

OUR LADY OF VICTORY BOARD OF EDUCATION MEETING
6:30 P.M. Tuesday, June 4, 2019 @ Gathering Space Meeting Room
Meeting Minutes

AGENDA OF REGULAR MEETING

1. CALL TO ORDER
 - a. OPENING PRAYER
 - b. ROLL CALL – Fr Jake, Peter Schuster, Melissa Zeimet, Evan Brankin, Jennifer Wemhoff, Chad Hagerman, Ann Craig, John Stachula, Chad Steimle, Julaine Edwards, Lucas Roth, Pat Archer, Lisa Snider
 - c. ACCEPTANCE OF AGENDA - Accepted
 - d. READING AND APPROVAL OF MINUTES OF May meeting – amended by Jennifer Wemhoff; motioned, 2nd, and approved
2. Administrative Reports:
 - a. **Principal's Report – Chad Steimle:**

Ethical Leadership:

1. We are in the midst of several IEP reviews and evaluations. We anticipate at least four dual enrolled students next year:
 - a. 1st grade = reading
 - b. 4th grade = reading
 - c. 5th grade = reading and math
 - d. 8th grade = reading
2. There are a couple of 8th graders who may not meet “graduation” requirements. Work this week will make the difference, and we may hold students back from special activities in order to complete their school work.
 - a. PD time in May/June was used for the following:
 - i. PLCs
 - ii. K-2 WIN PD with Claudia Reyes-Fry
 - iii. Advanced Learner Guide discussion
 - iv. Report cards
 1. New report cards with more information, particularly at the mid-quarters, were approved by staff. There are three versions: K-2, 3-5, and 6-8.
 - v. Discussion about missing materials/missing homework in 6th-8th grades:
 1. Teachers proposed some changes in practices
 2. Teachers noted that they are giving significantly less homework now than they have in the past. This notion is in contrast to a couple of 8th grade parents who have commented about the high amounts of homework and/or homework conflicting with special events like concerts. The teachers also noted, however, that there are, indeed, a couple of students who are spending too much time on homework given the way they are approaching it.
 - vi. Catechetical training review
 - vii. Prayer Corners/Sacramentals: Donations of about \$1,450 will help us replenish classrooms.
 - viii. Title IIA funds are being considered for the following:
 1. Continuing with K-2 literacy strategies, particularly with phonics and Orton-Gillingham methods.
 - a. The DCSD recently signed PD contracts for 95Percent Group and Orton-Gillingham training. At JFK, we have been doing this work for at least three years now.

2. Intervention literacy strategies in grades 3-5 for resource teachers.
 3. Positive Behavior Intervention and Supports (PBIS)
 4. Building Strong Brains – Dealing with children with ACES or even trauma induced brains
 5. Tessera system through ACT – Teaching students in 6th-8th grades social emotional skills like grit, resilience, teamwork, curiosity, leadership and socialization and improving the school climate for them
3. Kitty Temming and I attended the non-public school consultation meeting regarding federal Title I, IIA, and IV funding. Possible uses for Title IIA funds are above.
 - a. Title IV: The staff is developing options for spending the approximately \$6,500 of Title IV funds. Minimum or maximum amounts must be spent across three areas, and the focus is supposed to be on programming rather than materials.
 - b. Title I funds will be spent in the following ways. A drawback for us is that not all students in need can receive Title I funded services; the students' "home" public school must be a Title I building.
 - i. Full time Title I reading interventionist
 - ii. CART (after school reading and math work for K-5)
 - iii. Math pull out help during the day
 - iv. A free summer program next year for Title I eligible students
 4. Tyler Strodman has been hired as our school counselor. He has three years of experience at the middle school level, 3 years at the high school level, and one year at the elementary level. Mary Epping, Ethan Connors, Angie Logan, and Kitty Temming served on the interview team.
 5. Summer programming registration continues to be slow with one exception:
 - a. The first session of Leaps & Bounds was cancelled with only one registrant. We will proceed with the other two sessions but maybe about \$300-\$400 short of breaking even.
 - b. The summer book club opportunities were cancelled. There were only three registrants spread out over the six options. Breakeven point was three students per option.
 - c. Individual tutoring or band lessons
 - i. Jumpstart Kindergarten has more registrants at this point in time than we have normally have in June.
 6. From the AD checking account (revenue from gate and concessions), bonuses are awarded to the AD and assistant AD, pending the availability of funds and action by the board. The account has funds available to meet the 2018-19 budgeted bonuses of \$600 for the AD and \$400 for the assistant AD.
 7. Funds are available to fulfill the remaining half of budgeted supplemental pay for BOEE certified staff members according to their step and signing a contract for 2019-20. The awarding of these amounts requires board action:

a. Steps 1-4	\$1,227.50
b. Steps 5-7	\$1,350
c. Steps 8-11	\$1,360
d. Steps 12 -16	\$1,560
e. Steps 17-22	\$1,680
f. Steps 23-25	\$1,690
g. Steps 26-28	\$1,705
h. Steps 29+	\$1,717.50
 8. The anticipated net for the Gala is about \$31,450. An April date has been reserved for next year's Gala.
 9. May Crowning numbers: Fifteen of 40 8th graders (38%) were not in attendance. Two faith formation students participated.
 10. The presentation/meeting for OLV/JFK's board of education, finance council, and parish council regarding strategic planning is June 18th at 6:30 p.m. in the parish center.

a. Faith Formation – Religious Education Director – Jennifer Wemhoff

- i. I will be available after all the masses the weekend of June 22-23 to take Faith Formation registrations and Vacation Bible school registrations. 43 are now registered

The adult Bible study *Fulfilled (Part II)* concluded May 30. 11 people participated 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. 39 registrations have been returned. I currently have 4 adult volunteers and am actively recruiting middle and high school age youth as volunteers as well.

Adult Faith Formation opportunities will begin again on Sunday September 8. A study on *Wisdom God's Vision for Life* will be offered. Themes for the 8 week study include: Wisdom in Decision-Making, Wisdom in Finances, Wisdom in Relationships, Wisdom for Peace of Mind, Wisdom in Speech, Wisdom in Age, and Wisdom in Christ. Cost of the journal is \$20 and I currently have 9 people signed up to participate, without advertising in the bulletin.

I am also looking into providing the study *Theology of the Body for Teens*, the Middle School Edition (6th-8th grade) during the fall as an extra-curricular activity. There is 1 parent session that parents would need to attend before their student participates in the study. This is an 8 week study for the students. Cost for the parent guide book is \$9 and the cost of the student workbook is \$14. No student would be turned away because of inability to pay.

b. Youth Ministry – Evan Brankin

- i. There will be no Diocesan CIA this summer. Instead, we will focus on local mission work with middle school students, as well as with our usual high school group, possibly focused on flood relief and response. 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. I've also been working with Habitat to set up our parish-wide summer mission. We are looking at either July 20th or August 3rd for those dates right now.
- ii. I have been attending the Quad City COAD (Community Organizations Active in Disasters) meetings at the QC Community Foundation for the past month. Through these meetings I've been able to provide information on flood response to Fr. Jake, staff, and the social action committee at OLV. I will continue to stay plugged in with this organization to look for opportunities for OLV to assist in the flood response.
- iii. 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. The conclusions of these sessions are included below. I presented this ongoing research to the parish council last month, and will look for opportunities this summer to engage with more college age students and with young adults in the parish as well.
- iv. Salute to Seniors was May 19th, we handed out gifts of the Catholic Hipster Handbook and How I Stayed Catholic at Harvard to the seniors, as well as donuts and coffee and juice for all families. Blessings were given at masses, and at the 11am mass we announced that Donna Diggs won this year's Monsignor Parizek Scholarship.

- v. We've had a few more people express interest in attending NCYC, so we're now at a total of 36 attendees. We are looking at holding a Trivia Night this October to help raise more money for the trip. This fundraiser has been approved by the parish council for Oct 19 at the Columbus Club. Youth attending NCYC are encouraged to put together teams, and will be invited to help plan and run the event. We currently have 8 people who are planning to attend this summer's Steubenville Rochester trip in July
 - vi. 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. We met twice in May to work on this process. We continued to delve into the topic of core purpose, and have also begun looking to the future and developing a large, audacious goal for this ministry. 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.
 - vii. 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 dates they are now looking at a time frame closer to 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. I also hosted four parent information meetings throughout the month of May on different days of the week to give parents an opportunity to come learn more about the trip, ask questions, and express concerns. Only about 8 people took advantage of these, and from their questions, I generated a parent's letter and FAQ document which went out to families on May 23rd. Those who had major concerns appeared to be satisfied by the end of our meetings. We have a couple parents who have already expressed interest in chaperoning, we hope to have more sign up at our Confirmation meetings next school year. Those have been set for September 5th at 6 and 7pm respectively.
 - viii. Confirmation photo proofs were approved last week.
 - c. Generations of Faith:
 - i. Even presented report to Board on the focus group findings for the Growing Young Initiative with teens and college aged students.
- 3. Committee Reports
 - a. Generations of Faith: See Above
 - b. Finance Committee
 - i. Discussions will be had on budget
 - c. Nominating Committee (All board members) – No report
 - d. Policy Committee – Items for Board Action
 - e. Strategic Planning Committee – No report
 - f. School Improvement Advisory Committee – No report
 - g. Market/Public Relations Committee – No report
 - h. Grant Writing Committee – No report

- i. Parish Council Report – Evan presented findings of focus groups. Flood response opportunities and discussions. Not enough information at this time to determine what steps to take in order to offer assistance.
 - j. Finance Council – Kwik Star land transfer, determining property taxes, how to add to books. Parish budget looks to be in the positive. Giving is on track.
 - k. Home and School: Co-chairs and secretary have been elected; treasurer opening still exists. June 7th staff luncheon will now be a staff breakfast.
 - l. Band Boosters – Budget has been surpassed. Uncertain on timing of cupcake fundraiser.
 - m. Assumption High School – Graduation and commencement mass went well.
 - n. Scott County Catholic School Advisory Board – Meitler Presentation
4. Unfinished Business
- a. Items for board action:
 - i. Supplemental pay for BOEE licensed staff, relates to the 2018-19 budget
 - a. Motion was made to approve Supplemental pay for BOEE licensed staff per Principal report above.
 - b. Motioned, 2nd, approved
 - ii. Athletic Director and Assistant AD bonuses, relates to the 2018-19 budget
 - a. Motion was made to approve AD and Assistant AD bonuses per Principal report above.
 - b. Motioned, 2nd, approved
 - iii. 2019-20 budget approval
 - a. Chad presented budget for 2019-20 school year.
 - b. Motioned made for approval, 2nd, approved
 - iv. Policies for approval
 - a. Chad presented policies to be updated for 2019-20.
 - b. Motion was made, 2nd, and approved to amend school uniform policy and let K-8 to wear jumpers or skirts.
 - c. Motion was made, 2nd, and approved to move high temperature policy together with all other temperature policies.
 - d. Motion was made, 2nd, and approved to approve policies as amended
 - e. Specific policies approved were: 110.1, 757.14 (both originally approved April 2), 216, 220.1, 360.8, 360.9, 360.11, 360.15, 370.20, 430, 520.1, 540.1, 540.12, 541, 541.1, 541.15, 541.2, 543.1, 543.2, 565.2, 565.3, 565.31, 565.5, 580.10, 580.20, 615.10, 680, and 757.13

5. NEW BUSINESS

- a. ITEMS FOR BOARD ACTION
 - i. Thank you to outgoing board members
 - a. Pat Archer and Sara Langrehr
 - ii. Welcome to new board members
 - a. Chad Hagerman and Ann Craig
 - iii. Officer elections
 - a. Motion was made, 2nd, and approved to reappoint the previous officers – Peter as President; Lucas as Vice President, and Tom as Secretary.
 - iv. Scott County Catholic Schools Strategic Plan Meeting
 - a. June 18 @ 6:30 pm in Parish Center
 - v. Meeting for Emergency Operations Plan
 - a. June 27 @ 5:30 pm in gathering space