

**OUR LADY OF VICTORY BOARD OF EDUCATION MEETING
6:30 P.M. Tuesday, April 2, 2019 @ Gathering Space Meeting Room**

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, Tom Poston, Lucas Roth, Peter Schuster, Lisa Snider, John Stachula, Sara Langrehr
 - ii. Parish Council Rep: Jennifer Stratman
 - iii. Visitors: Linda Vogel, Mary Wahlig, Emily Thomas, Elizabeth Motto, Anna Schott,
 - c. ACCEPTANCE OF AGENDA
2. READING AND APPROVAL OF MINUTES OF March meeting
 - a. Motion, 2nd, Approved
3. ADMINISTRATIVE REPORTS (Written reports pre-submitted)
 - a. Principal of JFK (Chad)

Facilitator of Faith Community:

1. The Sacrament of Reconciliation was celebrated during Lent.
2. I attended the Confirmation visioning session.
3. JFK teachers completed the diocesan safe environment training of students, Teaching Safety: Empowering God's Children, during March.
4. The 2nd-12th grade Scott County Catholic Schools' Mass was at AHS on March 21st.
5. Administrative staff members have met several times regarding Holy Fire. We decided to continue to go to the Holy Fire event with 7th graders on a Friday in October at the University of Illinois-Chicago.

Ethical Leadership:

1. Children's author Julia Cook will be at JFK on two half days this week. There will be Social-Emotional Learning (SEL) and writers' workshop assemblies for K-2, 3-5, and 6-8. A parent presentation will be in the evening on Thursday. Ms. Cook is a national author of books relating to children's Social-Emotional-Behavioral issues. She will be at all of our Catholic elementary schools and on Paula Sands Live.
2. We have notified a preschool family of the compulsory attendance laws for preschoolers who are enrolled in SWVPP-4.
3. We have had one in school suspension for accumulated level II detentions in March.
4. There have been a number of IEP suspect meetings and annual reviews in March.
5. An additional statement is needed in our Equal Opportunity and Non-Discrimination Policy. (See separate attachment.)

Visional Leadership:

1. See other areas of this document concerning participation in visioning for Confirmation, Scott County Catholic school strategic planning, and diocesan financial planning for schools.

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 March was used for the following:
 - i. PLCs
 - ii. K-2 WIN PD with Claudia Reyes-Fry
 - iii. "Full" staff meeting regarding insurance
 - iv. Administration of Iowa Assessments and Iowa Statewide Assessment of Student Progress (ISASP).

- v. Catechetical training overview
- c. April PD time will be used for the following:
 - i. PBIS follow up
 - ii. Individual Career Development Plan work
 - iii. PLCs
 - iv. K-2 WIN PD with Claudia Reyes-Fry
 - v. Advanced Learner Guide discussion
- d. Approximately 20% or more of the teachers are taking a summer class together: Trauma Informed Approaches to Classroom Management.
- e. Principals are doing a book study, *Help for Billy: A Beyond Consequences Approach to Helping Challenging Children in the Classroom* by Heather Forbes.
- 2. Following March's board meeting and before spring break, there were private conversations with 29 staff members regarding the future and positions at JFK.
- 3. We held one interview for the school counselor position, and the candidate eventually declined our offer. Based upon what I am seeing and hearing, there are quite a few schools looking for counselors this spring. We have expanded our search beyond our normal routes.
- 4. The Scott County Catholic School and SAU 8th Grade Career Fair was March 8th.
- 5. Teachers are preparing for Iowa Assessments. Test administration and security training has taken place. Security is, again, receiving heightened attention. Schools are to have Student Honor Codes regarding testing, for example, and we developed one for 3rd-8th graders. Only BOEE licensed staff members may administer Iowa Assessments or ISASP.
- 6. Due to health reasons, Michelle Jordan has switched to half-time. We are covering her duties by shifting responsibilities.
- 7. Kitty Temming and I met with DCSD representatives regarding Title IIA federal professional development funds. The Iowa Department of Education has a new person reading Title IIA applications, and many district's/school's plans are being flagged, including all of the private schools' in Davenport and the DCSD's. JFK's plan actually had the least number of questions, particularly because of our contracted work with Claudia Reyes-Fry and K-2 teachers and reading interventionists. Mr. Connors' attendance at an instrumental music teachers' conference in Chicago, however, will likely not be covered, and we will have to pay back about \$1,200. In the past, we used Title IIA funds to have a handful of teachers attend the National Catholic Education Association's annual convention as well and used the guidance from NCEA to guide the writing of the application. This new reader of the applications looked at the NCEA's guidance while the DCSD was meeting with another Catholic school, and she rejected all of the NCEA's arguments.
- 8. There are four teachers that will not have their contracts renewed, pending board approval. Three are voluntary, and one is due to budget reductions. The following is a sample motion:
 - d. "I move that the teaching contracts for Michelle Jordan, Jennifer Wemhoff, Anna Schott, and Kathy Neuberger not be renewed for the 2019-20 school year."

Managerial Leadership:

1. The two day state review of our lunch program went well. The public report is sent as a separate attachment. Our responses were already made and approved. Below is a summary of the responses:
 - a. A family's eligibility was corrected, and they were informed of a reduction in benefits.
 - b. An edited negative balance policy is available for the board's approval.
 - c. A new page was created to "house" all of the lunch program information on our website. The abbreviated civil rights statement was added to the lunch menu calendar.
 - d. We will continue to make equipment upgrades to lower our balance.
 - i. Our three month operating balance is about \$50,000.
 - ii. As of 3/28/19, the lunch program's balance is \$56,400.
 - e. A new log was created for retaining the dishwasher temperature strips.

We had lengthy discussions regarding new guidance for how lunch program funds can be spent. The guidance indicates that funds may not be used for capital expenditures (facilities improvements). Any shared equipment/furniture must be prorated. Equipment may be purchased with lunch program funds, but repairs may not be directly paid using lunch program funds. The lunch program may reimburse the school for "indirect costs," but indirect costs are capped. There is new guidance for indirect costs that was just received.
2. Tuition contracts were prepared and mailed out to families after spring break.
3. Office staff job descriptions were revised, and we have begun a search for a school secretary with strong accounting skills.

4. Scott Sweeney and I visited three Muscatine schools to look at furniture again. We identified approximately 280 student chairs for grades 3-8 and some other tables and teacher furniture that would work for JFK. This furniture is in great condition, and, if new, would be valued at over \$20,000. Muscatine is in the third year of a three year process whereby Hon is donating new furniture to all of the elementary and middle schools.
5. Salary raises should be made in April. The proposed motion is below. Please remember that half of the supplemental amount is awarded as a “signing bonus” at the end of the school year after teachers have signed a contract for the next year:
 - a. “I move that we use the previously approved method of determining salaries through a base and a supplemental amount such that the minimum raises are 2%.”
6. Kitty Temming and I continue to 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. The legislation introduced this session that would require schools to also seek guidance from the Department of Public Safety is moving positively through the legislative process. It is unclear if this will impact the deadlines.
6. An SCRA grant application for \$21,500 of a \$41,705 art room renovation project was submitted. Results will be known in mid to late May.
7. The DCSD calendar for 2019-20 is sent separately. I propose that we adopt the same calendar with the following exceptions:
 - a. In-services begin August 19th.
 - i. We start meetings five days prior to the first day of classes.
 - b. Kindergarten begins August 26th.
 - i. Kindergartners start classes the same day as other students.
 - c. In-service on November 11th rather than April 10th.
 - i. Moves an in-service from Good Friday to Veterans’ Day.
8. Payroll is processed monthly. Other expenditure information is processed multiple times each month.

Public Relations Leadership:

1. Approximately 15,000 post cards for Scott County Catholic schools were mailed to families with children ages 0-15. The list was further refined by Catholic/other and income level.
2. Parent teacher conferences were March 7th.
3. I attended the Home & School March meeting.
4. I wrote an article for the Scott County Catholic Schools e-newsletter.
5. The 3rd/4th grade spring show was last week.
6. 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 Scott County Catholic School Advisory Board meeting. Most of the discussion was about strategic planning.
2. I worked on the diocesan school finance group's recommendations.
3. I attended pastoral administrative staff meetings, as scheduled, and parish council and finance council meetings.
4. I attended the Diocesan principals' meeting.
5. Scott County Catholic Schools' Strategic Planning:
 - a. A final report has been provided to the planning/steering committee, which will meet later this month to identify how to distribute the document, share the contents through other means, and proceed with the next steps.

Additional Documents/Files to be Sent:

Lunch Program Site Visit, March 2019
 Policies to Review, 2019
 DCSD School Calendar, 2019-20

Items for Board Action

Negative lunch balance policy
 Equal Opportunity and Non-discrimination policy
 School Calendar for 2019-20
 Salary raises approval
 Non-renewal of teachers' contracts

- b. Faith Formation-Religious Education Director (Jennifer)
4. Faith Formation report to the Board of Education (April 2019)
5. Submitted by Jennifer Wemhoff
6. I participated in pastoral staff during the month of March.
7. I attended the March Board of Education meetings.
8. The March MORE (Ministers of Religious Education) was cancelled due to illness of the host.
9. I continue to write weekly bulletin articles.
10. I participated in conversations about ***Holy Fire 2019*** with staff members.
11. I continue to update and track the Faith Formation budget. Evan and I discussed and submitted our Faith Formation budget request for the 2019-2020 fiscal year.
12. I wrote and submitted 2 articles for the upcoming Victory Voice.
13. I am working with 2 students this year to help prepare them for full initiation or make a profession of faith.
14. I continue to participate in the Confirmation visioning meetings.
15. I helped to transcribe the video sessions the youth took part in as part of the Growing Young research.
16. All Faith Formation catechists have completed the ***Virtus Touching Safety*** program with their students. I recorded the training on the ***Virtus*** website as required by the diocese.
17. The First Communion parent/child make-up meeting was held Monday March 18 at 6:00pm in the JFK cafeteria.
18. First Communion practice is Thursday April 25 and First Communion is Sunday April 28 at 1:30pm. I am organizing pictures for First Communion as well as coordinating practice and planning the liturgy. Please pray for our First Communion students and their families as they prepare to receive this sacrament.
19. The middle school Bible Study ***Encounter*** began February 14. Our last session is April 11. Seven students are participating in this experience.

20. The current adult Bible study is ***Fulfilled: Uncovering the Biblical Foundations of Catholicism***; this Thursday April 4 will conclude this 7 week study. ***Fulfilled (Part II)*** is being offered to those currently participating in Part I of the study and will begin Thursday April 25 and will end May 30, 11 of the current participants have signed up for part two.
21. Vacation Bible School will be held July 22-26. Students that will be entering kindergarten to those entering 5th grade will be eligible to participate. Cost of the week long program will be \$25. Registrations will be available soon.

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 met last week to continue planning for this retreat – and I will offer an update in person at the Board of Education meeting based on new details from the YM Gathering.

- **Catholics in Action Retreat is not taking place this year

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. We are now in the process of transcribing those sessions, and will arrange for a third focus group session with young adults in the near future.

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.

Because of the difficulties around my wedding day, and the death in my fiancée's family, March's middle school youth night on marriage was cancelled. Spring break and other scheduling issues made it impossible to reschedule in March, so we have adapted our April meeting to be on relationships for middle schoolers. We have several guest speakers joining us to talk about relationships, but are still in need of a few more chaperones and chefs.

High school youth nights in March were focused on relationships – including going into the new VIRTUS training from the diocese for teens on healthy boundaries and how to handle

dangerous situations. None of our teens were surprised by the materials, having had a solid grounding in those subjects over the years, and were able to give good responses on how to deal with different situations. We also discussed dating and relationships, and the importance of intentionality and what different terms mean.

Fr. Jake has successfully joined our small group in place of Fr. Ross Epping. We met in March, and have our meeting set for April.

We've had a few more people express interest in attending NCYC, so we're adding to our numbers again. Barb at the Diocese has assured me that there is still available space, but we need to act fast. We had our parent meetings last week, and have begun distributing paperwork for families. We also review the new fundraising by families system for those new to it, and discussed the possibility of hosting a Trivia Night to help raise more money for the trip. This fundraiser would need to be approved by the parish council before it could be held.

Rebuilding Together Quad Cities (RTQC) no longer exists as of the end of January. Beginning February 4th, 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. I met with Deacon Steve Barton on Friday, February 22nd to look at planning this year's summer mission. I am working on arranging meetings for our parish leaders on the summer mission work so we can get started on planning and preparations.

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. For March, we met last week on Tuesday, and delved into the topic of core purpose – and have almost completed our discernment on it. We discerned the following core values for the Confirmation preparation ministry at OLV: Love of the faith, transformational relationship with God, developing faith-filled relationships, and sharing God's gifts through service. 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. The diocese is in discussions with Declan Weir Productions and NFCYM to bring Holy Fire to Iowa. Originally they were aiming for Des Moines, but they are now looking at a site in Coralville for the prospective location. The main difficulty for us is that the dates they are considering are both Sundays, and one of them is during Spring Break. We want to continue offering Holy Fire as a school field trip and confirmation retreat next year, and so are considering the Chicago Friday option.

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.

Most of the remaining Chase the Chill scarves were brought back in on Thursday, 2/14, though a few are still out in LeClaire park due to being frozen to the ground, and now buried beneath flood waters.

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.

I met with Deacon Agnoli on Tuesday, February 19th, to plan the Confirmation liturgy for this year. Fr. Jake submitted the liturgy planning form.

Photo packets for TSS photography went home this past month for Confirmation group and individual photos.

Major dates at this time:

April 11, 2019: Confirmation practice at 6pm

April 13, 2019: Confirmation mass at 1:30pm

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

No comments at this time

23. 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 – four seats that need to be filled potentially 2
- 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. Included in Principle report
- h. Grant Writing Committee (Chad, Chris)
 - i. An SCRA grant application for \$21,500 of a \$41,705 art room renovation project was submitted. Results will be known in mid to late May.
- 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

Nothing significant to report

- j. Finance Council Rep (Peter)
 - i. Included in the principle report (lunch program)
- k. Home & School Association
 - i. Plant sale wrap on Friday / Saturday(4-5 / 4-6)
 - ii. Opening to be filled
- l. Band Boosters
 - i. 8th graders go to Blue man group
 - ii. Trivia night had 8 tables
 - iii. Concert 5-16
- m. Assumption High School Rep. (Matt Henning)
 - i. Stadium project continues
- 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. Waiting for completion of strategic planning
- o. Ad Hoc Committees
 - i. HVAC Funding Committee-Suspended for now
- 24. UNFINISHED BUSINESS
 - a. n/a
- 25. NEW BUSINESS
 - a. n/a
- 26. ITEMS FOR BOARD ACTION
 - a. Negative lunch balance policy
 - i. Motion to approve the policy Policy 757.14 as written in Policies to Review, 2019
 - ii. 2nd, Approved
 - b. Equal Opportunity and Non-discrimination policy
 - i. Motion to approve the policy Policy 110.1 as written in Policies to Review, 2019
 - ii. 2nd, Approved
 - c. School Calendar for 2019-20
 - i. Accept the Davenport calendar with these changes
 - 1. In-services begin August 19th.
 - a. We start meetings five days prior to the first day of classes.
 - 2. Kindergarten begins August 26th.
 - a. Kindergartners start classes the same day as other students.
 - 3. In-service on November 11th rather than April 10th.
 - a. Moves an in-service from Good Friday to Veterans' Day.
 - ii. Motion, 2nd, Approved
 - d. Salary raises approval
 - i. Motion: that we use the previously approved method of determining salaries through a base and a supplemental amount such that the minimum raises are 2%.”
 - ii. 2nd, approved
 - e. Non-renewal of teachers' contracts
 - i. Motion: That the teaching contracts for Michelle Jordan, Jennifer Wemhoff, Anna Schott, and Kathy Neuberger not be renewed for the 2019-20 school year.
 - ii. 2nd, approved

27. COMMENTS FROM AUDIENCE and OPEN FORUM

28. CLOSED SESSION:

- a. Yes. Staff member requested a hearing for the non-renewal of contract
- b. Closed session from 3-5-2019 minutes

29. CLOSING PRAYER

Next Regular Meeting: Tuesday, May 7, 2019 at 6:30 pm

BOE's April Rep to Parish Council: Sara

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