

OUR LADY OF VICTORY BOARD OF EDUCATION MEETING
6:30 P.M. Tuesday, May 7, 2019 @ Gathering Space Meeting Room
Meeting Minutes

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, Lisa Snider, John Stachula, Sara Langrehr
 - ii. Parish Council Rep: Chad Lochner
 - iii. Visitor: Karen Youngerman, Jodi Weiser
 - c. ACCEPTANCE OF AGENDA
2. READING AND APPROVAL OF MINUTES OF April meeting
 - a. Motioned, 2nd, Approved
3. ADMINISTRATIVE REPORTS (Written reports pre-submitted)
 - a. **Principal of JFK (Chad)**

Facilitator of Faith Community:

1. Confirmation was during Lent, and First Communion was Divine Mercy Sunday.
2. I attended the Confirmation visioning session.
3. I attended the diocesan principals' retreat.

Ethical Leadership:

1. Jennifer Duncan, our school based therapist, will be adding another day to her schedule at JFK next school year. She will be here on Mondays and Tuesdays.
2. Julia Cook was at JFK with students on April 3rd and 5th and had a parent session on April 4th.
3. There have been a number of IEP suspect meetings and annual reviews in April.
4. Results of the 6th and 8th grade Iowa Youth Survey were received, and the 176 page report is being analyzed. Questions are wide-ranging: drug/alcohol use, attitudes, and perceived attitudes of adults; friendships; teacher, parent, and community support; crime; study, sleep, and eating habits; bullying, and more. Below are a few comments:
 - a. Only thirteen private schools/systems participated. They were all Catholic schools/systems. Four were in our diocese. No other local Catholic schools besides JFK participated.
 - b. Sixth graders were probably more forthcoming than 8th graders. Eighth graders may have tired of answering some of the questions and quickly just marked one. For example, 5% of 8th graders indicated that they had been disciplined for fighting, theft, or damaging property at school or a school event six or more times in the past 12 months. That is not true. For another series of questions asking students how often they used various drugs during the last 30 days, there was always one student who marked 30 or more days.
 - c. This year's group of JFK 6th graders is probably fairly typical of the other Catholic school 6th graders who participated in the survey. They may have been a bit less likely to hold/take the strongest positions on a Likert-scale for several questions, but their overall strongly agree/agree were about the same as the comparative Catholic group.
 - d. This year's group of JFK 8th graders had a similar issue with not holding the strongest positions on a Likert-scale in comparison to the Catholic school group. Where they differed with the comparative Catholic school group, the difference was often negative. More specific examples are in (i) below, and a general finding would be in (ii).
 - i. Alcohol use seemed significantly higher for JFK 8th graders, and it was more likely received from a parent. JFK's 8th graders were also less likely to believe that other students think using alcohol or any other illegal drug other than alcohol, cigarettes, or marijuana is very wrong or wrong. (For the examples in (i), a 15% difference was used.)
 - ii. A finding that saddened us was that, in comparison to the total Catholic school 8th grade group, JFK's 8th graders were less likely to feel connected to any adults regardless of

whether the adults were teachers, parents, or other adult community members. They reported they were less likely to be recognized for their achievements, or that the adults had time for them, including both attendance at their events and time to talk.

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 April was used for the following:
 - i. PLCs
 - ii. K-2 WIN PD with Claudia Reyes-Fry
 - iii. PBIS follow up
 - iv. Individual Career Development Plan work
 - v. "Sing to the Lord" presentation
 - vi. Advanced Learner Guide discussion
 - c. May PD time will be used for the following:
 - i. PLCs
 - ii. K-2 WIN PD with Claudia Reyes-Fry
 - iii. Advanced Learner Guide discussion
 - iv. Report Cards
 - v. Catechetical training
 - vi. Prayer Corners/Sacramentals
2. Iowa Assessments were after spring break. The new Iowa Statewide Assessment of Student Progress on the computers for grades 3-5 seemed to go well thanks to the preparation work by Dianne Siefers, Kitty Temming, and teachers.
3. FAST screenings took place during the last two weeks.
4. Summer programming was determined, and marketing materials distributed:
 - d. Three sessions of Leaps & Bounds
 - e. Vacation Bible School
 - f. Jumpstart Kindergarten
 - g. Book Club
 - h. Individual tutoring or band lessons
5. The number of Iowa Board of Educational Examiners licensed school counselor applicants has been very small. While there have been a number of applicants with social worker experiences, few, if any, hold a BOEE *school* social worker license. As a nonpublic school, we are not required to have counselors or social workers, and we could expand our qualifications.

Managerial Leadership:

1. Tuition contracts were prepared and mailed out to families after spring break. Our current status is below:

	5/4/19	Projected	Budgeted	Difference between projected and budgeted	Estimated impact on budget if difference continues
K-8	293	347	345	+2	+ \$6,600
T/Th 3 yr old PS	8	10	7	+3	+ \$5,400
MWF 3 yr old PS	5	9	9	0	0
4 yr old PS	44		69		Impact is in 2020-21
ECLC	13	16	15	0	+ \$7,600
Total					+\$19,600

2. Emily Sanderson was hired as school secretary after two rounds of interviews and a skills assessment. David Mattke, Angie Hillebrand, Kitty Temming, and I have been involved in various training activities.
3. Contracts for teachers were prepared and distributed.
4. School office salaries will be adjusted upwards next year as they have fallen behind parish office salaries.
5. Spring state reporting has begun. Additional requirements are being added for both the spring and the fall.
6. The policy committee has three meetings set up in May. Several meetings take place ahead of time regarding specific policies.
7. Kitty Temming and I continue to work on the Emergency Operations Plan. 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
 - i. While the law says that we must consult them, it does not say that they must work with us so, in my opinion, there does not seem to be the same time sensitivity on their part as is on our part.
 - 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 moved positively through the legislative process, but I have not seen any update in several weeks.
6. Additional guidance regarding indirect lunch program expenses is still being interpreted. I cannot yet determine how/if either the lunch program or the school budget will benefit.
7. The new portable PA system that was donated has arrived.
8. The rosary themed play area is more than fully funded. Ryan & Associates still wants to put a dump truck of dirt along the back where things settled over the winter and needs to pour a concrete pad around a drain before we can seed and do other landscaping in the back.
9. Odd Jobs Ministry has been doing exterior work around campus.
10. Payroll is processed monthly. Other expenditure information is processed multiple times each month.

Public Relations Leadership:

1. I wrote articles for the Victory Voice.
2. The 7th/8th grade spring showcase was last week.
3. May Crowning was this past weekend. As of 4/29, teachers had been notified that 14 of 418th graders (34%) were not going to attend.
4. The number of special field trips and activities for students at most grade levels will be picking up as we approach the end of the school year. Staff members and I responded to parents who needed reminders or had questions.
5. "Calendaring" is complete, and the website calendars contain all events/activities that are scheduled.
6. Using staff input, we'll redesign how we did "parent meetings" for each grade level at the beginning of the year. We will have multiple sessions on the same evening.
7. 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 a meeting of the diocesan school finance group.
2. I participate in SAU's mock interviews for teacher education graduates. (Julie Bauer participated in portfolio presentations.)
3. I attended pastoral administrative staff meetings, as scheduled, and parish council and finance council meetings.
4. The Iowa legislators approved a \$2 million addition to the STOs. I haven't heard yet if Governor Reynolds signed the bill.
5. Meetings are being held to go over and discuss the executive summary for Scott County Catholic School Strategic Planning (the work Meitler did). Rosie Barton and Andy Craig are conducting these presentations:
 - a. Principals met on April 26th.
 - b. Pastors will meet on May 13th.
 - c. Building staffs are meeting in late May or early June. JFK's presentation is June 6th.
 - d. Parish/school leadership groups are meeting in late May or June. The meeting for OLV/JFK's board of education, finance council, and parish council is June 18th at 6:30 p.m. in the parish center.

The executive summary is a separate attachment.

Three June Meetings?

Based upon the work flow, I am concerned that we may need three meetings in June:

- June 4: Regular board meeting. We should be able to pass the budget and supplemental pay amounts. We can also do our regular review of policies. This meeting must take place prior to probably June 21st so Dave has time to assemble everything together for Finance Council's June 24th meeting. The Emergency Operations Plan will likely not be ready by June 4th.
- June 18: Special meeting of board, finance council, and parish council. The 6:30 meeting will be about 1 to 1 ½ hrs. I think we will have the EOP done by then, but we'd have to meet either around 5:30 or 8:15.
- June 26, 27, or 28: The last dates in June when Fr. Jake is available, and the EOP will be ready.

Staff Feedback on Principal Leadership

I solicited feedback from teachers and support staff regarding my leadership using a tool adapted from the diocese and tied into the standards used for administrator evaluation. Fr. Jake indicated that the board was interested in this type of feedback as well from staff. He and Peter will determine how the board will have access to this information and how the board can utilize it.

b. Faith Formation-Religious Education Director (Jennifer)

Faith Formation report to the Board of Education (May 2019)

Submitted by Jennifer Wemhoff

I participated in pastoral staff during the month of April.

I attended the April Board of Education meetings.

I continue to write weekly bulletin articles.

I continue to update and track the Faith Formation budget.

I wrote and submitted 2 articles for the April Victory Voice.

I added Faith Formation events to the website calendar for the 2019-2020 school year.

Our staff calendaring session was completed last week.

I participated in discussion about selection of Confirmation dates for 2020.

I continue to participate in the Confirmation visioning meetings.

I was available to help with pictures for Confirmation and support during the mass.

I attended May Crowning for all OLV/JFK 8th graders on Sunday May 5 at the 11:00 mass.

I will be in need of 2-3 catechists for next school year.

First Communion practice was Thursday April 25 and First Communion was Sunday April 28 at 1:30pm. 41 students received First Communion.

The middle school Bible Study *Encounter* has concluded.

The current adult Bible study is *Fulfilled (Part II)* and began Thursday April 25 and will end May 30. There are 11 people participating in this study.

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 is \$25. Registrations have been sent home to all current JFK and Faith Formation students.

Faith Formation registration forms went home with current students on April 10. Additional forms are available in the Faith Formation office and in the Gathering Space kiosk.

c. Youth Ministry (Evan)

The Diocese has begun re-visioning its Catholics in Action service retreat, and I am part of the team participating in the process. We met last month to continue planning for this retreat – but at the April YM Leaders gathering, the various youth ministers of the diocese chose not to participate in leadership for the event, effectively killing it for this year. Instead, we will focus on local mission work with middle school students, as well as with our usual high school group. The Diocese is also pushing an initiative called “Step out to Serve,” focused on highlighting and encouraging all summer service work between Memorial Day and Labor Day for middle school and high school families.

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, and we will report on the results we have so far at the May Parish Council session.

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 next middle school youth night is set for May 17th, after Gala and the Crusader Theater. We will be working with parents to offer a night on technology, but also a big end of school year party.

High school youth nights in April were focused on relationships and on Holy Week/Easter – including a Crucifixion walk, Seder meal, and Easter party. We also discussed dating and courtship, and the importance of intentionality and other values to follow in romantic relationships. May youth nights will be focused on apologetics, relationships, and sending off our seniors!

Our senior guys small group continues to meet and the guys are having a great experience and growing together.

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. We have narrowed down some dates, and are working to get input on which one to choose: Oct 19, Sept 27, and Oct 25.

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. For our younger age mission work, I would like to work on flood relief in some way, perhaps in conjunction with the Knights and Scouts.

Salute to Seniors and the Monsignor Parizek scholarship will be on Sunday May 19th. It's not too late for families to turn in their Salute information, but the scholarship application window has closed.

Confirmation Coordinator's Report:

Revisioning Confirmation: The visioning process for Confirmation we are using comes from the Center for Ministry Development (CMD), and training in it was part of my certification process for youth ministry. For April we are meeting on the 26th and 29th. When we met last time we 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.

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 Confirmation revisioning sessions.

Holy Fire: The biggest change in how we approached Confirmation preparation this past year was with the replacement of the 7th grade NET retreat with the Holy Fire Chicago conference. The diocese is now in discussions with Declan Weir Productions and NFCYM to bring Holy Fire to Iowa. Originally they were aiming for Des Moines in the Spring of 2020, but due to feasibility issues with the date they are now looking at a site in Coralville for the prospective location, and a date more like November of 2020. The main difficulty for the Spring offering was that the dates they were considering were both Sundays, and one of them was during Spring Break. We want to continue offering Holy Fire as a school field trip and confirmation retreat next year, and so Chad, Jen, and I decided to look into the Chicago Friday option. We have booked two buses for Chicago in the Fall, and will be joining up with other local parishes to attend the trip and keep costs low, including Prince of Peace in Clinton, and Sts. Mary and Mathias in Muscatine.

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.

I met with Deacon Agnoli on Tuesday, February 19th, to plan the Confirmation liturgy for this year. Fr. Jake submitted the liturgy planning form. Kay Temple and Deacon Agnoli were both on hand to help run the practice session on April 11th, which was over in under an hour.

Photo sessions with TSS went well, with only one 8th grader missing that session due to mistaking the date. We did catch the miss, and were able to get him to the church on time for the Mass. I've contacted his family to help them set up a picture make-up.

Confirmation was held on April 13th, at 1:30pm. Forty-two 8th graders were Confirmed, and no major issues occurred.

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

5. COMMITTEE REPORTS AND COMMUNICATIONS

- a. Generations of Faith Committee (Pat, Julaine, John)
 - i. n/a
- b. Finance Committee (Chad, Joe, Peter, Pat, Lisa, Luke)
 - i. Approve budget next month
- c. Nominating Committee (All board members)
 - i. n/a
- d. Policy Committee (Chad, Luke, Tom)
 - i. Met last Thursday
 - ii. Have two more meetings
- e. Strategic Planning Committee (Chad, Chris, Sara)
 - i.
- f. School Improvement Advisory Committee (Chad, Lisa, John)
 - i. Wellness policy up for review
- 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

They need 5 new members. Ministry fair Oct 19 /20. Newcomers welcome luncheon, Parish picnic Sept 21st

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. Expect to make budget April
 - ii. Quick Star land acquired
 - iii. Improvement to speed bump
 - iv. Fix driveway for White house
 - v. Potentially live streaming mass to the Gathering area. Getting pricing

- k. Home & School Association
 - i. May 23 – Last Meeting, Board positions are available
 - ii. May 31 – Movie Night
 - l. Band Boosters
 - i. May 16 – Band Concert
 - ii. May 20 – Adventureland
 - iii. Budget changing fund raiser scratch cupcake sale time period.
 - m. Assumption High School Rep. (Matt Henning)
- We already have over 100 incoming freshman registered for 2019-2020 school year . JFK leading the way with 30 students.

St.Vincent Center project phase 2 is underway. This includes a new turf football/soccer field with competition track, press box & 500 seat bleachers. There will also be a new grass practice field and areas for the track field events. The phase will also include an additional 235 parking spots and a bridge over the creek to connect to the Phase 1 fields.

The Scott County Catholic Schools Strategic Plan initial phase is complete and the results will be shared with all the Boards and Finance Committees of the schools involved.

- n. Scott County Catholic School Advisory Board Rep, 2nd Monday every other month (September 10, November 12, January 14, March 11, May 13)
@ St. Vincent (Chad, Pat)
 - o. Ad Hoc Committees
 - i. HVAC Funding Committee-Suspended for now
6. UNFINISHED BUSINESS
7. NEW BUSINESS
- a. Family asking about the fine arts and not having to take all three (Band, Choir, and Music)
 - b. Student made a suggestion to use the Grow cards as a currency to get something of value to the students.
8. ITEMS FOR BOARD ACTION
- a. Request by Mrs. Bauer for 8th graders to be able to wear play shirts through the end of the year instead of only two weeks after the event because of timing when shirts were received and given spring heat.
 - i. Motion, 2nd, Approved
9. COMMENTS FROM AUDIENCE and OPEN FORUM
10. CLOSING PRAYER
11. Closed Session Needed: Administrator evaluations discussion

Next Regular Meeting: Tuesday, June 4, 2019 at 6:30 pm

Scott County Catholic Schools Strategic Plan Meeting: June 18 at 6:30 pm in Parish Center and potential BOE before or after

Potential Special BOE Meeting: June 26, 27, or 28

BOE's May Rep to Parish Council: John

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