

OUR LADY OF VICTORY BOARD OF EDUCATION MEETING
6:30 P.M. Thursday, January 3, 2019 @ Gathering Space Meeting Room

AGENDA OF REGULAR MEETING

1. CALL TO ORDER
 - a. OPENING PRAYER
 - b. ROLL CALL
 - i. Chad Steimle, Jennifer Wemhoff, Pat Archer, Julaine Edwards, Chris Fox, Tom Poston, Peter Schuster, Sara Langrehr, Luke Roth
 - ii. Parish Council Rep: n/a
 - iii. Visitors: Sasha Lundquist
 - c. ACCEPTANCE OF AGENDA
2. READING AND APPROVAL OF MINUTES OF December meeting: Approved
3. ADMINISTRATIVE REPORTS (Written reports pre-submitted)
 - a. Principal of JFK (Chad)

Facilitator of Faith Community:

1. I attended Evan's Confirmation visioning meeting in December.
2. Preparations are underway for the "JFK Service Day" and the "Prayer Wall."
3. Students in all grades continue to participate in Adoration on the first Friday of every month.

Leadership of School Culture and Instruction:

1. Professional Development:
 - a. PD time in January (four early out Wednesdays and one full day in-service) will be used for the following:
 - i. PLCs
 - ii. K-2 WIN PD with Claudia Reyes-Fry
 - iii. Working with new science and social studies materials
 - iv. Working with new fine arts and potential new PE standards
 - v. Catholic Schools Week finalization
 - vi. Peer observation large group review
 - vii. PBIS follow up
 - viii. Teaching Safety: Empowering God's Children planning
 - ix. Catechetical training: review of past, written reflection on required diocesan elements, continued training

Managerial Leadership:

1. Winter reporting for the Department of Education has begun.
2. Meredith Ash, Dawn Henning, and I finished the first upload of information for our lunch program site visit.
3. Members of the SIAC/wellness committee began the review of our wellness policy and implementation. The policy is reviewed in the following six areas, for which there are several criteria. Below are the rankings from 2018 and our previous comprehensive review in 2015. It should be noted that some of the criteria were different between the intervals:

Area	2018		2015	
	Comprehensiveness Score	Strength Score	Comprehensiveness Score	Strength Score
Nutrition Education	86	71	100	17
Standards for USDA Child Nutrition Programs and School Meals	70	30	50	43

Nutrition Standards for Competitive and Other Foods and Beverages	92	25	56	33
Physical Education and Physical Activity	100	40	11	0
Wellness Promotion and Marketing	67	42	13	7
Implementation, Evaluation & Communication	75	50	64	45
Overall Policy Score	82	43	49	24
National Averages	54	33		

4. Information related to December's budgeting exercise by the board:

a. Which is more important?

- i. 7 responses = Working with the "low hanging fruit" and piecing together multiple smaller cuts while avoiding dramatic changes, if possible. This would probably be a "hope for the best" view.
- ii. 4 responses = Being bold and making larger cuts, which may be inevitable in the future anyway but cause larger disruptions. This would probably be a "prepare for the worst" view.
- iii. Note: When one makes multiple smaller cuts (*possible* examples below), the actual impact may seem bolder and create more disruption than making fewer but larger cuts.

b. How important are the following? (1 = Less important -- 4 = More important)

Area	Average Rating	Possibly impacted with smaller moves and comments	Beyond the average range
Upper grade math resource	3.18	Impacted by # of 8 th graders going to AHS	These 3 were rated as "more important" than the average range
WIN time instructional aides for K-2	3.09	Replace aide with BOEE teacher and shift duties	
Larger class sizes with aides if choosing between 1 or 2 sections	2.91		
Pay raises close to COLA or CPI	2.82	Smaller raises makes up any remaining differences	
Admin	2.82	Reduction in FTE but duties may actually increase with cuts to other positions	
Floating instructional aides serving multiple grade levels	2.73	Already reduced in Dec 2018 and reduce even more	
Pay raises significantly less than COLA or CPI	2.64	Smaller raises makes up any remaining differences	
School office positions	2.64	Already increased duties and decreased staff in 2018-19	
Small resource/interventionist groups or 1 to 1	2.64	Reduction in FTE	
Advanced learner pull-out for grades 3-8	2.55	Reduction in FTE and moves assignments to maintain upper grade math resource	
Spanish for grades 6-8	2.45	No changes	
4 BOEE 4/5 yr old PS teachers	2.40	Reduction in FTE. May create domino effect of teacher assignments	

Library position (extended summer hours of the position, in particular)	2.09	Reduce some summer hours and transfers duties to admin but minimal gain	These 6 were rated as “less important” than the average range
Smaller class sizes even if cost more	2.00		
PS aide	2.00	No change if reduce BOEE FTE position b/c of ratio requirements	
BOEE 3 yr old PS teacher (DHS does not require BOEE licensure)	2.00	One or both of these positions would be impacted, creating domino effect of teacher assignments	
BOEE for ECLC (DHS does not require BOEE but board req when ECLC began)	2.00		
Recess duty aides	1.91	Minimal gain for disruption created	
Mean	2.49		
Std Dev	0.41		
Avg Range	2.08 – 2.90		

6. Staffing for 2019-20:

a. Staff not returning:

- i. One BOEE licensed FTE not returning in 2019-20, and the position will need to be filled
- ii. Two BOEE licensed FTEs might consider leaving or reducing to PT
- iii. One PT teacher not returning in 2019-20, and the duties would be absorbed into other positions.
- iv. Nancy Casillas decided to not return to JFK after Christmas. Of her approximately 29 hours per week this year, about 24 were eliminated due to actual enrollment being less than budgeted enrollment. The main impact was to reduce the “floating aide” work that she was doing in a variety of grade levels and re-create the floating aides’ schedules to more evenly distribute the time available to the K-5 classrooms. Her position would likely not be restored in 2019-20.

b. Preschool

- i. There is no scenario foreseen that does not include a reduction of BOEE licensed staff in 4/5 year old PS. All four of the teachers could, however, teach at different grade levels. Moving one of these teachers would create a domino effect on teaching assignments in K-5, which would probably involve moving several staff members until the teacher with the least experience at JFK would not be offered a contract for next year.
- ii. Making changes to our licensure requirements for 3 year old PS or ECLC would also create a domino effect.

c. Multiple personal conversations with licensed staff members and aides regarding possible changes for next year are taking place.

6. Tuition and fees for board discussion and approval are presented in a separate document. Parish supported K-8 tuition rates are also below.
7. January/February bonus information is ready for board discussion and approval. See end of separate document “Tuition Rates Proposed for 19-20.”

Public Relations Leadership:

1. Post cards were handwritten and mailed to each 4/5 year old preschooler. The message praised their preschool show and indicated that we looked forward to them being in kindergarten at JFK next year.
2. Angie Hillebrand and I have completed the writing, photo selection, and filming needed for a new marketing “video” that we can have on our website. Lori Walljasper is putting it together for us in its final form and providing the additional voiceover.
3. Angie Hillebrand and I have sent the new photos and text for the brochure that we mail to all OLV households to Pear Advertising for their design work.
4. Marketing materials have been inventoried, and supplies are being replenished.

5. We have begun to assemble the materials needed to advertise with Locals Love Us. We purchased a ¼ page size print ad, and we also get a “page” on their website.
6. I presented the following wishlist to an anonymous donor who gave us a check for \$22,260 for the art room renovations, the choir music, and the portable sound system.

HVAC: VRF air conditioning with 32 outlets and heating system with mechanical ventilation	\$665,000
Safety: Visitor and handicapped parking on main level off of 42 nd Street	\$56,000
Art room renovations:	
• 2 Sinks/Counter/Cabinets	\$4,100 - \$4,900
• Flooring (VCT or epoxy trial)	\$2,900 - \$6,000
• 7 cu. ft. kiln	\$3,000 - \$3,500
• Storage cabinets (36” W x 24” D x 78” H) @ \$400 + 16% shipping	\$2,800
Portable stage: 11 sections of 4’ x 8’ x 16” @ \$670 each, 4 sets of stairs @ \$460 (+ \$390 shipping)	\$9,600
Mobility classroom furniture:	
• 3 standing desks per K-8 homeroom (+ 20% shipping)	\$13,100
• 3 active stools per K-8 homeroom and 6 for art room (+ 20% shipping)	\$3,940
Tablets for screenings/assessments:	
• 26 9.7” iPads (enough for the largest class) \$440 + 20% shipping	\$13,730
• 26 iPad cases (@ \$33 + 20% shipping)	\$1,030
Tablets for teachers to manage class:	
• 25 7” iPad minis (@ \$422 + 20% shipping)	\$12,660
• 25 iPad cases (@ \$25 + 20% shipping)	\$750
Music for new middle school choir:	
• 20 scores (35 copies @ \$2.25 + CD @ \$27) (and 20% shipping)	\$2,540
Portable sound system: Small, wireless unit for gym, PC, outdoors (and 20% shipping)	\$2,520
3D Printer Starter Kit (+ 20% shipping estimate)	\$4,530
Sacramentals and “prayer corner”	
• Smart Candle Electric Induction Votive Stand (30 units, battery, 12 additional) for main entry (and 20% shipping) https://www.churchproducts.com/30-light-smart-candle-votive-11vl30.html	\$5,010
• Crucifix: 3 @ \$7 = \$21	
• Statue of Mary: 9 @ \$14 avg = \$126	
• Holy Water: 30 @ \$14 avg = \$420	
• Rosary(ies): 25 per class w/case for 18 classes @ \$0.50 = \$225	
• Advent wreath: 18 Advent wreaths @ \$13 avg & 18 4-pack candles @ \$2.50 = \$279	
• Age appropriate “classroom” Bible: 18 @ \$35 avg = \$630	
• Picture of Pope: 18 @ \$16 = \$288	
• Picture of Bishop: 18 @ \$16 = \$288	
• Candle(s): 18 pillar candles @ \$10 = \$180	
• Table covering in green, purple, white: 18 rms x 3 colors x 1 yd x \$6.50 avg per yd = \$351	
• Box/container for petitions: 18 @ \$28 avg = \$504	
• Total (except for votive stand) = \$3,312 (and 20% shipping)	\$3,980

Leadership in Diocesan/Parish Context:

1. I attended pastoral administrative staff meetings, as scheduled.
2. Scott County Catholic school principals met on December 14th:
 - a. Title IV: The DCSD had informed all of the Catholic elementary schools that various pieces of our plans to utilize Title IV funds had been flagged by the Department of Education. With a little tweaking of wording, the plans were approved:
 - i. Well-Rounded Educational Opportunities
 1. Materials for working with advanced learners: \$632
 2. General Music and Choir materials: \$1,915

3. 3-D Printer: \$2,918 (partial amount)
- ii. Safe and Healthy Students:
 1. Julia Cook author/presenter: \$1,750 (in conjunction with the other Catholic schools)
 2. Fitness Extreme Skillastics, including nutrition and muscles and bones components: \$1,000
- iii. Effective Use of Technology
 1. 3-D Printer: \$1,450 (remaining amount)
- b. Catholic Schools Week Mass at AHS planning
- c. 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%)
 - ii. With the objection of All Saints' noted (wanted no more than a 4.5% increase to tuition), the following tuition rates were agreed upon by the administrators acting on behalf of their boards. These are the same as had been presented to JFK's board at its December meeting:

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 \times 3\% = \167)
- d. 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. 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.
 4. Data gathering has begun. One might try to determine the average fees paid on a per student basis. Questions that will arise:
 - o Which fees should be included to determine the average?
 - Examples of discussions already taking place:
 - Should optional fees like extended care registration, athletics, and band be included? Why are these optional in the first place? Is the school as a whole and are students better off in having these programs exist, and, therefore, should the costs be shared by everyone? Should additional costs to programs at school be a barrier to participation?
 - Should a registration fee typically paid in the spring to hold one's spot still be charged? Should it eventually be renamed to something like "tuition deposit?" What level of registration fee should be included, the charged amount, the early bird discounted amount, or something in between?

- Should JFK's lunch duty fee be included in the average even though it's refunded to families? If it is not included, does the fee still exist or is it eliminated? If it is included and tuition is set absorb the average of fees, JFK ends up with less money than the other schools because it is refunding the lunch duty fee.
- What happens to the fees that are not included in the average? Do they get eliminated, which may reduce revenue, or are they maintained, which means there are still fees?
- What will happen if a school says the increase to arrive at the average is more than its families can afford?
- What will happen if a school says the decrease to arrive at the average is too great of a loss of revenue?
- Should there be different levels of fees for different grade levels, which would lead to different levels of tuition?
 - An immediate response has often been "yes," because of high fee/price options like athletics and band that begin in 5th/6th grades. Why should a family with students in K-4 "subsidize" these programs? Isn't the cost per pupil higher in middle school grades than elementary grades anyway? Isn't there a greater need for specialized teachers, technology, and supplies in middle school grades than in lower grades?
 - But, one also has to think about the cost of reading interventionists and classroom aides, which are more often at lower grades than upper grades. Why should a family with students in 5-8 "subsidize" these positions? Why should a family at any grade level whose child has no need for interventionists "subsidize" these positions?

The following chart is used for *illustrative purposes only* and includes teachers and aides, using an approximate average FTE JFK teacher salary of \$43,000 and FTE aide salary of \$15,000 and an average PS--8 class size of 20 students. By the time one adds in other costs and tries to differentiate them by grade level, the cost per class and cost per student figures may be a lot closer than one might think.

	PS	K-4	5-8
Personnel	4 FTE teachers 1 FTE aide	10 FTE classroom teachers 1.75 FTE interventionist teachers 1.5 FTE aide	8 FTE classroom teachers 1 band teacher 0.35 interventionist teachers 0.3 FTE aide
Labor Cost	\$187,000	\$527,750	\$406,550
Cost per class	\$46,750	\$52,775	\$50,819
Cost per student	\$2,337	\$2,639	\$2,541

- Then, one can continue down the slippery slope. What about the child who has more need of a school counselor? The child who receives more administrative attention?

- Should the questioning really be along the lines of what are the best programs and personnel positions for the *school/all students* rather than for *these* students?
 - ii. JFK could make an interim move or phased moves independent of the other schools. See the options in the separate document, "Tuition Rates Proposed for 19-20." With any transition, there would be "winners" and "losers" initially. The separate document, "Fee Changes for Board, Jan 2019" shows the impact on 20 random families.
- 3. Scott County Catholic Schools' Strategic Planning:
 - a. Principals met with Meitler on January 3rd.
 - b. The planning/steering committee meets on January 4th. One of the key areas to discuss is a governance structure that best helps us to achieve the collaboration and outcomes desired and how to sustain and fund it while continuing strong connections with parish communities.

Additional Documents/Files to be Sent:

Tuition Rates Proposed for 19-20
Fee Changes for Board, Jan 2019

b. Faith Formation-Religious Education Director (Jennifer)

Submitted by Jennifer Wemhoff

I participated in pastoral staff during the month of December.

I attended the December Board of Education meeting.

I continue to write weekly bulletin articles.

I continue to update and track the Faith Formation budget.

I am working with 3 students this year to help prepare them for full initiation or make a profession of faith.

First Reconciliation was held Tuesday December 4 at 6:15pm. 41 students received the sacrament.

The Faith Formation family Advent event was held Wednesday December 5. We made Jesse Trees and discussed the history of the Jesse Tree with the families.

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

I provided catechists and support helpers with a night of refreshments after classes on December 12 as an appreciation for their service to our programming.

I have begun assisting with the Chase the Chill project. One 8th grade class at JFK has made scarves for this project and the 8th grade Faith Formation class has also begun making scarves. For Advent ***Rejoice! Advent Meditations with Mary*** was offered. In all 59 people purchased books to either participate in the large group study or to use individually.

Beginning January 24, I will be hosting a Bible study for JFK 6th -8th graders as an extra-curricular activity after school from 2:45-3:45. 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. For a preview of the study visit: <https://shop.ascensionpress.com/collections/encounter-a-middle-school-bible-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. Cost of the books is \$25.

c. Youth Ministry (Evan)

Generations of Faith: We have finished developing focus group questions and permission forms. We conducted our first focus group study this past month, on Wednesday the 19th. We will conduct a college aged focus group on Wednesday, January 9th as well.

Our middle school night set for December 14th, was successful due to great adult commitment. Our next middle school youth event will be next week, January 11th, at the QC Storm Faith and Family night.

No small groups met in December, things were too busy with the holidays. However, with the start of the new year and getting schedules back to normal, we hope to get regular meetings going again.

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.

The biggest change in how we will approach Confirmation preparation this year was with the replacement of the 7th grade NET retreat with the Holy Fire Chicago conference.

Major dates at this time:

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.): n/a

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. See Principal report
- g. Market/Public Relations Committee (Chad, Sara, Julaine, Tom)
 - i. See Principal Report
- h. Grant Writing Committee (Chad, Chris)
 - i. n/a
- i. Parish Council (rotating per schedule) 4th Tuesday of each month 7:00 pm
 - i. n/a (did not meet in December)

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. n/a
- k. Home & School Association
 - i. Spaghetti supper is January 26 for kickoff to Catholic Schools Week
 - ii. Plant sale – meeting with vendor 1st week of February to get materials for this year
- l. Band Boosters
 - i. Trivia Night moved January 18
- 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)
- o. Ad Hoc Committees
 - i. HVAC Funding Committee-Suspended for now
- 6. UNFINISHED BUSINESS
- 7. NEW BUSINESS
 - a. Items for Board Action
 - i. 2019-20 Tuition Rates
 - 1. Motioned, 2nd, and approved
 - ii. 2019-20 Fees
 - 1. Motioned Option A with ability to split into two payments for families owing \$400 or more, 2nd, and approved
 - iii. Jan/Feb Bonuses
 - 1. Motioned for Supplemental Pay Proposed in Tuition rates proposal, 2nd, and approved
- 8. COMMENTS FROM AUDIENCE and OPEN FORUM
- 9. CLOSING PRAYER

Next Regular Meeting: Tuesday, February 5, 2019 at 6:30 pm

BOE's January Rep to Parish Council: Luke

BOE Meeting Schedule: 1st 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 3 (Thursday)	July no meeting