

**OUR LADY OF VICTORY BOARD OF EDUCATION MEETING
6:30 P.M. Tuesday, October 1, 2019 @ Gathering Space Meeting Room**

AGENDA OF REGULAR MEETING

1. CALL TO ORDER
 - a. OPENING PRAYER
 - b. ROLL CALL
 - i. Chad Steimle, Jennifer Wemhoff, Evan Brankin, Julaine Edwards, Chris Fox, Tom Poston, Lucas Roth, Peter Schuster, Lisa Snider, Ann Craig, John Stachula
 - ii. Vistors: Laura Burke, Linda Vogel, Mary Wahlig
 - iii. Parish Counsel Rep: n/a
2. ACCEPTANCE OF AGENDA
 - a. accepted
3. READING AND APPROVAL OF MINUTES OF September 3 meeting
 - a. approved
4. ADMINISTRATIVE REPORTS (Written reports pre-submitted)
 - a. **Principal of JFK (Chad)**

Facilitator of Faith Community:

1. Approximately 24 teachers were “grandfathered” into the new catechist training requirements of the diocese.
2. We are working on coordinating a vocations visit from Fr. Sia for middle school students.

Ethical Leadership:

1. Emma Wolf has been hired as our student support specialist. Mrs. Wolf recently completed her master’s degree at SAU in social work. While she was involved almost immediately in situations involving what we’ve been told were inappropriate messages/pictures, a student possibly “cutting,” a situation requiring a mandatory report to the Department of Human Services, and more, we also implemented a ten day transition plan for her and for Jodi Weiser to return to teaching full-time.
2. Second and 4th graders took SAEBRS and mySAEBRS for their SEB screener. With this fall being the first usage for 4th graders, our MTSS rubric for identification of needs will be re-examined. One of the findings in looking at the data is that students view themselves as struggling more than the adults around them do. This finding is consistent with past years and other SEB screeners we have used. (Note: teachers at the beginning of the school year, obviously, do not know students as well as students know themselves.)

	Overall: Based upon students’ assessment t	Overall: Based upon teachers’ assessment t	Social: Based upon students’ assessment t	Social: Based upon teachers’ assessment t	Academic : Based upon students’ assessment t	Academic : Based upon teachers’ assessment t	Emotional : Based upon students’ assessment t	Emotional : Based upon teachers’ assessment t
Number of 2 nd graders “at risk”	12	3	8	5	7	3	28	10
Number of 4 th graders “at risk”	15	2	6	5	7	6	38	13

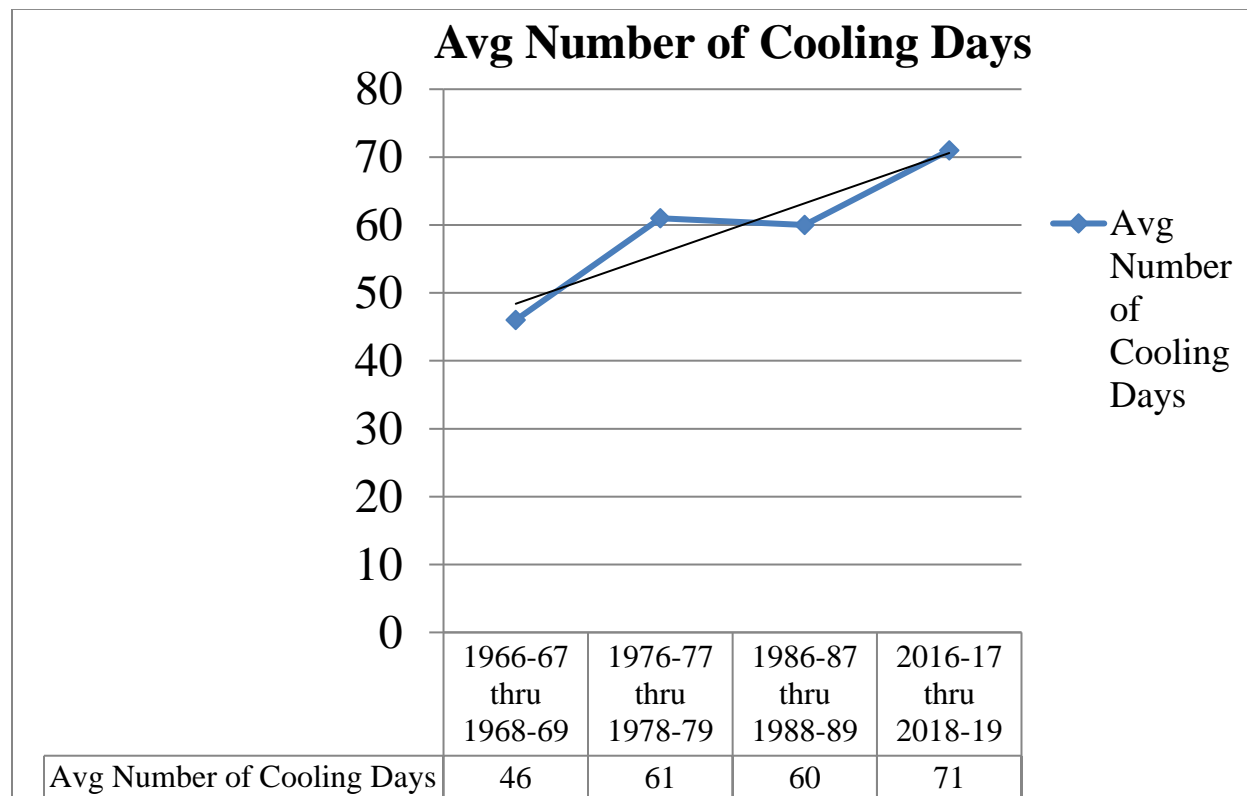
- a. October PD time
 - i. Tessera (Social-emotional learning)
 - ii. Four teachers will attend a PLC Institute at Work in Des Moines: Norma Kuehn, Linda Vogel, Mary Epping, and Laura Burke.
 - iii. A small team will begin a more in-depth PBIS training through the AEA: Emma Wolf, Caitlin Putnam, Shelly Furlong, Matt Ryan, Kitty Temming, and me.
 - d. Teachers and some support staff will receive training in Iowa Building Strong Brains from the AEA in November.
- 3. The School Improvement Advisory Committee met in September and a presentation is ready for the October board meeting.
- 4. The teacher support committee will have its first meeting on Wednesday. Members include the following:
 - a. Board members: John Stachula, Peter Schuster, and Chris Fox
 - b. Teachers: Melanie Blocker, Kim Burken, Elisha Kubalsky, Angie Logan, Sasha Lundquist, Angie Maxwell, Caitlin Putnam, Rachael Whelchel
 - c. There are currently about 35 items for discussion on our list.
- 6. Reading and math screeners were completed, and service agreements and scores were mailed. With staff reductions, the following adjustments were made from services offered last year:
 - a. Seventh/8th graders will be seen only once per week for pull out services. Last year, they may have been seen once or twice depending upon assessment scores.
 - b. Advanced readers from grades 3-8 will have a pull out only once per week. Last year, it was twice per week.
 - c. We may be able to do a couple of pull out or push in time slots this fall for math, and we are still working on the schedules for this option. Typically, the percent of students not at benchmark for reading declines in the winter. The math option will likely be reduced or eliminated when more students need more reading services after the January reading screening.
- 7. We are attempting to use new mid-term report cards.
- 8. The Department of Education is rolling out a new database for screening and "Healthy Indicator" data called Panorama. Kathy Neuberger, Kayelyn Blake, Laura Burke, Kitty Temming, Dianne Siefers, and I will attend training for it.

Managerial Leadership:

- 1. The lunch program passed the health department inspection.
- 2. We had our annual DHS licensing visit for child care programs. A couple of minor paperwork items were corrected in regards to students' or staff members' files.
- 3. A number of doors will be rekeyed and physical keys to exterior doors will be eliminated for most everyone. An electronic lock and card reader was installed at the top of the southwest stairwell. This stairwell door is kept locked throughout the day as part of the safety procedures for parish center usage.
- 4. We conducted experiments in a classroom using a portable air conditioning unit and an industrial dehumidifier. Neither had much of an impact. Scott Sweeney and I went to a Daikin Roadshow at Mechanical Sales in Davenport. We met with Derek Wilson of Ryan & Associates and Russ Meier of Mechanical Sales and parent of a current JFK student and graduates as well as the VRF representative, the tinner for ventilation, and an electrician. They will be working together to update our A/C and ventilation plan. Fr. Jake has been talking about finishing the HVAC work at finance and parish council meetings and is pushing to see if the work can be completed this coming summer. New to the project will be a replacement for the failing geothermal system in the library (and "server room") and classroom next door and a heating solution for the gym, should the pipes go bad in there as well. (The solution will actually allow for A/C in the gym too.)
 - a. Background: Back in 2016, we explored a complete HVAC project for the school and looked at ten different options, including one that would "just" add window air conditioning units. A variable refrigerant flow system with a boiler was recommended. Heating was the first phase and was completed during the summer of 2017. We are now looking to see how the air conditioning and ventilation phase can be completed. This work could be done in phases itself, although the most economical method would be to do everything at once. While phases are still being determined, a possibility might look like the following:
 - i. Phase one:
 - a. Electrical, including the possibility that additional power would be needed from the street. If it is needed, it is likely that all of the power lines would be buried,

and boxes similar to what is near the Marian garden by the church would be installed.

- b. Ventilation: The ventilation system does need ductwork and connections from the lower level up through the roof.
 - c. At least four of the six VRF units, the controller boxes, all of the tubing, and about 50% of the cassette heads. The VRF system needs to at least be 50% operational for it to operate.
- ii. Phase two (or three, four, etc.): The remaining cassette heads can be added to rooms one at a time.
- b. When presented to Finance Council in January 2017, the low bidder by more than 25% for the complete HVAC project was Ryan & Associates. Their bid reflected the time and effort they did to determine much more precisely what the needs were. The VAC part of the project was quoted then at about \$664,000. I anticipate the project, including additions to the scope, to now be \$800,000 or more.
 - c. Supporting information regarding temperature increases over the years is being assembled. Below is an example of “cooling days” of four decades:



- 5. Dianne Siefers has been working diligently with state representatives on the new “State Reporting in Iowa” system. Typically, at the beginning of a school year and prior to SRI actually due, we might have 40 errors, often having to do with a data entry error or a new way the system is reading a code. This year, we started with about 12,000 errors, and Des Moines had more than a million errors. Most errors are due to the transition to the state’s new system and how it is reading the data in our student information systems (SIS). We believe we now have all errors corrected.
- 6. Diocesan and National Catholic Educational Association reports were due this week.
- 7. A Riverboat Development Authority (RDA – Davenport casino) grant application was submitted for \$15,000 of an \$18,370 project to purchase a portable stage, backdrop, stairs, and cart. The difference can

be covered by budgeted funds. We will reserve an SCRA application for the spring cycle and apply for a large, multi-cycle grant to help with VAC.

8. Official enrollment (Oct 1):

	Official Enrollment 2019	Budgeted 2019	Official Enrollment 2018	Official Enrollment 2017	Official Enrollment 2016	Official Enrollment 2015
3 yr old PS T/Th only	12	11	7			
3 yr old PS MWF only	5	9	6			
3 yr old PS and ECLC (M-F)	4	3	7			
3 yr old PS (Total of TTh, MWF, and M-F)	21	23	20	22	18	20
4/5 yr old PS	55 3 are 5 yr olds	64	74 9 are 5 yr olds	80	80	80
ECLC (3, 4, or 5 yr olds)	18	14	21	22	24	24
K	43	42	32	39		
1 st	34	30	38	41		
2 nd	36	35	40	46		
3 rd	39	40	42	41		
4 th	41	39	38	33		
5 th	39	38	30	51		
6 th	25	28	46	46		
7 th	41	41	48	47		
8 th	46	47	41	51		
Total K-8	344	340	355	395	409	418
Total PS-8	420		449	497	507	518
Free/reduced lunches, K-8	18.3%		17.8%	12.1%	14.2%	15.5%
Transportation services, registered	47.7%		40.7%	40.5%	43.3%	44%
4/5 yr PS-8 Enrollment by Ethnicity = Hispanic	18.0%		17.8%	16.4%	16%	18%
4 /5 yr PS-8 Enrollment by Race						
Native American	0%		0%	0%	0.2%	0.2%
Asian	2.3%		1.6%	1.9%	2%	1.4%
Black	2.8%		2.3%	1.9%	2%	1.7%
Native Hawaiian/Pacific Islander	0%		0%	0%	0%	0%
White	90%		89.9%	91.3%	91.9%	93.6%
Two or More Races	5%		6.1%	4.8%	3.9%	3.1%

Students with disabilities (IEPs or 504 plans)	6.7%		6.2%	6.1%		

Enrollment by Percent Catholic

	2019	2018	2017	2016	2015
K-8	88%	88%	88%	88%	87%
PS – 4 yr old	49%	45%	55%	57%	61%+

Budgeted Cost per K-8 Student

	2019	2018	2017	2016
Cost per pupil K-8	\$5,828	\$5,516	\$5,087	\$4,777

Teacher Salaries

	2019	2018
Avg, including supplemental pay and stipends	\$43,454	\$43,364
Base/starting	\$28,840	\$28,690
Master's base	\$32,660	\$32,240

Public Relations Leadership:

1. Jenny VanGenderen has agreed to help steer the marketing committee.
2. The Annual Progress Report to the Community was published and is in the process of being distributed.

Leadership in Diocesan/Parish Context:

1. I attended the Scott County Catholic school principals' meeting. Highlights are below:
 - a. Strategic planning: An update was provided regarding strategic planning. See the separate attachment that was used for a presentation to the bishop and vicar general. They supported moving forward. The next presentation, I believe, is to the deanery priests.
 - b. Instructional aide salaries: Instructional aide positions range from about \$9 - \$15 per hour for wages. JFK and LCS base the wages on educational background while SPS and ASCS more heavily weigh number of years of experience. JFK's range is \$10.31 - \$13.24.
 - c. K-8 fees: Our work begun last year stalled as we came too close to the time needed to do budgeting and set tuition rates. Everyone is interested in reducing fees, mostly by rolling them into tuition. Fees can be tied tightly to fund-raising, however. For example, one school may have a H & S fee but then not have much fund-raising by H & S while another school may have no H & S fee but a large amount of fund-raising by H & S. Most principals thought we should try to tackle only the fee issue first.
 - d. Algebra: Only at JFK did it seem as if there was considerable backlash about the \$400 additional fee. No one subsidizes the \$400 or reduces the elementary tuition to compensate.
 - e. Experience granted on pay scale for teachers hired:
 - i. ASCS: 5 yr max
 - ii. AHS: no max
 - iii. LCS: ½ with a cap of 5 yrs
 - iv. SPS: 5 yr max
 - v. JFK: 3-4 yrs max
 - f. Teacher shortage: It was another hard year to find teachers. Even the DCSD was still short by nearly 40 teachers on September 11th.
2. The diocesan finance committee for education met on September 6th. The group continues to discuss possible recommendations, including the following:
 - a. A diocesan formula to determine cost per pupil based upon standardized accounting procedures.

- b. A formula to determine what parishes that do not operate a school but have parish students attending a Catholic school should pay for support.
- c. Formal written financial agreements for cooperating parishes that are supporting school(s).
- d. Methods of financing the following
 - i. A regionally influenced, market-based formula for determining at least starting salaries in Catholic schools.
 - ii. Health insurance for individuals at an employer paid percentage of at least 75%.
 - iii. Diocesan-wide marketing for Catholic schools
 - iv. Tuition assistance
 - v. Retirement
 - vi. Staff and leadership development
 - vii. Catechist certification training
- 3. I attended September's parish council and finance council meetings.
 - a. Fr. Jake talked to the councils about doing the ventilation and air conditioning work to the school.

b. Faith Formation-Religious Education Director (Jennifer)

- 1. I wrote an article about Trunk or Treat for the October issue of the Victory Voice. Trunk or Treat will be held after the 4:30 Mass on Saturday October 26 on the south end of the parking lot. People are invited to decorate their vehicles and pass out treats to those children participating in Trunk or Treat. See the bulletin and Victory Voice for more information.
- 2. The first night of Faith Formation was Wednesday September 4 at 6pm. Families participated in a Bible Scavenger Hunt. Students and parents also had the opportunity to meet the catechists for the year. I am still waiting for 2 families to register their children for Faith Formation. Several emails and phone calls have been made to the families with no response thus far.
- 3. Faith Formation students, catechists, and support helpers took part in the required drills (inclement weather, fire, and intruder) on Wednesday September 25.
- 4. At this time it looks like I could have 11 students to work with for RCIA for children. Currently, I have 3 different scheduled times to meet with the students as to accommodate their schedules.
- 5. Adult Faith Formation opportunities began on Sunday September 8 from 4:00-5:30pm in the GSMR. Twenty two adults are taking part in the study--*Wisdom God's Vision for Life*. 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.
- 6. I am also currently offering *Theology of the Body for Teens*, the Middle School Edition (6th-8th grade) on Tuesday's from 2:45-4:00pm, Sept. 17-Nov. 5. A parent session was held on Tuesday September 10. Currently 10 students are taking part in this study.

a. 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 re-visioning process.

- I've invited youth from 8th to 12th grade, along with adults who represent youth ministry veterans, current parents, future parents, and staff to be part of this process. We began on September 29th, with almost everyone in attendance, and will continue through December 15th, meeting eight times to try to complete this process. We will utilize the same process as the Confirmation re-visioning team and try to dovetail the visions together..

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.

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 one teen drop from the NCYC trip due to a situation with another teen attending the trip with us. We’re looking for another female to take her place so we can refund the first’s family and not waste the spot. I have some feelers out right now with the Sophomores and Juniors.

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.

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 have booked and paid for 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. Right now we have every 7th grader in the parish save one attending the trip, with 10 chaperones signed up so far for a total of 61 from OLV. I am currently looking for a couple more male chaperones.

We have another 29 from Muscatine and 12 from Prince of Peace, with more potentially joining, reducing our price per seat on the buses to fewer than \$30.

NET retreat for 8th grade this year will be October 8th, from 4:30pm to 8:30pm. We're currently looking for housing situations for all our missionaries. Some may end up staying in the rectory if we cannot find homes for them.

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.

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

a. n/a

8. COMMITTEE REPORTS AND COMMUNICATIONS

a. Generations of Faith Committee (Julaine, John)

i. Fr. Jake wants to have a joint meeting 10/29 @ 6:00 PM with Vision 2020

1. Bridge the gap between the two

b. Finance Committee (Chad S., Peter, Lisa, Luke)

i. Fr. Jake talked to the councils about doing the ventilation and air conditioning work to the school

c. Nominating Committee (All board members)

i. n/a

d. Policy Committee (Chad S., Luke, Tom)

i. n/a

e. Strategic Planning Committee (Chad S., Chris, Ann)

i. n/a

f. School Improvement Advisory Committee (Chad S., Lisa, Ann, John)

i. The School Improvement Advisory Committee met in September and a presentation is ready for the October board meeting

g. Market/Public Relations Committee (Chad S., Julaine, Tom, Chad H.)

i. Jenny VanGenderen has agreed to help steer the marketing committee

h. Grant Writing Committee (Chad S., Chris)

i. A Riverboat Development Authority (RDA – Davenport casino) grant application was submitted for \$15,000 of an \$18,370 project to purchase a portable stage, backdrop, stairs, and cart. The difference can be covered by budgeted funds. We will reserve an SCRA application for the spring cycle and apply for a large, multi-cycle grant to help with VAC.

i. Parish Council (rotating per schedule) 4th Tuesday of each month 7:00 pm

i. Parish picnic success

ii. May add a December 17th meeting

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)

i. n/a

k. Home & School Association

- i. One board opening remains: Treasurer
 - 1. Band and Music 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 9~~, November 11, January 13, March 9, May 11)
@ St. Vincent (Chad, Peter)
 - 1. Unknown and have not scheduled a meeting as of now
 - o. Ad Hoc Committees
 - i. HVAC Funding Committee-Suspended for now
 - 1. No longer suspended (Lucas, Peter, Jenifer W, Chad S., Fr. Jake)
 - 2. Will start setting dates for meetings
 - ii. Teacher Support Committee (Peter, John, Chris)
 - 1. Met September 25.
 - a. Members include the following: Board members: John Stachula, Peter Schuster, and Chris Fox
 - b. Teachers: Melanie Blocker, Kim Burken, Elisha Kubalsky, Angie Logan, Sasha Lundquist, Angie Maxwell, Caitlin Putnam, Rachael Whelchel
 - c. There are currently about 35 items for discussion on our list.
9. UNFINISHED BUSINESS
10. NEW BUSINESS
- a. Lunch calendar calls for no school Thursday 10/24.
 - i. There is school, just a two hour early dismissal
 - b. Issues with Bus 72.
 - i. Will encourage parents to contact bus barn with the issues
 - c. Ministry Fair 10/19 and 10/20. Ask if we would like to have booth
 - i. We will have a “booth”
 - 1. It may be a tri-fold board with information or hand-out literature
11. ITEMS FOR BOARD ACTION: None
12. COMMENTS FROM AUDIENCE and OPEN FORUM
13. CLOSED SESSION
- a. Update on case before the Iowa Board of Educational Examiners
14. 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