

OUR LADY OF VICTORY BOARD OF EDUCATION MEETING
6:30 P.M. Tuesday, February 5, 2019 @ Gathering Space Meeting Room

AGENDA OF REGULAR MEETING

1. CALL TO ORDER
 - a. OPENING PRAYER
 - b. ROLL CALL
 - c. ACCEPTANCE OF AGENDA
2. READING AND APPROVAL OF MINUTES OF January meeting
3. ADMINISTRATIVE REPORTS (Written reports pre-submitted)

Principal of JFK (Chad) Facilitator of Faith Community:

1. Students prepared approximately 460 treat bags to thank “community helpers.” These bags are being distributed to police officers, fire fighters, ordained at St. Ambrose, other priests and sisters, and employees at Genesis.
2. The weather is creating difficulties for our special Masses this winter.

Ethical Leadership:

1. There was one Level III misbehavior of a lower grade student in January.
2. The Iowa General Assembly will be presented with the Children’s System State Board Strategic Plan, a report directed by Governor Reynolds. Key elements of the plan are the following:
 - a. By July 1, 2020, age-appropriate, universal behavioral health screenings be provided at periodic intervals to Iowa’s children and families.
 - b. Children with an identified need for behavioral health services receive them in the following key areas:
 - i. Prevention, early identification, early intervention and community prevention
 - ii. Comprehensive crisis services
 - iii. Behavioral health treatment
 - iv. Community-based flexible supports
 - c. By July 1, 2019, the Children’s Behavioral Health System State Board will be established
 - d. Stable, ongoing funding will be provided.
3. By July 1, 2019, school districts shall require annual training of at least one hour in length on suicide prevention and “postvention” for licensed staff members and annual, evidence-based, evidence-supported training on the identification of adverse childhood experiences and strategies to mitigate toxic stress response. Accredited non-public schools may follow along with these requirements.

Visional Leadership:

1. See other areas of this document concerning events like professional development, participation in visioning for Confirmation, and Scott County Catholic school strategic planning.

Leadership of School Culture and Instruction:

1. Professional Development:
 - a. The Professional Development/Leadership Team (PDT) meets every Monday. This year’s PDT is the following: Kitty Temming, Melissa Zeimet (PS), Caitlin Putnam (representing K-2) Linda Vogel (3-5), Rachael Whelchel (6-8), Laura Burke and Kayelyn Blake (representing reading interventionists), Ethan Connors (representing specials), and me.
 - b. PD time in January (two early out Wednesdays and a full day in-service) was 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. Catechetical training

- c. PD time in February (four early out Wednesdays) will be used for the following:
 - i. PLCs
 - ii. K-2 WIN PD with Claudia Reyes-Fry
 - iii. Peer observation process
 - iv. Teaching Safety: Empowering God's Children preparation
 - v. Catechetical training: review of past, written reflection on required diocesan elements, continued training
2. Winter screenings are finished. Year to year comparisons are more difficult now due to the change of data systems, and even fall to winter comparisons for large groups of students are more difficult with the change of systems. (The data system, not the assessments, changed.) In general, it appears that the drop in the percentage of students at reading benchmarks between fall and winter is less this year than last year. (There is always a drop in fall to winter.)
3. Monica Flathman will be in 5th grade during Sasha Lundquist's maternity leave beginning in mid to late March.
4. We have added or are in the process of adding four people to our sub list.

Managerial Leadership:

1. Missed school time is taking a toll on our school calendar:
 - a. JFK calendar 1, 174 hrs scheduled
 - b. State required minimum 1,080 hrs
 - c. Missed school time due to weather:
 - i. Full days: 6 days at 6:50 hrs per day = 41 hrs
 - ii. 2 Hr early dismissals: 1 = 2 hrs
 - iii. 2 Hr late starts: 2 = 4 hrs
 - iv. Conferences: 2.5 hrs = 2.5 hrs (are considered instructional hrs)
 - v. Total = 49.5 hrs
 - d. Prior to missed hours in January, the DCSD was going to make up the missed day in November by adding it to the end of the school year. No updates for the January days have yet been made. The spokesperson for the DCSD has said that missed days will be added to the end of the school year in June. That timeline would move the last day to Thursday, June 13th, and OLV's rummage sale would have to be moved.
2. The DCSD's board has passed August 26th as the first day of school for the district. State law currently says school cannot start before August 23rd, which is a Friday in 2019. However, because the Iowa State Fair is August 8 – 18 this year, legislation has been proposed that would allow for schools to start before the 23rd.
3. Winter reporting for the Department of Education was completed.
4. Staffing for 2019-20:
 - a. Staff not returning:
 - i. Anna Schott will not be returning to JFK for 2019-20. The school counselor position will need to be filled.
 - ii. Michelle Jordan, who is teaching 4 year old PS, will not be returning to JFK for 2019-20. It is highly unlikely that we will fill this position.
 - iii. At least three other BOEE licensed FTEs have indicated that they are open to applying for positions outside of JFK.
 - iv. Jennifer Wemhoff, who is teaching a section of religion, has indicated that she will not be returning to teach in 2019-20 due to the expansion of her other duties. We will attempt to absorb her duties into other positions, but the ability to do so depends upon the number of students going to AHS for Algebra and other staff cuts.
5. Timeline for "termination" of a non-probationary teacher for the upcoming school year:
 - a. **March 5th board meeting:** Board makes a decision regarding the number of FTEs to reduce for the upcoming school year.
 - b. **March 31:** "If it becomes necessary to notify a teacher that a contract will not be renewed because of a reduction in teaching positions the board should try to notify the teacher by midnight March 31." However, the policy regarding a reduction in force also says to refer to other policies regarding non-renewal and termination. Dates from these policies follow:

- i. **Prior to March 31 and 20 days prior to board meeting to consider termination (March 13 for OLV's board meeting on April 2):** Teacher being considered for termination for the upcoming school year and board receive written notice of the intent to terminate. On or prior to this date, the administrator meets with the teacher and provides the teacher with written notification of his/her right to a hearing, the requirement to request such a hearing, the procedural safeguards to be afforded the teacher at the hearing and the rationale or reason constituting "just cause" for the recommendation of termination.
 - ii. **Ten days after receipt of notice or ten days before the board meeting (March 23 for OLV's board meeting on April 2):** Deadline for teacher to notify administrator and board president or designee, in writing, of desire for a hearing before the board.
 - iii. **April 2 board meeting:** Administrator's recommendation and rationale for it is made in closed session. Teacher may also respond/present his/her case, if a hearing was requested. Upon completion of the hearing, if it had been requested, administrator and teacher are dismissed, and the board deliberates and reaches its decision. The board then moves to open session and presents its decision, and votes upon it again.
 - iv. **Prior to May 1st:** Teacher is notified by board president or designee of the board's decision.
 - v. **Within ten days of receipt of notification:** Teacher may appeal in writing to the Diocesan Board of Education by certified mail.
 - vi. **Within 30 days of argument before the Diocesan Board of Education:** Diocesan Board of Education's decision is communicated in writing.
6. Kitty Temming and I continue to do work on the Emergency Operations Plan following each monthly webinar from the DE. We also participated in FEMA training. 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
 - h. Legislation introduced this session would require schools to also seek guidance from the Department of Public Safety.
7. Payroll is processed monthly. Other expenditure information is processed multiple times each month.

Public Relations Leadership:

1. The science fair showcase was cancelled due to the weather.
2. Weather created havoc with Catholic Schools Week activities. We have moved some events to February and may move the Mass at AHS to March.
3. Parent/teacher conferences for preschoolers are this week. Conferences for K-8 will not be re-scheduled after being cancelled twice.
4. PS and ECLC registration for parishioners and JFK siblings begins Feb 13th. Open registration begins Feb 19th.
5. Kindergarten information sessions and round-up are February 19th.

6. Our marketing video is ready for use: <https://youtu.be/C7a0YIOJyYE>. We may be making adjustments to it later, but we want to start using what we have now.
7. Flyers, folders and the contents, tuition contracts, etc. are being prepared and distributed. K-8 tuition contracts will be distributed after kindergarten round-up.
8. Post cards were distributed to all parishioners and preschool families with kindergarten eligible children.
9. Additional reports or articles, such as the weekly Principal's Post, Facebook posts, this report to the board of education or a report to the parish council, are also often written each month.

Leadership in Diocesan/Parish Context:

1. I attended the diocesan principals meeting. Highlights:
 - a. SAU's educational leadership program: The Bush Foundation pays 1/3 tuition for those willing to work for three years in Catholic schools following the earning of their degree. Enrollment is falling in the program, and, if it falls too far, the program will be discontinued.
 - b. The diocesan bullying and harassment policy needs to be updated with the most recent language from the Department of Education. There are also some discrepancies in the interpretations by the writers of the policy, administrators applying it several years after it has been written, and parents wanting it applied to others' children.
2. I attended pastoral administrative staff meetings, as scheduled.
3. Scott County Catholic Schools' Strategic Planning:
 - a. Principals met with Meitler on January 3rd, and the planning/steering committee met on January 4th.
 - b. Local leads Andy Craig and Rosie Barton are visiting board of education and finance councils in February to share progress and gather feedback.
 - c. In my opinion, a broad general plan may be emerging, but there are many messy details that still need to be discussed. I am beginning to wonder if we'll need to have two phases: one to reach agreement at the broadest level and one to do the messy work of figuring out what needs to be done at the detail level to achieve the broadest goals. It seems as if the planning is currently only funded through the first phase.
 - i. Example: A broad goal might be that Catholic schools in Scott County be equitably funded. What this looks like in application can be very messy across five schools and even more parishes.
4. I attended a meeting of the finance committee for the diocesan strategic plan for education. One of the things that stood out is a contrast between what's happening at the Scott County level and the diocesan level:
 - a. At the level of Scott County, all parties recognize and agree that something different needs to be done for Catholic school education to thrive in the future. We're just not sure what it is.
 - b. At the diocesan level, there's two ways things can happen: by direction of the bishop or by will of the pastors. It currently doesn't seem that the bishop will direct things to change for Catholic school education, which would leave changes to the pastors. We are not sure the pastors are in favor of doing something different for Catholic school education particularly because there are many more pastors/parishes without connections to schools than with the connections.
 - c. Lee Morrison is trying to develop a formula for parishes which have parishioners attend Catholic schools but do not pay a subsidy to the school. Around the country, such parishes will either pay the average subsidy per student or the difference between in parish and out of parish tuition. The real question is what do parishes, like St. Mary's, do when they don't have the revenue to support either of these methods.
5. I attended the Scott County Catholic School Advisory Board meeting:
 - a. Everyone is still waiting on the U.S. Department of Treasury's decision about the federal tax deductibility of STO contributions. It is felt that this turmoil may have affected STO contributions as 2018 was the first year when all of the tax credits were not used throughout the state.
 - b. The legislative agenda of the Iowa Catholic Conference includes increasing the STO tax credit level so that all of the current need and the new need that becomes apparent when the eligibility is expanded to 400% of poverty level this year can be met. Four hundred percent of poverty for a family of four is \$103,000. What is feared is that, although more families are eligible for assistance, there are not enough funds available to meet the need. If this scenario becomes true, 25% more families would now be eligible to receive some assistance, but the other 75% of the families may now receive less than they did before.

- c. A mailing to families with school age children in Scott County is being planned. One of the current questions is whether this mailing will be to all of the approximately 17,000 families or the 7,000 Catholic households.
- a. The SCCSAB recommended that more focus groups be included in the Scott County strategic planning and that they should perhaps include students from a variety of grade levels.

b. Faith Formation-Religious Education Director (Jennifer)

- 4. I participated in pastoral staff during the month of January.
- 5. I attended the January Board of Education meeting.
- 6. I attended the January MORE (Ministers of Religious Education) meeting held at St. Alphonsus.
- 7. I continue to write weekly bulletin articles.
- 8. I continue to update and track the Faith Formation budget.
- 9. I am working with 2 students this year to help prepare them for full initiation or make a profession of faith.
- 10. I assisted with the Chase the Chill project. Both 8th grade classes at JFK have made scarves for this project and the 8th grade Faith Formation class has also made scarves.
- 11. I assisted with the Confirmation Sponsor service day on Sunday January 13.
- 12. Our 3rd family meal of the year was held for kindergarten through 3rd grade faith formation students and their families on Wednesday January 16. Students and families watched a Brother Francis film (from Formed.org) about Saints. Students then had the opportunity to take home various Saints and information about them.
- 13. Beginning January 24, (we actually haven't started this study due to the weather—hopefully we will meet for the first time this week Thursday February 7) 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>
- 14. 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. Again this study has yet to begin because of the weather. We plan to begin this week, Thursday February 7. There are 19 people signed up for the study. Cost of the books is \$25.
- 15. Dates for Vacation Bible School need to be set, however this will need to wait until the last day of school is determined.
- 16. Due to the weather Faith Formation classes were cancelled January 23.
- 17. The scheduled in-service on January 30 for our catechists and support helpers was also cancelled due to weather.

a. Youth Ministry (Evan)

We continue to focus on discipleship which involves (communally and individually):

- 1. Introduction to Jesus through and in a personal relationship with Him
- 2. The deepening of total prayer life
- 3. Discernment of God's will and our spiritual gifts
- 4. The living out of that discernment through service as the mission of the Church

5. Gaining the ability to clearly explain and defend one's beliefs
6. Developing spiritual defenses

What are we doing to accomplish these goals?

The Diocese has begun re-visioning its Catholics in Action service retreat, and I am part of the team participating in the process. We did not meet in December.

Generations of Faith: We have finished developing focus group questions and permission forms. We conducted our first two focus group studies in December and January, with high school and college aged cohorts. I am now in the process of transcribing those sessions, and could use some assistance.

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 youth night for February 1st was smaller than usual – with only a few participating adults we had to do signups for the event for teens to make sure we didn't have unsafe ratios. Combined with women's CEW, that resulted in a lower turnout, which is relatively normal for the February MSYN. We did a combined movie/bible study event focusing on the events of Exodus and God's call along with our identity. Our next middle school youth night was on the calendar for March 1st, but with my wedding the following day, we're going to move that date, probably to March 8th. More details on that to come soon.

High school youth nights in January were focused on formation – including understanding and living the Creed, Catholic apologetics, and Scripture study and reading. However due to the weather conditions throughout the last couple weeks, we missed two of those sessions. We will go into those materials in February instead.

Fr. Jake has successfully joined our small group in place of Fr. Ross Epping. We met once in January and talked about vocation and relationships. We weren't able to meet a second time due to the weather, but are now planning a February meeting.

Sweetheart Dinner is this week! We're encouraging teen leadership development this year by inviting teens to be set up captains and the head servers and M.C. Rick Willows will once again be cooking up dinner for us, and we're excited to have the parish center back in time. We're looking to have about 110 people for the dinner, a little lower than past years, but largely due to several of our regulars being unable to attend.

NCYC deposits are past due, right now we have over 30 teens and adults who've expressed interest in attending. Our initial estimates were for 50 people, so I expect a few more to come in over the next couple weeks as schedules get back to normal.

Rebuilding Together Quad Cities, effective last week, no longer exists. Beginning yesterday, RTQC has combined with Habitat for Humanity. Together they will still offer the same sorts of home repair projects, but with increased levels of efficiency and training for volunteers. We will meet with them to look at planning this year's summer mission after Sweetheart Dinner is over.

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 18th, from 4-6pm. We meet November 27th from 5-7pm as well. Catechists, teachers, members of pastoral staff, and some parents and teens were invited to be part of this process. Our meeting January 29th was cancelled, so our next meeting will be February 11th, and potentially February 21st to make up our missed gathering. 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 was with the replacement of the 7th 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 8th graders as part of the school's strategic plan to 8th graders in FF as well as potentially 7th 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. Every 8th grader had the opportunity to make scarves, and some helped us with tagging them as well. Unfortunately on the date of Chase the Chill, we had only one family participate – and due to a train situation we didn't put all the scarves out. Instead, we put out about 1/3 of them, and brought the rest to King's Harvest and Humility of Mary. I was then invited to Living Local on Channel 4 to talk about the project and other service projects we're doing at OLV/JFK.

Our Confirmation Sponsor Service day went well with approximately 70 teens and sponsors/parents present. We made dog treats and cat toys for King's Harvest Pet Shelter, scarves for Chase the Chill, blankets for Humility of Mary, and cards for first responders. The blankets and pet supplies have already been delivered to their locations.

Photo packets for TSS photography are going home this week.

Major dates at this time:

April 11, 2019: Confirmation practice at 6pm

April 13, 2019: Confirmation at 1:30pm

18. PASTOR'S NOTES (Fr. Jake G.)

19. COMMITTEE REPORTS AND COMMUNICATIONS

- a. Generations of Faith Committee (Pat, Julaine, John)
- b. Finance Committee (Chad, Joe, Peter, Pat, Lisa, Luke)
- c. Nominating Committee (All board members)
- d. Policy Committee (Chad, Luke, Tom)
- e. Strategic Planning Committee (Chad, Chris, Sara)
- f. School Improvement Advisory Committee (Chad, Lisa, John)

- g. Market/Public Relations Committee (Chad, Sara, Julaine, Tom)
 - h. Grant Writing Committee (Chad, Chris)
 - i. Parish Council (rotating per schedule) 4th Tuesday of each month 7:00 pm

August 28 – Tom	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)
 - k. Home & School Association
 - l. Band Boosters
 - m. Assumption High School Rep. (Matt Henning)
 - 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
20. UNFINISHED BUSINESS
21. NEW BUSINESS
- a. Scott County Catholic Schools Strategic Planning with Meitler – Andy Craig
22. COMMENTS FROM AUDIENCE and OPEN FORUM
23. CLOSING PRAYER

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

BOE's February Rep to Parish Council: Peter

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

OUR LADY OF VICTORY BOARD OF EDUCATION MEETING
6:00 P.M. Monday, February 11, 2019 @ JFK Library

AGENDA OF REGULAR MEETING

1. CALL TO ORDER
 - a. OPENING PRAYER
 - b. ROLL CALL
 - i. Fr Jake, Chad Steimle, Jennifer Wemhoff, Evan Brankin, Pat Archer, Chris Fox, Tom Poston, Lucas Roth, Peter Schuster, Lisa Snider, John Stachula, Sara Langrehr
 - ii. Parish Council Rep: Mike Van Spreybroeck
 - iii. Visitors: Jennifer Van Spreybroeck, Matt Ryan, Chris Wemhoff, Karen Youngerman, Carl Kubalsky, Kathy Knox
 - c. ACCEPTANCE OF AGENDA
 - i. Moved Andy Craig's Meitler presentation to the beginning then Comments followed by New Business of ECLC Weather conditions
 1. **Motioned, 2nd and approved**
2. Andy Craig – Meitler
 - a. Overview of the process. Recommendations are coming. Please send any comments or concerns to Andy regarding the Meitler presentation and handouts.
3. Comments
 - a. Carl expressed concerns of the summer time being an important part of family in respect to make up for snow days, and to take those thoughts into consideration when determining makeup days
4. New business –weather statements regarding ECLC:
5. READING AND APPROVAL OF MINUTES OF January meeting
 - a. **Motioned, 2nd and approved**
6. ADMINISTRATIVE REPORTS (Written reports pre-submitted) –Motion to accept the administrative reports as written
 - a. **Motioned, 2nd and approved**

Principal of JFK (Chad)

Facilitator of Faith Community:

1. Students prepared approximately 460 treat bags to thank “community helpers.” These bags are being distributed to police officers, fire fighters, ordained at St. Ambrose, other priests and sisters, and employees at Genesis.

Ethical Leadership:

1. The Iowa General Assembly will be presented with the Children's System State Board Strategic Plan, a report directed by Governor Reynolds. Key elements of the plan are the following:
 - a. By July 1, 2020, age-appropriate, universal behavioral health screenings be provided at periodic intervals to Iowa's children and families.
 - b. Children with an identified need for behavioral health services receive them in the following key areas:
 - i. Prevention, early identification, early intervention and community prevention
 - ii. Comprehensive crisis services
 - iii. Behavioral health treatment
 - iv. Community-based flexible supports
 - c. By July 1, 2019, the Children's Behavioral Health System State Board will be established
 - d. Stable, ongoing funding will be provided.

2. By July 1, 2019, school districts shall require annual training of at least one hour in length on suicide prevention and “postvention” for licensed staff members and annual, evidence-based, evidence-supported training on the identification of adverse childhood experiences and strategies to mitigate toxic stress response. Accredited non-public schools may follow along with these requirements.

Managerial Leadership:

1. Missed school time is taking a toll on our school calendar:
 - a. JFK calendar 1, 174:35 hrs scheduled
 - b. State required minimum 1,080 hrs
 - c. Missed school time due to weather:
 - i. Full days: 7 days = 46 hrs
 - a. Mon, Nov 26 (6:50 hrs)
 - b. Wed, Jan 23 (5:55 hrs)
 - c. Fri, Jan 25 (6:50 hrs)
 - d. Tues, Jan 29 (6:50 hrs)
 - e. Wed, Jan 30 (5:55 hrs)
 - f. Thurs, Jan 31 (6:50 hrs)
 - g. Thurs, Feb 7 (6:50 hrs)
 - ii. 2 Hr early dismissals: 2 = 4 hrs
 - a. Tues, Jan 22
 - b. Tues, Feb 5
 - iii. 2 Hr late starts: 2 = 4 hrs
 - a. Mon, Jan 28
 - b. Fri, Feb 1
 - iv. Conferences: 2.5 hrs = 2.5 hrs (are considered instructional hrs)
 - v. Total = 56.5 hrs
 - d. DCSD updated calendar (as of 2/4/19, although the superintendent indicated on 2/6/19 that discussions were still taking place):
 - i. All make up time added to end of the year
 - ii. Last day of school on Thursday, June 13th. It looks like they have at least one more instructional day to add after the cancellation on 2/7. They might be able to absorb the latest 2 hr early dismissal into their hour overage.
 - iii. Rumors say there is negotiation with the union about other options, including early dismissals on Wednesdays.
 - iv. OLV’s rummage sale would have to be moved to accommodate school during June 10 - 14.
 - e. St. Paul’s
 - i. Going to school Presidents’ Day without bus transportation
 - ii. Going to school Easter Monday without bus transportation
 - iii. Will make further decisions on 2/11/19
 - f. Assumption
 - i. Going to school President’s Day without bus transportation
 - ii. Was already going to school on Easter Monday without bus transportation
 - iii. Adding two half (or less) days on May 28 and May 29
 - iv. AHS already uses a schedule different from the DCSD, BCSD, and the other Catholic schools and often without bus transportation
 - g. All Saints
 - i. Concerned about transportation. The Department of Education attorney has said that hours (or days) don’t “count” unless there is bus transportation. (However, if we’re not worried about our make up time “counting” towards the 1,080 minimum, then bus transportation doesn’t matter.)
 - h. Lourdes?
 - i. Bettendorf (as of 2/5/19 and stating that the adjustments can already accommodate future weather issues)
 - i. President’s day becomes staff in-service

- ii. Every other week early dismissal days for in-service in April and May become full days of classes
 - iii. Parent/teacher conference comp day for teachers becomes in-service day
 - iv. Classes now held on May 10th which had previously been no school
 - v. Maybe added ½ day at the end on Wednesday, June 5 (In one place, it says no change for students, and, in another place, it says it was a no school day and is now a school day for students and teachers)
 - vi. June 6-14 staff work days until contractual obligations are met
- j. Pleasant Valley (as best as can be determined on 2/7/19. Does not seem to give details for teachers)
 - i. Changed Feb 15 from no school to early dismissal
 - ii. Once per month early dismissal days for in-service in March, April, and May become full days of classes
 - iii. Last day of classes, June 7 (1/2 day)
- k. North Scott (Published last January)
 - i. Last day is May 31
 - ii. June 3 – 7 available as snow days
 - iii. Their original calendar had 1,126 hours
- l. JFK information:
 - i. We have one hour early dismissals every Wednesday. If we did not have the early dismissal, there would be no afternoon bus transportation.
 - ii. We have Presidents' Day off. If we were to have school, there would be no bus transportation. Notice to parents and staff would be seven days.
 - iii. We have Good Friday (April 19) and Easter Monday (April 22) off. These are paid holidays, just like Christmas and Memorial days, according to the employee handbook. We would likely have to pay both hourly staff and teachers. The cost for teachers would likely be \$7,000 - \$8,000. There would be no bus transportation.
 - iv. Spring break (March 11-15). There would be no bus transportation.
 - v. End of the 3rd quarter is a two hour early dismissal. It could be extended to the full day. There would be no bus transportation.
 - vi. June 5th is a two hour early dismissal. It could be extended to the full day or a regular early dismissal Wednesday. There would be bus transportation.
 - vii. June 6-7. If we were to go to school on these days, there would be bus transportation.
 - viii. June 10-12. If we were to go to school on these days, there would be bus transportation.
 - ix. June 13: Currently the last day for the DCSD with a 2 hr early dismissal. If we were to match the DCSD, there would be bus transportation.
 - x. June 14: If we were to go to school, there would be no bus transportation.
 - xi. Teachers:
 - a. Both the DCSD and BCSD adjust their work calendars for teachers so teachers still work the number of days in their contracts, even if more of those days are not with students.
 - b. JFK has a 190 day teacher contract, with 187 of those being instructional and in-service days. We also "require" teachers to be present at various evening events and at least three weekend Masses (Catechetical Sunday, Catholic Schools Week, and May Crowning).
 - c. Last year, we did not require a make-up of one day for teachers
 - xii. Other parent feedback:
 - a. A couple of parents have contacted me and appealed for creativity rather than just following the DCSD's plan. Among their suggestions are that we go to school on President's Day, Easter Monday, and/or for full days on Wednesdays.
 - xiii. ECLC:
 - a. Rates are charged for 40 weeks, which end on May 24th. Without changes to our schedule, there are two weeks this year without revenue. (We were OK with this discrepancy, which occurs some years, when we changed our billing practices and just billed for the week(s) around Christmas even though some years we may only be open three to five days during Christmas break.) If we have preschool classes any time during the week of June 10th, it would seem

we'd have to operate ECLC throughout the entire week. This additional week would be without revenue but with labor and other expenses. We could end preschool classes on a different day/week than K-8.

xiv. Recommendation:

- a. Make up some lost time. Why if we are over the state minimum?
 - a. When we switched from a school calendar of "hours" to "days," we were already over the state minimum. Some districts thought, "Great! Built in snow time!" However, to cancel some hours due to snow actually results in less time than when districts had "days" and had to make up the days. The goal should not have been to allow for a reduction of instruction. On the other hand, this year may have some exceptions.
 - b. Stay without classes on Presidents' Day.
 - c. Follow the DCSD for early dismissal Wednesdays.
 - d. Extend the teachers' work day on Wednesdays so there is either PD from 3:00 – 4:00 beginning February 27 and going through June 5 or an extra hour of teacher work time. Fourteen staff hours would be recaptured. This move allows us to retain some staff meeting time regardless of what the DCSD does with Wednesdays and allows staff to be done earlier in June.
 - e. Have 2.5 hrs of parent/teacher conferences at the end of the 3rd mid-quarter, which would be toward the end of February. As per teachers' contract attachment A, "comp time" was already granted in December in anticipation of winter conferences.
 - f. Follow the DCSD on the last day of the 3rd quarter.
 - g. Stay without classes on spring break.
 - h. Stay without classes on Good Friday and Easter Monday.
 - i. End PS and ECLC on June 7th. (Another option here would be to do the same with PS as K-8 and offer ECLC as an option from June 10-14 at the same rate for the additional week.)
 - j. Follow the DCSD for June 5th.
 - k. Follow the DCSD for June 6th and 7th. Adds 13:40 of instructional time
 - l. Follow the DCSD for June 10th and 11th. Adds 13:40 of instructional time
 - m. Follow the DCSD for June 12th. Adds 5:55 or 6:50 of instructional time, depending upon early one hour early dismissal.
 - n. Teachers work June 13.
 - o. Summary:
 - a. Conference time: 2.5 hours added back in
 - b. Real Instructional time: 33.25 – 34.17 hrs added back in
14 -16 more if eliminate early dismissals
 - c. Total days for teachers = 185 plus approx. 2 days from extended teacher time on Wednesdays
2. Given the weather we have had this year, it would be a good time to review our weather statements regarding ECLC:
- a. Contract language for 2019-20: ECLC is open on all other non-school days when preschool is not open and typically follows regular hours on late start days, early out days, and weather-related closings such as snow days. However, the Applicant should consider arranging a backup child care plan in the event of an emergency shut down of the facility.
 - b. Handbook language for 2018-19 (will at least be updated to match the contracts): Emergency closings of the ECLC center may occur due to loss of electricity or water to the building, or an inability to maintain the student-to-staff ratio at the center adequately due to staff illness. In the event of an emergency closing, staff will begin notification to parents as soon as possible
 - c. When started, our ECLC was to be a daycare that would be open regardless of weather related school closings. At that time, we were also able to take "drop ins." Gradually, and with eventually DHS regulations, drop in childcare was eliminated.
 - d. In the approximately ten years of ECLC, we have made four weather-related exceptions, three of them this year:

- i. Several years ago: Blizzard was forecast for the next day. When we talked with parents, no children were going to be coming on the day of the blizzard. We closed on the blizzard day.
 - ii. Monday, November 26, 2018: Blizzard was forecast for Sunday and predicted to be done during the morning hours. Late on Sunday night, ECLC's lead teacher's car got stuck, and she indicated that she was going to take one of her paid "emergency days." She did not believe she would be able to find a sub. I decided to close. Staff was grateful.
 - iii. Wednesday, January 30, 2019: Predicted wind chill of -45 to -50. ECLC staff contacted all parents, and none were going to bring their kids to ECLC anyway. I closed ECLC. We heard from a family who, while not worried about this particular day, did comment about having to work regardless of the weather.
 - iv. Tuesday, February 5, 2019: An ice warning (the first one in 10-12 years) was in place from 12:00 p.m. through 6 a.m. the next day. Looking at the hourly forecast on weather.com, there was an 80-90% chance of freezing rain/drizzle beginning by 3:00 with slightly lesser chance by 2:00. JFK had a 2 hr early dismissal, and I closed ECLC and aftercare at 3:00. (Nothing freezing started to actually happen until about 3:00.)
 - e. Staff would prefer that ECLC also follow all weather decisions of JFK and standards were put in place for non-school days that ECLC would also normally be open (Ex: President's Day).
 - f. Recommendation:
 - i. Maintain our general position that ECLC is to be a daycare that is open regardless of weather related school closings.
 - ii. Authorize administration to develop a set of guidelines, with some input, for weather situations that might lead to exceptions to the general position of ECLC staying open.
3. The DCSD's board has passed August 26th as the first day of school for the district. State law currently says school cannot start before August 23rd, which is a Friday in 2019. However, because the Iowa State Fair is August 8 – 18 this year, legislation has been proposed that would allow for schools to start before the 23rd.
 4. Winter reporting for the Department of Education was completed.
 5. Staffing for 2019-20:
 - a. Staff not returning:
 - i. Anna Schott will not be returning to JFK for 2019-20. The school counselor position will need to be filled.
 - ii. Michelle Jordan, who is teaching 4 year old PS, will not be returning to JFK for 2019-20. It is highly unlikely that we will fill this position.
 - iii. At least three other BOEE licensed FTEs have indicated that they are open to applying for positions outside of JFK.
 - iv. Jennifer Wemhoff, who is teaching a section of religion, has indicated that she will not be returning to teach in 2019-20 due to the expansion of her other duties. We will attempt to absorb her duties into other positions, but the ability to do so depends upon the number of students going to AHS for Algebra and other staff cuts.
 5. Timeline for "termination" of a non-probationary teacher for the upcoming school year:
 - a. **March 5th board meeting:** Board makes a decision regarding the number of FTEs to reduce for the upcoming school year.
 - b. **March 31:** "If it becomes necessary to notify a teacher that a contract will not be renewed because of a reduction in teaching positions the board should try to notify the teacher by midnight March 31." However, the policy regarding a reduction in force also says to refer to other policies regarding non-renewal and termination. Dates from these policies follow:
 - i. **Prior to March 31 and 20 days prior to board meeting to consider termination (March 13 for OLV's board meeting on April 2):** Teacher being considered for termination for the upcoming school year and board receive written notice of the intent to terminate. On or prior to this date, the administrator meets with the teacher and provides the teacher with written notification of his/her right to a hearing, the requirement to request such a hearing, the procedural safeguards to be afforded the teacher at the hearing and the rationale or reason constituting "just cause" for the recommendation of termination.

- ii. **Ten days after receipt of notice or ten days before the board meeting (March 23 for OLV's board meeting on April 2):** Deadline for teacher to notify administrator and board president or designee, in writing, of desire for a hearing before the board.
 - iii. **April 2 board meeting:** Administrator's recommendation and rationale for it is made in closed session. Teacher may also respond/present his/her case, if a hearing was requested. Upon completion of the hearing, if it had been requested, administrator and teacher are dismissed, and the board deliberates and reaches its decision. The board then moves to open session and presents its decision, and votes upon it again.
 - iv. **Prior to May 1st:** Teacher is notified by board president or designee of the board's decision.
 - v. **Within ten days of receipt of notification:** Teacher may appeal in writing to the Diocesan Board of Education by certified mail.
 - vi. **Within 30 days of argument before the Diocesan Board of Education:** Diocesan Board of Education's decision is communicated in writing.
6. Kitty Temming and I continue to do work on the Emergency Operations Plan following each monthly webinar from the DE. We also participated in FEMA training. Below are the key elements of the new law:
- a. Legislation introduced this session would require schools to also seek guidance from the Department of Public Safety.

Public Relations Leadership:

- 1. Two Catholic school counselors, including Anna Schott, were on TV last week for national school counselors week.
- 2. Our marketing video is ready for use: <https://youtu.be/C7a0YlOJvYE>. We may be making adjustments to it later, but we want to start using what we have now.
- 3. Post cards were distributed to all parishioners and preschool families with kindergarten eligible children.

Leadership in Diocesan/Parish Context:

- 1. **Scott County Catholic Schools' Strategic Planning:**
 - a. Principals met with Meitler on January 3rd, and the planning/steering committee met on January 4th.
 - b. Local leads Andy Craig and Rosie Barton are visiting board of educations and finance councils in February to share progress and gather feedback.
 - c. In my opinion, a broad general plan may be emerging, but there are many messy details that still need to be discussed. I am beginning to wonder if we'll need to have two phases: one to reach agreement at the broadest level and one to do the messy work of figuring out what needs to be done at the detail level to achieve the broadest goals. It seems as if the planning is currently only funded through the first phase.
 - i. Example: A broad goal might be that Catholic schools in Scott County be equitably funded. What this looks like in application can be very messy across five schools and even more parishes.
- 2. I attended a meeting of the finance committee for the diocesan strategic plan for education. One of the things that stood out is a contrast between what's happening at the Scott County level and the diocesan level:
 - a. At the level of Scott County, all parties recognize and agree that something different needs to be done for Catholic school education to thrive in the future. We're just not sure what it is.
 - b. At the diocesan level, there's two ways things can happen: by direction of the bishop or by will of the pastors. It currently doesn't seem that the bishop will direct things to change for Catholic school education, which would leave changes to the pastors. We are not sure the pastors are in favor of doing something different for Catholic school education particularly because there are many more pastors/parishes without connections to schools than with the connections.
 - c. Lee Morrison is trying to develop a formula for parishes which have parishioners attend Catholic schools but do not pay a subsidy to the school. Around the country, such parishes will either pay the average subsidy per student or the difference between in parish and out of parish tuition. The real question is what do parishes, like St. Mary's, do when they don't have the revenue to support either of these methods.
- 3. I attended the Scott County Catholic School Advisory Board meeting:

- a. Everyone is still waiting on the U.S. Department of Treasury's decision about the federal tax deductibility of STO contributions. It is felt that this turmoil may have affected STO contributions as 2018 was the first year when all of the tax credits were not used throughout the state.
- b. The legislative agenda of the Iowa Catholic Conference includes increasing the STO tax credit level so that all of the current need and the new need that becomes apparent when the eligibility is expanded to 400% of poverty level this year can be met. Four hundred percent of poverty for a family of four is \$103,000. What is feared is that, although more families are eligible for assistance, there are not enough funds available to meet the need. If this scenario becomes true, 25% more families would now be eligible to receive some assistance, but the other 75% of the families may now receive less than they did before.
- c. A mailing to families with school age children in Scott County is being planned. One of the current questions is whether this mailing will be to all of the approximately 17,000 families or the 7,000 Catholic households.
- d. The SCCSAB recommended that more focus groups be included in the Scott County strategic planning and that they should perhaps include students from a variety of grade levels.
- 4. I attended the Finance Council's make up meeting:
 - a. Redistribution of parish tithing of $\frac{3}{4}$ of 1% now that Carelink dissolved
 - b. Catich-like mural at JFK is covered under our regular insurance
 - c. Parish center renovation update: The work is complete, and a large insurance settlement was received.
 - d. Projected salary increase for next year:
 - i. 2% still desired
 - ii. Clarified that the 2% was a minimum for all staff
 - iii. JFK budget drafts have been using a 2% average
 - iv. Adjusting to a 2% minimum adds about \$4,000 in expenses to JFK
 - v. Fr. Jake said he'd be open to a higher parish subsidy to cover the additional expenses, if needed
 - e. Insurance discussion regarding parish rentals: More work to do regarding parish rental paperwork revisions, and parish council will be involved
 - f. Edward Jones portfolio discussion regarding fund allocation percentages: Sub-committee formed
 - g. Capital campaign discussion: Needs of Scott County Catholic schools and of OLV/JFK campus buildings and property and future activities in diocese are all unknown but would certainly impact each other.
- 5. I attended the Scott County Catholic Schools principals meeting:
 - a. K-8 fees (Tabled)
 - b. FTP:
 - i. Because of disparity between need and available funds, the Mississippi Valley STO is not increasing eligibility to the 400% level but staying at the 300%.
 - ii. The Embracing Our Future funds, which were raised through a large public capital campaign and a quieter renewal campaign, are running out. We are drawing over \$100,000 per year of EOF funds to combine with STO funds to meet families' financial needs. There is only about \$270,000 of EOF funds still available.
 - c. Career Cruising software: The large annual upload costs about \$300, and AHS is currently paying for it. We agreed to do the large upload each November, and rollover in the summer.
 - d. Report cards:
 - i. The elementary schools are sharing samples
 - ii. It was agreed that standardization among the schools would be ideal. "Letter grades," for example start to be used in 3rd, 4th, 5th, and 6th grades depending upon the grade school.
 - e. Scott County strategic planning

b. Faith Formation-Religious Education Director (Jennifer)

- 1. I participated in pastoral staff during the month of January.
- 2. I attended the January Board of Education meeting.
- 3. I attended the January MORE (Ministers of Religious Education) meeting held at St. Alphonsus.

4. I continue to write weekly bulletin articles.
5. I continue to update and track the Faith Formation budget.
6. I am working with 2 students this year to help prepare them for full initiation or make a profession of faith.
7. I assisted with the Chase the Chill project. Both 8th grade classes at JFK have made scarves for this project and the 8th grade Faith Formation class has also made scarves.
8. I assisted with the Confirmation Sponsor service day on Sunday January 13.
9. Our 3rd family meal of the year was held for kindergarten through 3rd grade faith formation students and their families on Wednesday January 16. Students and families watched a Brother Francis film (from Formed.org) about Saints. Students then had the opportunity to take home various Saints and information about them.
10. Beginning January 24, (we actually haven't started this study due to the weather—hopefully we will meet for the first time this week Thursday February 7) 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>
11. 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. Again this study has yet to begin because of the weather. We plan to begin this week, Thursday February 7. There are 19 people signed up for the study. Cost of the books is \$25.
12. Dates for Vacation Bible School need to be set, however this will need to wait until the last day of school is determined.
13. Due to the weather Faith Formation classes were cancelled January 23.
14. The scheduled in-service on January 30 for our catechists and support helpers was also cancelled due to weather.

a. Youth Ministry (Evan)

We continue to focus on discipleship which involves (communally and individually):

1. Introduction to Jesus through and in a personal relationship with Him
2. The deepening of total prayer life
3. Discernment of God's will and our spiritual gifts
4. The living out of that discernment through service as the mission of the Church
5. Gaining the ability to clearly explain and defend one's beliefs
6. Developing spiritual defenses

What are we doing to accomplish these goals?

The Diocese has begun re-visioning its Catholics in Action service retreat, and I am part of the team participating in the process. We did not meet in December.

Generations of Faith: We have finished developing focus group questions and permission forms. We conducted our first two focus group studies in December and January, with high school and college aged cohorts. I am now in the process of transcribing those sessions, and could use some assistance.

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 youth night for February 1st was smaller than usual – with only a few participating adults we had to do signups for the event for teens to make sure we didn't have unsafe ratios. Combined with women's CEW, that resulted in a lower turnout, which is relatively normal for the February MSYN. We did a combined movie/bible study event focusing on the events of Exodus and God's call along with our identity. Our next middle school youth night was on the calendar for March 1st, but with my wedding the following day, we're going to move that date, probably to March 8th. More details on that to come soon.

High school youth nights in January were focused on formation – including understanding and living the Creed, Catholic apologetics, and Scripture study and reading. However due to the weather conditions throughout the last couple weeks, we missed two of those sessions. We will go into those materials in February instead.

Fr. Jake has successfully joined our small group in place of Fr. Ross Epping. We met once in January and talked about vocation and relationships. We weren't able to meet a second time due to the weather, but are now planning a February meeting.

Sweetheart Dinner is this week! We're encouraging teen leadership development this year by inviting teens to be set up captains and the head servers and M.C. Rick Willows will once again be cooking up dinner for us, and we're excited to have the parish center back in time. We're looking to have about 110 people for the dinner, a little lower than past years, but largely due to several of our regulars being unable to attend.

NCYC deposits are past due, right now we have over 30 teens and adults who've expressed interest in attending. Our initial estimates were for 50 people, so I expect a few more to come in over the next couple weeks as schedules get back to normal.

Rebuilding Together Quad Cities, effective last week, no longer exists. Beginning yesterday, RTQC has combined with Habitat for Humanity. Together they will still offer the same sorts of home repair projects, but with increased levels of efficiency and training for volunteers. We will meet with them to look at planning this year's summer mission after Sweetheart Dinner is over.

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 18th, from 4-6pm. We meet November 27th from 5-7pm as well. Catechists, teachers, members of pastoral staff, and some parents and teens were invited to be part of this process. Our meeting January 29th was cancelled, so our next meeting will be February 11th, and potentially February 21st to make up our missed gathering. 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 was with the replacement of the 7th 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 8th graders as part of the school's strategic plan to 8th graders in FF as well as potentially 7th 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. Every 8th grader had the opportunity to make scarves, and some helped us with tagging them as well. Unfortunately on the date of Chase the Chill, we had only one family participate – and due to a train situation we didn't put all the scarves out. Instead, we put out about 1/3 of them, and brought the rest to King's Harvest and Humility of Mary. I was then invited to Living Local on Channel 4 to talk about the project and other service projects we're doing at OLV/JFK.

Our Confirmation Sponsor Service day went well with approximately 70 teens and sponsors/parents present. We made dog treats and cat toys for King's Harvest Pet Shelter, scarves for Chase the Chill, blankets for Humility of Mary, and cards for first responders. The blankets and pet supplies have already been delivered to their locations.

Photo packets for TSS photography are going home this week.

Major dates at this time:

April 11, 2019: Confirmation practice at 6pm

April 13, 2019: Confirmation at 1:30pm

15. PASTOR'S NOTES (Fr. Jake G.)

- a. n/a

16. COMMITTEE REPORTS AND COMMUNICATIONS

- a. Generations of Faith Committee (Pat, Julaine, John)
 - i. n/a
- b. Finance Committee (Chad, Joe, Peter, Pat, Lisa, Luke)
 - i. n/a
- c. Nominating Committee (All board members)

- i. n/a
 - d. Policy Committee (Chad, Luke, Tom)
 - i. n/a
 - e. Strategic Planning Committee (Chad, Chris, Sara)
 - i. n/a
 - f. School Improvement Advisory Committee (Chad, Lisa, John)
 - i. n/a
 - g. Market/Public Relations Committee (Chad, Sara, Julaine, Tom)
 - i. n/a
 - h. Grant Writing Committee (Chad, Chris)
 - i. n/a
 - i. Parish Council (rotating per schedule) 4th Tuesday of each month 7:00 pm

August 28 – Tom	February 26 – Peter
September 25 – Julaine	March 26 – Chris
October 23 – Pat	April 23 – Sara
November 27 – Lisa	May 28 – John
January 22 – Luke	June 25 – Sara
 - j. Finance Council Rep (Peter)
 - i. n/a
 - k. Home & School Association
 - i. n/a
 - l. Band Boosters
 - i. n/a
 - 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)
 - n/a
 - o. Ad Hoc Committees
 - i. HVAC Funding Committee-Suspended for now
17. UNFINISHED BUSINESS
18. NEW BUSINESS
- a. Scott County Catholic Schools Strategic Planning with Meitler – Andy Craig
 - b. School cancelation days.
 - i. For the student's attendance for the remainder of this school year. Follow DCSD decisions in regard to early out days and days off up to and including June 7. JFK will still be off for Presidents Day, Spring Break, Good Friday, and Monday after Easter
 - 1. Motioned, 2nd and approved
 - ii. Administration will work with staff to make addition contractual time.
 - 1. Motioned, 2nd and approved
 - c. Authorize administration to develop a set of guidelines, with some input, for weather situations that might lead to exceptions to the general position of ECLC staying open.
 - i. Motioned, 2nd and approved

19. COMMENTS FROM AUDIENCE and OPEN FORUM

20. CLOSING PRAYER

Next Regular Meeting: Tuesday, March 5, 2019 at 6:00 pm

BOE's February Rep to Parish Council: Peter

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

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

OUR LADY OF VICTORY BOARD OF EDUCATION MEETING
6:30 P.M. Monday, February 18, 2019 @ Library

AGENDA OF REGULAR MEETING

1. CALL TO ORDER

- a. OPENING PRAYER
- b. ROLL CALL

- i. Fr Jake, Chad Steimle, Jennifer Wemhoff, Evan Brankin, Pat Archer, Julaine Edwards, Chris Fox, Tom Poston, Lucas Roth, Peter Schuster, John Stachula,
 - ii. Parish Council Rep: n/a
 - iii. Visitors: Rachael Whelchel, Julie Bauer, Kim Burken
- c. ACCEPTANCE OF AGENDA

2. ADMINISTRATIVE REPORTS (Written reports pre-submitted)

a. Principal of JFK (Chad)

2018-19 School Calendar:

1. Missed school time updated as of February 18, 2019:

- a. JFK calendar 1, 174:35 hrs scheduled, according to DE formula
- b. State required minimum 1,080 hrs
- c. Missed school time due to weather:
 - i. Full days: 7 days = 46 hrs
 - a. Mon, Nov 26 (6:50 hrs)
 - b. Wed, Jan 23 (5:55 hrs)
 - c. Fri, Jan 25 (6:50 hrs)
 - d. Tues, Jan 29 (6:50 hrs)
 - e. Wed, Jan 30 (5:55 hrs)
 - f. Thurs, Jan 31 (6:50 hrs)
 - g. Thurs, Feb 7 (6:50 hrs)
 - ii. 2 Hr early dismissals: 2 = 4 hrs
 - a. Tues, Jan 22
 - b. Tues, Feb 5
 - iii. 2 Hr late starts: 2 = 7 hrs
 - a. Mon, Jan 28
 - b. Fri, Feb 1
 - c. Tues, Feb 12
 - d. Wed, Feb 13
 - a. No 1 hr early dismissal
 - iv. Conferences: 2.5 hrs = 2.5 hrs (are considered instructional hrs)
 - v. Total = 59.5 hrs
- d. The Davenport Education Association (teachers' union) approved an adjusted calendar. It now goes to the board for approval. There currently is no board meeting scheduled until February 25th. All of the DCSD teachers we talk to seem convinced the 20 minute extension is at the beginning of the day.
 - i. The DCSD has lost 54.5 hours of instruction using an estimated 20 minutes for lunch each day.
 - a. Instructional hours: Total day 6:50 MTThF – 20 min lunch each day = 6:30
 - b. Instructional hours: Total day 5:50 W – 20 min lunch = 5:30

e. Comparisons and recommendations:

	DCSD	JFK	JFK Bd Action	Buses
Total Instructional Time (in hours)	1,082.65 low estimate	1,174.58		
Instructional time lost	-54.5	-59.5		
Eliminate early out Weds beginning March 6	+12	+12	JFK approved 2/11/19	Yes
School on Good Friday and Easter Monday	+13	N/a	JFK approved 2/11/19	Yes but N/a
20 minute extension each day	+20			Yes
Last day with 2 hr early dismissal	June 5	June 5	JFK's approved motion on 2/11/19 would have us match	Yes
Total time made up	+45	+12		
Net change	-9.5	-47.5		
Recommendations				
1) No change to JFK start time. Supervise early bus riders. Try breakfast option again.		0		Yes, whenever they arrive
2) Follow the DCSD for any of the 20 minute extension that is added to the end of the day		?		Yes
3) Admin and PS teachers adjust morning class pick up and afternoon class drop off as deemed appropriate to match K-8 and balance am and pm classes		0		N/a
4) K-8 conferences at end of mid-qr or qtr		+2.5		N/a
5) Combine our last all school Mass and field day (as we did in 2016) and move to June 7		0		N/a
6) No 2 hr early dismissal on June 5		+2		No afternoon
7) Full days on June 6-7		+13.67		No
Total hours of recommendations		+18.17		
Final net change comparison with the DCSD	-9.5	-29.33		
Total time for 2018-19	At least 1,080	1,145.25		
Additional teacher contract time	20 minutes	TBD	JFK approved admin and teachers to	

	each day & June 6-7, 10		determine method to meet contractual time	
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f. Rationale for recommendation

i. Recommendation #1:

- a. Anything more than a 5 minute earlier start time would put bus riders at JFK before 7:00 a.m. with the *legal* possibility of pick up before 6:00 a.m. Our first bus arrives about 20-25 minutes before school begins, between 7:00 – 7:05 a.m. The first pickup on the schedule is at about 6:17 now; twenty minutes earlier would schedule that stop before 6:00 a.m.
 - a. Last spring we had approximately 11% of the students actually ride the bus in the morning. Without adequate full days of school to take counts since a 20 minute earlier start was proposed, we will use the 11% figure, which translates to approximately 38 students this year.
- b. Incremental changes to the length of the day have less of an impact than full day additions:
 - a. 20 minutes seems too short to have as a separate “period”
 - b. On a middle school schedule, 2-3 minutes added to each period each day offers little educational benefit

ii. Recommendation #2:

- a. Maintains bus transportation in the afternoon

iii. Recommendation #3:

- a. Final times for PS cannot be determined until K-8 times are determined.
- b. If JFK does not change its start time, and we try to keep afternoon pick up time consistent with K-8, then the only times that might be adjusted are the mid-day times for the two half day programs.

iv. Recommendation #4:

- a. Restores conferences and allows for a face-to-face communications opportunity in late winter or spring.

v. Recommendation #5:

- a. While these changes don’t technically add officially counted instructional hours, they would reduce the number of “chopped up” days a bit.

vi. Recommendation #6:

- a. Reduces the feeling that June 5th is really the last day of school and allows regular instruction to take place.

vii. Recommendation #7:

- a. Adds two full days of instructional time, even though one is used for Mass and field day.
- b. Finishes classes before the next week, which no everyone seems to want to do.
- c. Finishes ECLC before the next week for which we’d either have to charge as an exception or go without revenue.

2. For reference, the following information is repeated from last week
- a. St. Paul's
 - i. Going to school Presidents' Day without bus transportation
 - ii. Going to school Easter Monday without bus transportation
 - iii. Will make further decisions after the DCSD decides – Board took no action on 2/11/19
 - b. Assumption
 - i. Going to school President's Day without bus transportation
 - ii. Was already going to school on Easter Monday without bus transportation
 - iii. Adding two half (or less) days on May 28 and May 29
 - iv. AHS already uses a schedule different from the DCSD, BCSD, and the other Catholic schools and often without bus transportation
 - c. All Saints
 - i. Concerned about transportation. The Department of Education attorney has said that hours (or days) don't "count" unless there is bus transportation. (However, if we're not worried about our make up time "counting" towards the 1,080 minimum, then bus transportation doesn't matter.)
 - d. Lourdes?
 - e. Bettendorf (as of 2/5/19 and stating that the adjustments can already accommodate future weather issues)
 - i. President's day becomes staff in-service
 - ii. Every other week early dismissal days for in-service in April and May become full days of classes
 - iii. Parent/teacher conference comp day for teachers becomes in-service day
 - iv. Classes now held on May 10th which had previously been no school
 - v. Maybe added ½ day at the end on Wednesday, June 5 (In one place, it says no change for students, and, in another place, it says it was a no school day and is now a school day for students and teachers)
 - vi. June 6-14 staff work days until contractual obligations are met
 - f. Pleasant Valley (as best as can be determined on 2/7/19. Does not seem to give details for teachers)
 - i. Changed Feb 15 from no school to early dismissal
 - ii. Once per month early dismissal days for in-service in March, April, and May become full days of classes
 - iii. Last day of classes, June 7 (1/2 day)
 - g. North Scott (Published last January)
 - i. Last day is May 31
 - ii. June 3 – 7 available as snow days
 - iii. Their original calendar had 1,126 hours
 - h. JFK information:
 - i. We have one hour early dismissals every Wednesday. If we did not have the early dismissal, there would be no afternoon bus transportation.
 - ii. We have Presidents' Day off. If we were to have school, there would be no bus transportation. Notice to parents and staff would be six days.
 - iii. We have Good Friday (April 19) and Easter Monday (April 22) off. These are paid holidays, just like Christmas and Memorial days, according to the employee handbook. We would likely have to pay both hourly staff and teachers. The cost for teachers would likely be \$7,000 - \$8,000. There would be no bus transportation.
 - iv. Spring break (March 11-15). There would be no bus transportation.
 - v. End of the 3rd quarter is a two hour early dismissal. It could be extended to the full day. There would be no bus transportation.
 - vi. June 5th is a two hour early dismissal. It could be extended to the full day or a regular early dismissal Wednesday. There would be bus transportation as long as the change is the same as the DCSD's.
 - vii. June 6-7. If we were to go to school on these days, there would be bus transportation, as long as we do full days.

- viii. June 10-12. If we were to go to school on these days, there would be bus transportation as long as we follow the DCSD. OLV's rummage sale would have to be moved to accommodate school any time during June 10 – 14.
- ix. June 13: Currently the last day for the DCSD with a 2 hr early dismissal. If we were to match the DCSD, there would be bus transportation.
- x. June 14: If we were to go to school, there would be no bus transportation.
- xi. Teachers:
 - a. Both the DCSD and BCSD adjust their work calendars for teachers so teachers still work the number of days in their contracts, even if more of those days are not with students.
 - b. JFK has a 190 day teacher contract, with 187 of those being instructional and in-service days. We also "require" teachers to be present at various evening events and at least three weekend Masses (Catechetical Sunday, Catholic Schools Week, and May Crowning).
 - c. Last year, we did not require a make-up of one day for teachers, and we did not make up one school day for students.
- xii. Other parent feedback:
 - a. A couple of parents have contacted me and appealed for creativity rather than just following the DCSD's plan. Among their suggestions are that we go to school on President's Day, Easter Monday, and/or for full days on Wednesdays.
- xiii. ECLC:
 - a. Rates are charged for 40 weeks, which end on May 24th. Without changes to our schedule, there are two weeks this year without revenue. (We were OK with this discrepancy, which occurs some years, when we changed our billing practices and just billed for the week(s) around Christmas even though some years we may only be open three to five days during Christmas break.) If we have preschool classes any time during the week of June 10th, it would seem we'd have to operate ECLC throughout the entire week. This additional week would be without revenue but with labor and other expenses. We could end preschool classes on a different day/week than K-8 and/or charge for the extra week of service.
- xiv. Recommendation:
 - a. Make up some lost time. Why, if we are over the state minimum?
 - a. When we switched from a school calendar of "days" to "hours," we were already over the state minimum. Some districts thought, "Great! Built in snow time!" However, to cancel some hours due to snow actually results in less time than when districts had "days" and had to make up the days. The goal should not have been to allow for a reduction of instruction. On the other hand, this year may have some exceptions.
 - b. Stay without classes on Presidents' Day.
 - c. Follow the DCSD for early dismissal Wednesdays.
 - d. Extend the teachers' work day on Wednesdays so there is either PD from 3:00 – 4:00 beginning February 27 and going through June 5 or an extra hour of teacher work time. Fourteen staff hours would be recaptured. This move allows us to retain some staff meeting time regardless of what the DCSD does with Wednesdays and allows staff to be done earlier in June.
 - e. Have 2.5 hrs of parent/teacher conferences at the end of the 3rd mid-quarter, which would be toward the end of February. As per teachers' contract attachment A, "comp time" was already granted in December in anticipation of winter conferences.
 - f. Follow the DCSD on the last day of the 3rd quarter.
 - g. Stay without classes on spring break.
 - h. Stay without classes on Good Friday and Easter Monday.
 - i. End PS and ECLC on June 7th. (Another option here would be to do the same with PS as K-8 and offer ECLC as an option from June 10-14 at the same rate for the additional week.)

- j. Follow the DCSD for June 5th. Follow the DCSD for June 6th and 7th. Adds 13:40 of instructional time
- k. Follow the DCSD for June 10th and 11th. Adds 13:40 of instructional time
- l. Follow the DCSD for June 12th. Adds 5:55 or 6:50 of instructional time, depending upon early one hour early dismissal.
- m. Teachers work June 13.
- n. Summary:
 - a. Conference time: 2.5 hours added back in
 - b. Real Instructional time: 33.25 – 34.17 hrs added back in
14 -16 more if eliminate early dismissals
 - c. Total days for teachers = 185 plus approx. 2 days from extended teacher time on Wednesdays

b. Faith Formation-Religious Education Director (Jennifer)

c. Youth Ministry (Evan)

Dinner raised \$2500 for youth Ministry

3. PASTOR'S NOTES (Fr. Jake G.)

4. COMMITTEE REPORTS AND COMMUNICATIONS

- a. Generations of Faith Committee (Pat, Julaine, John)
 - i. n/a
- b. Finance Committee (Chad, Joe, Peter, Pat, Lisa, Luke)
 - i. n/a
- c. Nominating Committee (All board members)
 - i. n/a
- d. Policy Committee (Chad, Luke, Tom)
 - i. n/a
- e. Strategic Planning Committee (Chad, Chris, Sara)
 - i. n/a
- f. School Improvement Advisory Committee (Chad, Lisa, John)
 - i. n/a
- g. Market/Public Relations Committee (Chad, Sara, Julaine, Tom)
 - i. n/a
- h. Grant Writing Committee (Chad, Chris)
 - i. n/a
- i. Parish Council (rotating per schedule) 4th Tuesday of each month 7:00 pm

August 28 – Tom	February 26 – Peter
September 25 – Julaine	March 26 – Chris
October 23 – Pat	April 23 – Sara
November 27 – Lisa	May 28 – John
January 22 – Luke	June 25 – Sara
- j. Finance Council Rep (Peter)
 - i. n/a
- k. Home & School Association
 - i. n/a
- l. Band Boosters
 - i. n/a
- 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)
 - i. n/a
- o. Ad Hoc Committees
 - i. HVAC Funding Committee-Suspended for now
 - 1. n/a
- 5. UNFINISHED BUSINESS
- 6. NEW BUSINESS
 - a. Calendar days

i. Motion:

Accept Recommendation 1, 2, 3, and 4 as written

Recommendation 1

No change to JFK start time. Supervise early bus riders. Try breakfast option again

Recommendation 2

Follow the DCSD for any of the 20 minute extension that is added to the end of the day

Recommendation 3

Admin and PS teachers adjust morning class pick up and afternoon class drop off as deemed appropriate to match K-8 and balance am and pm classes

Recommendation 4

K-8 conferences at end of mid-qtr or qtr

- 1. Motioned, 2nd and approved

ii. Motion:

Accept Recommendation 5, 6, and 7 if the DCSD adds the 20 minutes to the beginning of the school day. If any time is added to the end of the day then we match Davenport schedule up to June 7th.

Recommendation 5

Combine our last all school Mass and field day (as we did in 2016) and move to June 7

Recommendation 6

No 2 hr early dismissal on June 5

Recommendation 7

Full days on June 6-7

- 1. Motioned, 2nd and approved

- 7. COMMENTS FROM AUDIENCE and OPEN FORUM
- 8. CLOSING PRAYER

Next Regular Meeting: Tuesday, March 5, 2019 at 6:00 pm

BOE's February Rep to Parish Council: Peter

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

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

