

OUR LADY OF VICTORY BOARD OF EDUCATION MEETING
6:30 P.M. Tuesday, November 5, 2019 @ Gathering Space Meeting Room

AGENDA OF REGULAR MEETING

1. CALL TO ORDER
 - a. OPENING PRAYER
 - b. ROLL CALL
 - i. Tom Poston, Chris Fox, Chad Hagerman, Julaine Edwards, Fr Jake, John Stachula, Chad Steimle, Evan Brankin, Jennifer Wemhoff, Lisa Snider, Peter Schuster, Ann Craig
 - ii. Visitors: Andy Craig, Jenny Vangenderen
 - iii. Parish Council Rep: Nancy Stone
 - c. ACCEPTANCE OF AGENDA
2. READING AND APPROVAL OF MINUTES OF October 1 meeting
 - a. Accepted
3. ADMINISTRATIVE REPORTS (Written reports pre-submitted)
 - a. **Principal of JFK (Chad)**

Facilitator of Faith Community:

1. Seventh graders attend Holy Fire in Chicago.
2. We have begun work on the JFK service day. The theme this year is “Love thy neighbor,” and we will move the time period to the spring to give us more outdoor options.
3. We have set up a vocations visit from Fr. Sia for middle school students.

Leadership of School Culture and Instruction:

1. Professional Development:
 - a. October PD time:
 - i. Emergency Operations Plan, including the required active shooter/attacker training, which was done with staff through table top exercises
 - ii. New report cards training
 - iii. Three teachers attended PLC Institute at Work in Des Moines: Linda Vogel, Mary Epping, and Laura Burke. They will have a follow up session with the full staff later this month.
 - iv. PBIS training through the AEA was attended by Emma Wolf, Caitlin Putnam, Elizabeth Motto, Shelly Furlong, Matt Ryan, Kitty Temming, and me. Elisha Kubalsky will join this team in December. This was the first of four workshops this year. The PBIS training has a three year cycle.
 1. This group will also serve as an oversight group for our SEB and PBIS work as it represents administration, student support, K-2, 3-5, 6-8, and specials. An oversight group is needed to coordinate the following:
 - a. Our current PBIS work through the Gospel Values/School Climate Committee, which had been specials teachers and school counselor
 - b. SEB screening
 - c. Tessera with ACT for an assessment and SEL (social emotional learning) for grades 6-8 and specials, with a possible expansion to grades 3-5 as ACT develops content
 - d. PBIS training with the AEA on a three year commitment
 - e. Student behavior/consequences as flowing from the ad hoc teacher support committee
 - f. Policy work that may result from the above
 - b. November PD time
 - i. Tessera (Social-emotional learning)
 - ii. ISASP results
 - iii. Iowa Building Strong Brains from the AEA
2. We added two subs: Michelle Jordan and Amy Farrey. There are now ten subs on our list.

3. Interviews were conducted for a part-time aide position, and the position was offered and declined twice.
4. The teacher support committee has had two meetings so far. There are about 35 possible topics for discussion, although several of them blend into each other. The topics have been rated as high, medium, or low importance. Topics discussed so far have been the following:
 - a. Heat and air conditioning
 - b. Difficulty finding subs
 - c. Student behavior
 - d. Not enough attention for struggling students
 - e. Salaries
 - f. Health insurance
 - g. Retirement
 - h. Emergency day usage
 - i. Number of weekend and/or evening commitments, including the differences for grade levels
5. Scott County Catholic schools have begun examining math materials for next year as the current seven year math textbook subscription ends this year. We have been in communication with the AEA's math consultants regarding materials and have begun to receive sample materials. Eighth graders going to AHS for Algebra were surveyed regarding ALEKS.
6. New mid-term progress reports and quarter report cards were implemented.
7. The results of the spring's administration of the Iowa Statewide Assessment of Student Progress (ISASP) for grades 3-5 should be released to schools the week of November 4th. The information is not allowed to be shared with parents until after November 11th.

Managerial Leadership:

1. We are searching for an evening custodian and have conducted two rounds of interviews. One person actually worked a day and then quit. Another offer was declined, and several others have declined to interview due to the hours or the wages.
2. Exterior door locks were re-keyed. Most staff and others will only have badge/electronic access to the building.
3. HVAC:
 - a. The scope of our HVAC project was updated and a new quote was received.
 - b. The HVAC project was discussed at several meetings: HVAC funding committee, parish council, finance council, and diocesan building commission.
 - c. The following was affirmed at all meetings:
 - i. The project is needed.
 - ii. The proposed solutions are excellent.
 - iii. The project should proceed as soon as financially possible with the ideal goal being summer 2020.
 - iv. A fund-raising campaign will be needed.
 - a. The diocesan building commission also was willing to be flexible with its "60% cash in hand before a project starts" requirement and consider a combination of cash in hand, pledges, and loan. The commission gave approval for OLV to move ahead with a campaign for the project.
 - d. An HVAC presentation will be given at the board meeting, and the PPT will be sent. Specifically, we will be seeking board members' feedback concerning the key elements needed in campaign literature and future presentations. What do we need? What should be left out or perhaps moved to a separate Frequently Asked Questions document? What don't we yet have?
4. K-8 fees Scott County Catholic schools:
 - a. As a conversation starter, I proposed a rudimentary model that would allow all of our schools to eliminate all fees except spring registration and childcare registration/usage fees (as had been previously determined to be off the table) and remain revenue neutral. With an assumption that "regular" tuition would increase by 5%, the rudimentary model would have required tuition to actually increase by about 9.9% (from \$3,535 to \$3,885). I then updated JFK's figures as an example using multi-child discounts and free tuition for teachers (but not other Catholic parish rates or non-Catholic rates). That update, for JFK, would require tuition for the first child, OLV parish member to be about \$3,895.
 - b. ASCS' board is only in favor of eliminating fees that are charged to all of its students: \$25 technology fee and \$20 activity fee.
 - c. It was agreed that the next proposal to share with a board, which would be JFK's board in terms of the dates of our meetings, is the following for first child, parish supported tuition: **The "regular"**

tuition increase plus \$50 for reducing fees that are charged to all students/families. Impact at JFK:

- i. JFK does not have a fee that we charge to all students. Most of our fees are “capped” at two children per family.
- ii. JFK does not have a per family fee.
- iii. Our technology fee would be the most logical fee to reduce from its current level of \$70 per student, capped at two children per family.
- iv. Using calculations similar to those in (a) above, JFK would generate about \$16,160 total. Our tech fee currently brings in about \$22,820. We would still need a tech fee of \$20 per child, capped at two children per family, or \$19 per child with no cap to be revenue neutral.
- v. JFK would be the only school not able to eliminate a per student or per family fee.
- vi. Having not completely transferred fees to tuition, JFK would still be in the position of having to decide whether or not to raise fees each year to adjust for increasing costs.
 - a. With some of our fees, we raise them regularly or at least every 2-3 years.
 - b. The band fee, in particular, has not been raised in over 19 years. When it was raised once, there was such backlash that the board returned it to the original amount the following year. The \$150 band fee in 2001 would have to be \$218 in 2019 to adjust for 45% cumulative inflation.
 - c. It seems that the other Catholic schools rarely, if ever, increase their fees.
- vii. Counter-proposal: **The “regular” tuition increase plus \$75 for reducing fees that are charged to all students or families.**
 - a. Using a 5% regular tuition increase, the first child parish supported rate would be \$3,785.
 - b. JFK would be able to eliminate a \$70 fee (technology). Due to multi-child discounts and staff members’ free tuition, an exact \$70 fee reduction and \$70 tuition increase would lead to a loss of revenue of about \$300.
 - c. ASCS would be able to eliminate its two per student fees and have an additional amount as new revenue. (About \$30 per student.)
 - d. LCS would be able to eliminate a per family fee and reduce or eliminate another per family fee. It has a \$50 per family Home & School mandatory fee and a \$50 per family technology fee.
 - e. SPS would be able to eliminate a per student fee and may be able to reduce a per family fee. (I’m not sure if it could do the other way around.) It has a \$40 per student instructional fee and a \$150 per family technology fee.

5. Beginning estimates have been made for the 2020-21 budget:

Revenue		2019-20	2020-21	Difference	Comments
	K-8 Tuition and Fees	\$1,220,800	\$1,271,100	\$50,300	5% regular tuition inc. 338 students
	Total Preschool	\$277,700	\$240,600	(\$37,100)	SWVPP-4 will have about \$40,500 deficit itself. Conversations with PS staff have begun.
	Parish Transfer	\$600,000	\$605,000	\$5,000	
	ECLC	\$103,500	\$108,700	\$5,200	
	Aftercare	\$55,000	\$55,000	\$0	
	Other, incl Gala, donations	\$95,500	\$95,500	\$0	
	Total revenue	\$2,352,500	\$2,375,900	\$23,400	
Expenses					
	Salaries/benefits	\$2,044,700	\$2,091,800	\$47,100	2% inc to sal 10% inc health ins

	Admin, incl tech, PR, copying, property/liability ins	\$130,800	\$132,200	\$1,400	
	Instructional, incl staff PD benefit, activities, textbooks, consumable items	\$78,400	\$100,900	\$22,500	New math series needed. No new series in 2019-20; only 2 nd installment for 2018-19 science purchase
	Operational	\$105,200	\$111,200	\$6,000	Utilities to go up with A/C but some offset with VRF heat too
	Total expenses	\$2,359,100	\$2,436,100	\$77,000	
Net (deficit)		(\$6,600)	(60,200)		
Using these figures, we could likely balance the 2020-21 budget with a one teacher reduction in force and carryover of an anticipated surplus at the end of the 2019-20 fiscal year.					

6. Payroll is processed monthly. Our biggest challenge with payroll is our hourly paid staff members who are constantly move from one area to another throughout the day. While we decreased the amount of time it took for Emily Sanderson and me to do payroll in October, it was nearly 20 hours of labor, with more than eight spent on six employees' alone. Dave Mattke has developed a new tool that it is hoped will greatly reduce the payroll labor. Other expenditure information is processed multiple times each month.

b. Faith Formation-Religious Education Director (Jennifer)

I assisted Evan with the NET retreat that was held on Tuesday October 8 at OLV by buying and making food for approximately 90 students and adults.

The First Reconciliation parent & child meeting was held Monday October 14. A make-up meeting was held on October 22 for the 8 families that were unable to attend the originally scheduled meeting.

I participated and prepared materials for the Ministry Fair that was held October 19 & 20. I only signed 6-8 admission tickets during the two days and only handed out 5 handouts for various upcoming activities.

At this time there are 13 children in the RCIA process. Some of these children are on a 2 year track and some will be welcomed at the 2020 Easter Vigil. So far I have 3 different schedules set up to work with the students to accommodate their schedules.

Wisdom God's Vision for Life concluded on Sunday October 27. Themes for the 8 week study included: 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.

Theology of the Body for Teens, the Middle School Edition (6th-8th grade) concluded this afternoon (November 5). Ten students took part in the study in person and one student took part at home.

Books have been ordered for the Advent study: *Rejoice! Advent Meditations with Joseph*. Books will be \$3 and a parish mission will be held on December 1 at 4:00pm in the GSMR to view the video that is used in conjunction with the devotional book. On December 8, 15, and 22 people participating in the devotional may also gather from 4:00-5:00pm in the GSMR to share and view the video that corresponds with that week.

c. Youth Ministry (Evan)

I have made sure to include a middle school youth and parent of middle school youth as part of our visioning team. I would also like to try something new for middle school youth ministry in November – a three-part event, with one section per grade, spread over the night.

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.

We've had one teen drop from the NCYC trip due to a situation with another teen attending the trip with us. We found another female to take her place so we can refund the first and not waste the spot.

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. Bus seats ended up being less than \$30 per person. Sixty-one total youth and adults from OLV attended, with one child absent due to illness. The trip went well, with no safety or other concerns. We were slightly late getting back due to Chicago traffic. The youth feedback so far has been very positive.

NET retreat for 8th grade this year was on October 8th, from 4:30pm to 8:30pm. We were able to find housing for all our missionaries, though it was very close this year. The team led a great retreat, and the 8th graders seemed to get a lot out of it. One negative bit of feedback we received from a parent was that for JFK kids, it's not much of a retreat when it's right back here at school. He asked if it was possible to host the retreat somewhere else, like AHS, or SAU.

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.

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

- BOE read the minutes from the Pastor Meeting it covers the Meitler proposal for the purpose of discussion at the next BOE.
- Fr. Jake will start notifying the parish that we are working on this plan.

5. COMMITTEE REPORTS AND COMMUNICATIONS

- a. Generations of Faith Committee (Julaine, John)
 - i. n/a
- b. Finance Committee (Chad S., Peter, Lisa, Luke)
 - i. n/a
- 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. n/a
 - g. Market/Public Relations Committee (Chad S., Julaine, Tom, Chad H.)
 - i. n/a
 - h. Grant Writing Committee (Chad S., Chris)
 - i. 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)
 - k. Home & School Association
 - i. One board opening remains: Treasurer
 - l. Band and Music Boosters
 - m. Assumption High School Rep. (Matt Henning)
 - 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)
 - o. Ad Hoc Committees
 - i. HVAC Funding Committee (Fr. Jake, Chad S, Jen, Jennifer V, Pat, Luke, Peter)
 - ii. Teacher Support Committee (Peter, John, Chris)
 - 1. Met October 23 to discuss issues and potential solutions.
6. UNFINISHED BUSINESS
7. NEW BUSINESS
- a. Family Tuition Plan – Andy Craig
 - i. *Hand out*
 - b. Fees and Tuition Discussion: BOE guidance provided to Chad to approach next principal meeting.
 - c. HVAC Presentation
8. ITEMS FOR BOARD ACTION: None
9. COMMENTS FROM AUDIENCE and OPEN FORUM
10. 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 10 (moved)	June 2
January 7	July no meeting