

OUR LADY OF VICTORY BOARD OF EDUCATION MEETING
6:30 P.M. Tuesday, September 3, 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, Julaine Edwards, Chris Fox, Tom Poston, Lucas Roth, Peter Schuster, Lisa Snider, Ann Craig, Chad Hagerman
 - ii. Parish Council Rep: Denny Prior
 - iii. Visitors: Kim Burken, Brenda Fox
 - c. ACCEPTANCE OF AGENDA
2. READING AND APPROVAL OF MINUTES OF August 6 meeting
3. ADMINISTRATIVE REPORTS (Written reports pre-submitted)
 - a. **Principal of JFK (Chad)**

Ethical Leadership:

1. Our software infraction/incident tracking system has been rewritten by an AEA Data Team member. The rewriting should eliminate downtime and make the system more efficient.
2. Counseling Office:
 - a. Until we have a new person as a school counselor or in a similar position, Jodi Weiser will be teaching ½ days and providing support services ½ days. She has worked previously in a similar support services role. When she is out of the classroom her 5th graders will be taught by Kayelyn Blake, current interventionist and former JFK 5th grade teacher. When we do have a person for the position, we may do a transition time period.
 - b. We should consider a change to our school counselor position title as a change of titles allows for greater flexibility in licensure. Non-public schools are not required to have school counselors. If they do, however, they should be licenses as such by the Board of Educational Examiners. Not all of our Catholic schools have school counselors. Assumption has a “Director of Student Wellness” and an “Academic Advisor” in their student services office. Neither of them hold a school counselor license, although one has an administrative license, and the other has a school social worker license. St. Paul’s has a “Counselor” who does not have any BOEE license. Ideas for the position title at JFK are below. I would ask the board to approve a new title, and my preference is Student Support Specialist.
 - i. SEBA Coach (social-emotional-behavioral-academic coach)
 - ii. Director of Student Wellness
 - iii. Student Support Specialist
 - iv. Student Support Interventionist
 - v. Student Success Director
 - vi. Social Emotional Well Being Coordinator
 - vii. Student Services Coordinator
 - viii. Social Emotional Behavioral Advocate
 - ix. Support Interventionist
 - x. Student Interventionist
 - c. As of 8/30/19, an offer was made to someone for the position.
 - d. As per board approval, a substantial stipend was made for the position, 15% of his/her base. This stipend seems in line with the 25% stipend for the Assistant Principal/Director of Special Programs position, which is a year round position.
3. Progress has been slow in getting the DCSD schedule and busing information for JFK’s four dual enrolled IEP students. The target start date is now September 9th.
4. Middle school staff members, including specials, received the first training session regarding Tessera, a social emotional program that will help teach students grit, resilience, teamwork, curiosity, leadership and

socialization and improve the school climate for them. A second full day is in October, and two webinars will be scheduled at other times. Tessera also includes a Social-emotional-behavioral (SEB) assessment.

5. Second and 4th graders will participate in SAEBRS and mySAEBRS for their SEB screener.
6. Several 504 plan meetings are taking place. Without a counselor, however, it is likely that we will fall behind.

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 (representing reading interventionists), Ethan Connors (representing specials), and me.
 - b. August PD time:
 - i. Five days of meetings and back to school trainings for teachers and support staff
 - ii. Tessera training for 6th-8th grade and specials teachers.
 - iii. Intervention literacy strategies for grades 3-5 with Claudia Reyes-Fry.
 - iv. There were two new online trainings required by the Department of Education:
 1. Suicide Prevention and Postvention: required by all BOEE licensed staff, but we are having all staff complete
 2. Adverse Childhood Experiences: required of BOEE licensed staff
 - c. September PD time:
 - i. Grade level PLCs
 - ii. Energy Bus book study regarding a positive school climate
2. Catechetical training documentation for JFK staff members were submitted to the diocese in August. With good documentation, staff members may be "grandfathered" into the new catechist training requirements.
3. Norma Kuehn has been hired to teach in our upper grades. She has prior teaching experience in Catholic middle schools in Clinton, IA and Florida.
4. We are replacing our electronic Walk-Through Observation Tool to GoogleForms from eWalk.
5. The Crusader Chronicle has been produced in several formats over the years. This year we will try to reformat it into a 5th-8th grade literary magazine and a special 8th grade edition.
6. As of 9/2, the following positions were open:
 - a. Counseling: The position has been offered five times.
 - b. Part-time teaching position in 5th grade or as a reading interventionist
 - c. 6-8 hrs per week Title I funded math interventionist
 - d. Instructional aide
 - e. The latter three may be combined. Various combinations have been offered three times.

Managerial Leadership:

1. Enrollment update as of 9/2/19:

	Returned contracts
K	46
1 st	34
2 nd	36
3 rd	39
4 th	41
5 th	39
6 th	25
7 th	42
8 th	46
Total	348
Budgeted	340

PS and ECLC

	8/2/19	Budgeted 2019-20
4/5 yr old PS	56	64
3 yr old total of the two classes (ECLC students in both)	21	23
ECLC	14	18

A lower 4/5 year old preschool number will affect the 2020-21 budget by more than \$3,200 per student.

2. A fall SCRA grant application is being prepared for a portable stage, stairs, and “walls.” The total cost is well over \$10,000.
3. Payroll is processed monthly. Other expenditure information is processed multiple times each month.

Public Relations Leadership:

1. A draft of the Annual Progress Report to the Community was received, and adjustments are being made.
2. I would like to try more structure to the marketing committee this year, including a chair to work with me to set the agenda, run the meeting, recruit members who can also implement strategies, etc., and meetings scheduled well in advance.
3. I will attempt to use National Catholic Education Association’s Parent newsletters or information from them to aid in educating parents.
4. 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 June’s parish council and finance council meetings. The finance council agreed to put between \$19,000 and \$22,000 into savings for JFK HVAC. That would take the total HVAC savings to about \$38,000-\$41,000.
2. The diocesan finance committee for education meets on September 6th.
3. I attended the diocesan principals’ meeting.

Items for Board Action

Position Title

Marketing Committee chair

b. Faith Formation-Religious Education Director (Jennifer)

1. I participated in pastoral staff during the month of August.
2. I attended the August Board of Education meeting.
3. I continue to write weekly bulletin articles.
4. I continue to update and track the Faith Formation budget.
5. The September in-service the MORE group provides for the Davenport and Clinton deanery catechists will be held at OLV in the Parish Center on Wednesday September 11 from 5:30-8:00pm.
6. I continue to participate in the Confirmation Revisioning meetings that Evan schedules.
7. As of now, I have all catechist positions filled.
8. The catechist and support helper in-service was Wednesday August 21 from 6-8pm in the parish center.
9. The first night of Faith Formation is Wednesday September 4 at 6pm. We will be having a family Bible Scavenger Hunt activity. Students and parents will have the opportunity to meet the catechists for the year. I am still waiting for 8 families to register their children for Faith Formation, most have contacted me and will turn in their forms tomorrow night.
10. At this time it looks like I will have 6 students to work with for RCIA for children. I have 3 different scheduled times to meet with the students as to accommodate their schedules.

11. Adult Faith Formation opportunities will begin again on Sunday September 8 from 4:00-5:30pm in the GSMR. 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 currently 27 people have signed up to participate.
12. Registration forms for *Theology of the Body for Teens*, the Middle School Edition (6th-8th grade) went home last week with students. 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. Dates for the study: Tuesday's beginning September 17 through November 5 from 2:45-4:00pm. The parent session will be held September 10 at 6:30pm in the Parish Center. In order for this extra-curricular activity to be held a minimum of 6 students will need to register.

c. Youth Ministry (Evan)

This year I want us to take a hard, concerted look at how we do youth ministry, particularly for middle school youth, following in the footsteps of our Confirmation revisioning process.

- Last year we struggled between extremes of attendance (from 14 to 71), with adult participation to the point of having to cancel a youth night due to not having enough adults, and with the difficulties of effectively ministering to large numbers of middle schoolers in very different places (different ages, grades, sexes, maturities, spiritualities, etc.) To that end, I invited parents who have helped with MS ministry in the past, or who have expressed interest in MS ministry and how we can better meet youth needs in the future, to join me on August 14th, from 5-6:30pm in the youth room to talk about how we've been doing ministry, and what we can do to better meet those needs. The conversation focused on needs for early adolescents, proper pastoral response, the qualities of youth ministry, and a great deal of interest was expressed in small group style ministry.
- Last year high school youth ministry reached a smaller group of high school youth than in the past couple years, but did so with good consistency. Still, I and our adult volunteers are struggling with a sense of burnout, and with feeling ineffective due to that situation. We'd like to take time in the first half of the school year to gather adults and teens together to revision youth ministry at OLV and prepare to step outside the "Wednesday night in the basement" box. We want to bring the results of that process to Fr. Jake with recommendations and a strategic plan to accomplish those changes by the beginning of 2020.

The Diocese is 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. Between the mission and VBS, we've already reported about 500 man-hours of labor to the Diocese for Step out to Serve, from about 17 youth and 30 adults. The Diocesan celebration events for the service we performed are scheduled for Wednesday 9/18, from 7-8:30pm in Long Grove, and Sunday 9/22, from 1-2:30pm in Iowa City. Participating parishes are invited to attend, and are asked to offer a donation to help cover the travel costs of the speaker: Sister Kathleen from the St. Vincent Mission in David, KY.

I attended the Quad City COAD (Community Organizations Active in Disasters) meetings at the QC Community Foundation for much of the summer. Now that the flood waters have finally receded back to their banks, the Long Term Recovery Committee discussed granting about \$50,000 to Habitat for Humanity to be used in projects to help homeowners clean up and repair damages from the flood, and Habitat has reached out to us to potentially provide volunteers to help in some housing cleanup projects. I think there may be enough energy around service at OLV to try a more consistent partnership with Habitat or other local non-profits to offer more service opportunities.

Generations of Faith: We have not worked on the Growing Young initiative this summer due to high levels of busy-ness. We'll return to it this Fall.

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. This week I am hosting youth night as a prep meeting for NCYC families as well – we'll finalize paperwork and payments, discuss meals and trade good options, and allow the teens to put in their roommate selections.

Fr. Jake and I are working through a discipleship training curriculum with other members of the diocese offered by Eric Gallagher. The training focuses on how to further develop a discipleship focused youth ministry and parish.

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. We met in late July, and twice in August to work on this process. 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.** We also discerned the following core purpose to the ministry: **God desires a relationship with each of us as His children. Preparing for Confirmation helps Christians discern and develop this relationship to fully live the grace of the Sacrament throughout their lives.** Using this core ideology we have begun goal setting and strategic planning for the future of confirmation preparation at OLV. I hope to be able to report fully to the council in person on this by December 2019.

We're 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 last year was with the replacement of the 7th grade NET retreat with the Holy Fire Chicago conference. 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. The date this year will be October 18th.

NET retreat for 8th grade this year will be October 8th, from 4:30pm to 8:30pm.

We have set Confirmation meetings for 7th and 8th grade parents on September 5th at 6 and 7pm respectively. At that time, I plan to have details for parents on service projects, important dates, etc. for their planning purposes, as well as more information and sign-ups for Holy Fire and the NET retreat.

Confirmation has a new date of April 25th, 2020, at 10:30am. The bishop's office requested the change due to a new meeting for the USCCB. They offered only two potential make up dates in April. Confirmation practice will now be April 23rd, 2020, at 6pm, in the Gathering Space and Church.

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

- a. n/a

14. COMMITTEE REPORTS AND COMMUNICATIONS

- a. Generations of Faith Committee (Vacant: to be filled, Julaine, John)
 - i. n/a
- b. Finance Committee (Chad S., Peter, Lisa, Luke)
 - ii. n/a
- c. Nominating Committee (All board members)
 - iii. n/a
- d. Policy Committee (Chad S., Luke, Tom)
 - iv. n/a
- e. Strategic Planning Committee (Chad S., Chris, Ann)
 - v. SIAC meeting later this month
- f. School Improvement Advisory Committee (Chad S., Lisa, Ann, John)
 - vi. n/a
- g. Market/Public Relations Committee (Chad S., Julaine, Tom, Chad H.)
 - vii. n/a
- h. Grant Writing Committee (Chad S., Chris)
 - viii. n/a
- i. Parish Council (rotating per schedule) 4th Tuesday of each month 7:00 pm

August 27 – Tom	February 25 – Ann
September 24 – Julaine	March 24 – Lucas
October 22 – John	April 28 – Chad H.
November 26 – Lisa	May 26 – Peter
January 28 – Chris	June 23 – Tom
- j. Finance Council Rep (Peter)
 - ix. Year end
 - x. New fiscal year
 - xi. Report later this month in
- k. Home & School Association
 - xii. One board opening remains: Treasurer
- l. Band and Music Boosters
 - xiii. n/a

m. Assumption High School Rep. (Matt Henning)

Assumption total attendance is at 471. The freshman class is 114 with JFK leading the way with 29 students. I believe this is the fourth year in a row that JFK has had the most freshman.

Work has begun on Phase 2 of the St. Vincent Center Sports Complex. This phase includes new turf football/soccer field with track, grass practice field, 240 space parking lot and a bridge over the creek to connect with the Phase 1 fields.

n. Scott County Catholic School Advisory Board Rep, 2nd Monday every other month (September 9, November 11, January 13, March 9, May 11)

@ St. Vincent (Chad, Peter)

xiv. n/a

o. Ad Hoc Committees

xv. HVAC Funding Committee-Suspended for now

xvi. Teacher Support Committee (Peter, John, Chris)

1. n/a

15. UNFINISHED BUSINESS

p. Parish Picnic: BoE Volunteers needed to serve drinks (water, lemonade, iced tea)

xvii. Potential time slots: 5:15–6:30pm, 6:30-7:45/8:00pm

xviii. Two people/shift; ok if one of the two is your 7th-8th grader or high schooler needing service hours

16. NEW BUSINESS

q. ITEMS FOR BOARD ACTION

xix. Discuss and potentially approve a new title for the School Counselor position, e.g. Student Support Specialist

1. Motion

a. Create position of Student Support Specialist

2. 2nd

3. Passed

xx. Discuss expansion of Marketing Committee and committee chair

1. Chad S is going to look outside the committee for a person to chair the committee

xxi. Discuss who will take Sara Langrehr's position in the board

1. Lisa Snider will fill the vacancy and that term will expire in 2021

1. COMMENTS FROM AUDIENCE and OPEN FORUM

2. CLOSING PRAYER

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

August 6

February 4

September 3

March 3

October 1

April 7

November 5

May 5

December 3

June 2

January 7

July no meeting