvenile justice agency (agencies) involved.

JFK may share any information with the agencies contained in a student's record which is directly related to the juvenile justice system's ability to effectively serve the student. Information shared pursuant to the agreement shall be used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.

Confidential information shared between the school and the agencies shall remain confidential and shall not be shared with any other person, unless otherwise provided by law. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. The school district may discontinue information sharing with an agency if the school district determines that the agency has violated the intent or letter of the agreement.

Surveillance video maintained by the school or that comes into the school's possession and was used to make decisions in the educational setting is an "educational record" as well. Notes used for disciplinary decisions are also considered educational records.

Parents or legal guardians of students under the age of 18 have the right to inspect and review their child's educational records, including video that has become an educational record. They do not have a right to a copy of the video, but they do have a right to a copy of other educational records. Inspecting and reviewing video that has become an educational record may occur even if the parents of others in the video have not consented. If video becomes an educational record due to disciplinary actions, the right to inspect and review applies to both the student disciplined and the target(s). When disciplinary notes for disciplinary decisions have become educational records, they should be redacted to protect students' identities. If redaction is not possible without destroying the meaning, the statements can be inspected and reviewed without consent of other students' parents.

Parents also have the right to request that the school amend the records if they feel that the information is misleading or inaccurate. If the school does not wish to amend the records, the parents or legal guardians have the right to a hearing and to place an explanatory letter in the child's file explaining why they feel the records are misleading or inaccurate.

The school will provide training or instruction to employees about parents' rights under this policy. Employees shall also be informed about the procedures for carrying out this policy.

It shall be the responsibility of the school to annually notify parents of their right to inspect and review their student's records. This notification is achieved through the publication of the policy in the parent and student handbook, which is acknowledged as having been accessed and read by

a parent or guardian on an annual basis. Parents have a right to file a complaint alleging the school failed to comply with this policy.

Policy Adopted: July 12, 2005

Policy Revised: June 14, 2018; December 4, 2018

Policy Reviewed: May 6, 2008; May 3, 2011; May 6, 2014; June 6, 2017

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION  
POLICY 560  
STUDENT PERSONNEL**

**Student Records Retention**

A permanent office record and cumulative record of pupils must be kept. Student records shall be kept confidential, "unless otherwise ordered by the court, by the lawful custodian of the records, or by another person duly authorized to release such information." (Iowa Code § 22.7.) Release of information found on these records must be in compliance with state and federal guidelines.

If a diocesan high school closes, the permanent records from that school are to be maintained in a fireproof file in the affiliate elementary school office, unless the school combines with another diocesan high school to form a new entity, in which case it is stored at the new school. In the event that an elementary school closes, the records remain in the offices of the parish in which the elementary school operated. In the event of a consolidation, the records from the schools joining the consolidation are to be kept either in the central office of the consolidated elementary school, or in the offices of the individual parishes of the consolidation. In the event that a parish closes, the Superintendent of Schools is consulted for disposition of school records.

**Catechetical Programs**

In the event of a consolidation, the records from the catechetical program joining the consolidation are to be kept either in the central office of the consolidated catechetical program or in the offices of the individual parishes joining the consolidation. In the event that a parish closes, the diocesan Office of Faith Formation should be consulted for disposition of permanent catechetical program records.

*State Standard 12.3(4) Student records.* Each board shall require its administrative staff to establish and maintain a system of student records. This system shall include for each student a permanent office record and a cumulative record. The permanent office record shall serve as a historical record of official information concerning the student's education. At a minimum, the permanent office record should contain evidence of attendance and educational progress, serve as an official transcript, contain other data for use in planning to meet student needs, and provide data for official school and school district reports. This record is to be permanently maintained and stored in a fire-resistant safe or vault or can be maintained and stored electronically with a secure back-up file.

The cumulative record shall provide a continuous and current record of significant information on progress and growth. It should reflect information such as courses taken, scholastic progress, school attendance, physical and health record, experiences, interests, aptitudes, attitudes, abilities, honors, extracurricular activities, part-time employment, and future plans. It is the working record used by the instructional professional staff in understanding the student. At the request of a receiving school or school district, a copy of the cumulative record shall be sent to officials of that school when a student transfers.

For the sole purpose of implementing an interagency agreement with state and local agencies in accordance with Iowa Code § 280.25, a student permanent record may include information contained in the cumulative record as defined above. The board shall adopt a policy concerning the accessibility and confidentiality of student records that complies with the provisions of the federal Family Educational Rights and Privacy Act of 1974 and Iowa Code chapter 22.

Policy Adopted: November 20, 1980

Policy Reviewed: August 15, 2008

Policy Revised: October 15, 2009

Policy Revised: May 17, 2010

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION  
POLICY 562  
STUDENT PERSONNEL**

**Student Records, Accessibility and Confidentiality**

In accordance with Iowa Code Section 256.7 Chapter 12.3(6), it shall be the policy of the Diocesan Board of Education that each school establish and maintain a system of pupil records which include:

- a. A permanent record (the official information concerning the pupil's education, i.e. attendance and education progress, serves as an official transcript, all data used to plan for the pupil's educational needs). This is to be permanently maintained and stored in a fire-resistant, locked file or safe.
- b. A cumulative record (continuous and current record of progress and growth; i.e. courses taken, progress, attendance, physical and health record, interests, attitudes, abilities, honors, extracurricular activities – the working record). This may be sent to a receiving school.
- c. Or a record, which includes all of the information, required for a permanent record and a cumulative record. A copy of this record could be sent to a receiving school and the original must be permanently retained in the school.

It shall be the policy that parents or legal guardians of students under age 18 have the right to inspect and review their child's educational records, including a right to copy the records for a reasonable fee. They also have the right to ask the school to amend the child's educational records if they feel the information in the records is misleading or inaccurate. Should the school refuse to amend the records, they have a right to a hearing and to place an explanatory letter in the child's file explaining why they feel the records are misleading or inaccurate. Any student age 18 or older has the same rights regarding his/her own educational records.

Disclosure of any student records shall not be made unless there is written consent of the parents/legal guardian(s) for students under age 18, written student consent for students 18 years or older, a judicial order or a request of a receiving school. If a school wishes to release records to a receiving school without written permission, notice of such practice must be placed in the student/parent handbook.

Policy Adopted: March 22, 1988  
Policy Revised: June 5, 2002  
Policy Revised: October 15, 2009  
Policy Reviewed: May 17, 2010  
Policy Reviewed: December 2015

## Lunch negative balance policy changes, Dec 2018

Policy 757.14

### Lunch Program Family Account Balances

Students may purchase a hot lunch from our pre-pay lunch program. Rates for the hot lunch meal, “milk only,” and “extras” of the main entrée will be posted regularly. Checks should be made out to “JFK Lunch Program.” The amount of the check will be posted to a family account. As the students eat from the hot lunch program, the cost will be deducted from the family account balance. Account balances are communicated regularly. Balances can also be checked on-line.

School officials will check lunch balances each week. Students whose family balance is negative \$35 or more will not be served “extras” until a positive balance is seen at a following weekly lunch balance check. Families are notified of the opportunity to apply for free and/or reduced lunches weekly.

Families that remain on the negative balance list for the second consecutive week will be notified via email providing options of how the family lunch balance can be managed.

1. Pay the negative balance and deposit funds into the family lunch account.
2. Parent may provide written request to the school to withhold hot lunch meals from the student.
3. Complete an application for free/reduced lunch. A denied application will not reduce the debt, and another option will need to be chosen.
4. Work lunch duties (more than four may be possible) and have the lunch duty fee reimbursement applied to the lunch account

~~Paying students from families whose balance is negative \$35 will not be served a subsidized hot lunch until the negative balance is paid or all subsequent meals are paid in cash on date of service and no charges will be allowed until the entire balance is paid in full. Paying students in~~



~~this situation will receive an unsubsidized meal. (All regular student meals are government subsidized. An unsubsidized meal will cost more than the normal student cost.)~~

~~Students receiving a free lunch will not be allowed to charge for an extra food item or milk if the negative balance is \$35.~~ Families may always apply for free and/or reduced lunches with forms available in the office and on our website. ~~The applications are also~~ and distributed to ALL families at least at the beginning of the school year. ~~to all families.~~ New applications are needed each year.

“It is the policy of JFK not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.7 and 216.9. If you have questions or grievances related to compliance with this policy by (name of CNP Provider), please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th Street, Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; web site: <http://www.state.ia.us/government/crc/index.html>.”

### **Lunch Program Procurement, Nov 2018**

Lunch Program Procurement  
Effective date: November 2015  
Effective date of Revision: September 29, 2017  
Effective date of Revision: November 15, 2018

1. Those Responsible for Purchase/Procurement:

All procurements must adhere to free and open competition. Source documentation must be available to determine open competition, if costs using the school nutrition funds are reasonable and allowable, and the allocation of costs.

The Procurement Policy and Procedures meets federal, state, and local SFA/LEA laws, regulations, and policies. This Procurement Policy will be used to purchase food, equipment, supplies, and services with the non-profit school food service account funds.

Meredith Ash, SFA Lunch Program Director \_\_\_\_\_

Date: \_\_\_\_\_

Chad Steimle, Principal \_\_\_\_\_

Date: \_\_\_\_\_

Scott Sweeney, Head Custodian \_\_\_\_\_

Date: \_\_\_\_\_

2. JFK is part of a purchasing co-op Group: Mississippi Bend Area Education Agency

3. Vendors:

- a. Prime Vendor
- b. Milk and Dairy
- c. Bread Products

- d. Canned/Frozen Goods
  - e. Fresh Produce
  - f. Beverages
  - g. Paper Goods
  - h. Specialized
  - i. Chemicals/Cleaning
  - j. Small wares
  - k. Capital Equipment
  - l. Contract services – equipment repair
  - m. Contract – FSMC
  - n. Contract – Nutrition software
  - o. Sole Source
  - p. Other – Office supplies
  - q. Other – Staff uniforms
  - r. Other – hair nets
4. To confirm that vendors have not been debarred or suspended, the SFA utilizes [www.sam.gov](http://www.sam.gov).
    - a. Steps are also taken to assure that small, minority, and women’s business enterprises and labor surplus firms are used when possible.
  5. SFA’s threshold amount for Micro purchases
    - a. < \$3,000
  6. SFA’s threshold amount for Small purchases, which require bids from three vendors
    - a.  $\geq$  \$3,000 and < \$150,000
  7. SFA’s threshold amount for Formal purchases, which require a formal bidding process, either IFB or RFP
    - a.  $\geq$  \$150,000

8. Written Standards of Conduct:

a. Conflicts of interest:

Transactions with outside entities must be conducted within acceptable standards of operation. Business dealings with outside entities should not result in unusual gain for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the Parish, the staff member, or an outside firm. Promotional plans which could be interpreted to involve unusual gain require specific approval from the CEO. Personal gain may result not only in cases where a staff member or relative has a significant ownership in a firm with which the Parish does business, but also when a staff member or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealing involving the Parish.

An actual or potential conflict of interest occurs when a staff member is in a position to influence a decision that may result in a personal gain for that staff member or for a relative or friend. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No presumption of guilt is made by the mere existence of a relationship with outside entities. However, if a staff member has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she immediately disclose to the CEO the existence of any actual or potential conflict of interest. The staff member should recuse themselves from the decision making process.

b. Gift acceptance:

To avoid the appearance of a conflict of interest or the need for employees to examine the ethics of acceptance, personal gifts from vendors, suppliers, customers, parishioners, students or their families, or any other individual or organization in excess of \$100 in value may not be accepted, by any employee, at any time, on or off the work premises, without a supervisor's approval. Personal gifts include money, tangible items, tickets or passes, services, or any business courtesy or benefit not extended to all employees.

c. Disciplinary actions

Although employment is based on mutual consent, and both the staff member and the employer have the right to terminate employment or a volunteer relationship, with or without cause or advance notice, the use of progressive discipline is preferred.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed:

1. a first offense may call for a verbal warning;
2. a second offense may be followed by a written warning;
3. a third offense may lead to a suspension with or without pay;
4. a fourth offense may then lead to termination of employment.

There may be circumstances when one or more steps are bypassed. The employer recognizes that there are certain types of staff problems that are serious enough to justify either a suspension or termination of employment or a volunteer relationship without going through the usual progressive disciplinary steps.

d. Checks and Balances regarding finances:

i. Revenue:

1. Income is entered by one employee
2. Student/family deposits are available for review via password protected accounts
3. Bank statements are reviewed monthly by employees of another office on campus
4. Financial statements are reviewed monthly by Finance Council

ii. Expenses:

1. Bills are reviewed by the SFA Lunch Program Director

2. Checks are written by one employee and must be signed by another employee
    3. Bank statements are reviewed monthly by employees of another office on campus
    4. Financial statements are reviewed monthly by Finance Council
  - iii. The acquisition of duplicative or unnecessary items is prohibited.
    1. The system of checks and balances monitors this prohibition.
9. Procurement Plan was last updated on November 15, 2018.
  - a. For items under \$3,000, the best judgement of the responsible employees is utilized for making decisions. A variety of vendors will regularly be utilized so that no one vendor can be considered favored.
  - b. For items equal to or over \$3,000 and under \$150,000, three bids are secured (or attempted to be secured). In most situations, we will go with the lowest bidder. However, we may take into consideration differences of delivery, installation, and other allowable factors.
  - c. For items equal to or over \$150,000, the formal bid process of either IFB or RFP is utilized. In most situations, we will go with the lowest bidder. However, we may take into consideration differences of delivery, installation, and other allowable factors.
  - d. Successful bidders are held to the terms, conditions, and specifications of their contracts or items. A proportion of the amount due to the successful bidder is withheld until satisfactory delivery/implementation of services/product.
10. JFK complies with the requirements of the Buy American Provision.
11. Method by which the SFA ensures the vendors comply with all contract provisions prior to approving invoices for payment:
  - a. Meredith Ash, SFA Lunch Program Director  
Chad Steimle, Principal  
Scott Sweeney, Head Custodian
  - b. Delivery receipt is checked against an email confirmation of the order
  - c. Items ordered are checked against procurement information
  - d. Invoices are checked against procurement information