

**OUR LADY OF VICTORY BOARD OF EDUCATION MEETING
6:30 P.M. Tuesday, January 7, 2020 @ 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, John Stachula, Ann Craig, Chad Hagerman
 - ii. Parish Council Rep: Mike VanSpreybroeck
 - iii. Visitors:
 - c. ACCEPTANCE OF AGENDA
 - i. accepted
2. READING AND APPROVAL OF MINUTES OF December 10 meeting
 - a. Accepted
3. ADMINISTRATIVE REPORTS (Written reports pre-submitted)
 - a. **Principal of JFK (Chad)**

Ethical Leadership:

1. Results of the 6th-8th graders' Tessera SEB assessment were mailed. Emma Wolf will be sharing the results with students at school in one on one meetings, although her maternity leave will interrupt the process. The data was aggregated to better use it to guide SE lessons by teachers and Mrs. Wolf. Homeroom teachers will do one SEL lesson from the Tessera Playbook prior to further on-site Tessera training on January 17th.
2. The PBIS/SEB oversight committee will be recommending to the full staff a consolidation of the "JFK Difference," Gospel Values, and GROW into JFK GROWS. See the slide below.



Leadership of School Culture and Instruction:

1. Professional Development:
 - a. January PD time:
 - i. Catholic Schools Week
 - ii. PBIS consolidation (see above)
 - iii. PLC Institute report from Linda Vogel, Mary Epping, and Laura Burke
 - iv. Virtus
 - v. Tessera
 - vi. Interventionist work with Claudia Reyes-Frye
 - vii. Using assessment results
 - viii. Teaching Safety: Empowering God’s Children
 - ix. Research on reading instruction
2. We will likely expand Helen Curley’s hours in order to accommodate more three year olds in ECLC.

Managerial Leadership:

1. HVAC:
 - a. The geothermal unit for the library, server room, and neighboring classroom has stopped working. After examining three options (digging in the hope of finding the leak, switching the rooms to a residential furnace, and space heaters), we are currently heating the rooms with three infrared ceramic space heaters.
 - b. Phasing, if needed, has been received for HVAC work. Costs of phasing are still being determined.
 - i. All electrical work and roof top units (RTUs) for ventilation.
 - a. In event of major heating failure, these RTUs could be fitted with gas and provide backup heat
 - ii. VRF system for majority of building
 - iii. VRF for rooms 104, 105, and 207 and two gym units
2. Preschool and ECLC rates are ready for board action and contained in a separate document. Some references to other schools/programs are also included in that document.
3. As we move through the school year, more accurate budget estimates for the next year continue to be made. The biggest revenue factor is not whether tuition goes up by 5% or 4.5%. The biggest factor is the enrollment projection. The first projections were made by “rolling over” current K-8 enrollment and picking a kindergarten number. Below are the most recent projections and assumptions based upon the 5% attrition rate in K-7. It also reflects a larger number of staff members who have K-8 children at JFK. The projections used below have the percentage of free children increasing from 4.4% of the students to 5.9%. The next draft will likely go through each individual’s salary.

Revenue		2019-20	2020-21 Nov Projections	2020-21 Jan Projections	Comments
	K-8 Tuition and Fees	\$1,220,800	\$1,271,100 338 K-8 of which 15 are free	\$1,190,400 321 K-8 of which 19 are free	Continues with an approx 5% attrition rate. Est 35 kindergartners. Net increase of four free children of staff members.
	Total Preschool	\$277,700	\$240,600	\$232,900	77 3-5 yr olds. SWVPP funding for 52 maximum regardless of enrollment. SWVPP-4 will have about \$38,600 deficit itself.
	Parish Transfer	\$600,000	\$605,000	\$605,000	

	ECLC	\$103,500	\$108,700 14 students	\$140,800 18 students	Avg of 23% of 3-5 yr old PS in ECLC
	Aftercare	\$55,000	\$55,000	\$53,000	
	Other, incl Gala, donations	\$95,500	\$95,500	\$92,700	No candy bar sale included
	Total revenue	\$2,352,500	\$2,375,900	\$2,314,800	
Expenses					
	Salaries/benefits	\$2,044,700	\$2,091,800	\$2,089,300	2% inc to sal from 19- 20 budget not actual. 10% inc health ins
	Admin, incl tech, PR, copying, property/liability ins	\$130,800	\$132,200	\$120,800	\$10,000 reduction in technology b/c no major project and fewer replacements needed
	Instructional, incl staff PD benefit, activities, textbooks, consumable items	\$78,400	\$100,900	\$100,300	New math series needed. No new series in 2019-20; only 2 nd installment for 2018-19 science purchase. Snacks purchased to meet CNP guidelines
	Operational	\$105,200	\$111,200	\$116,800	Utilities to go up with A/C but some offset with VRF heat too
	Total expenses	\$2,359,100	\$2,436,100	\$2,427,200	
Net (deficit)		(\$6,600)	(\$60,200)	(\$112,400)	
				\$32,600	The \$32,000 in saved salaries and taxes from staff turnover in 19-20 continues into 20-21.
				(\$8,700)	The \$8,500 in additional support staff would continue into 20-21
Net (deficit)				(\$88,500)	

Ideas to balance budget:

- 2019-20 estimated carryover: \$56,400
 - Hard to project at this point:
 - \$38,000 due to higher ECLC enrollment than budgeted
 - \$15,900 due to higher K-8 enrollment than budgeted
 - 3 more K-8 students than budgeted for the year (approx.. \$3,530 per student)
 - 1 more K-8 student than budgeted for ½ a year
 - 3 more K-8 students than budgeted for 1/3 of a year
 - \$32,000 in saved salaries and taxes due to BOEE licensed staff turnover
 - (\$6,500 - \$10,000) in lost tuition revenue for staff members' children
 - (\$8,500) in salaries and taxes for additional support staff
 - (\$11,000) in additional expenses, mostly in maintenance/repair areas
 - Typically, we have savings in salaries and benefits, and those savings may not be reflected in the above figures
 - Better projections for carryover are in May or June, nearly three months after BOEE staff decisions need to be made

- 2020-21 Revenue:
 - Increase enrollment projections. Each K-8 student generates, on average, about \$3,690 in tuition and fees
 - Continue candy bar sale and/or increase fund-raising
- 2020-21 Expenses:
 - 86% of the projected deficit budget is salaries and benefits. A recommendation for schools is 80%-85%.
 - Reduce salaries:
 - Reduce BOEE teaching staff in preschool. Average PS BOEE salary and benefits are about \$45,500. However, because the SWVPP deficit is about \$38,600, we'd have to increase other PS expenses by the \$7,000 difference or lose it.
 - Reduce BOEE teaching staff in areas other than preschool. Average BOEE salary and benefits are about \$47,600, although the reduction would probably be in a less senior position and a lower salary. Without any part-time teaching positions now, changing a full-time position to part-time may lead to the loss of the teacher altogether and a great difficulty in finding someone for a PT position.
 - Reduce support staff
 - Each 1.0 instructional aide = \$15,000 in salaries and benefits (approx.)
 - Due to the need for staff from 7:00 a.m. – 5:30 p.m. and required ratios, reducing hours while maintaining positions that quality staff find desirable is challenging.
 - Office and media center = \$21,600 - \$34,000 per FTE
 - Reduce BOEE administration staff
 - Freeze wages or have lower salary increases. Each 1% increase in salaries is about \$21,000
 - Reduce technology budget
 - \$4,200 = no additional tablets to continue toward tech plan for K-2
 - \$6,500 = maintain 8th graders going to AHS for Algebra using their AHS issued computers. This draft budget includes switching them to JFK computers once they arrive on campus as is done by two of the other elementary buildings because the elementaries have no control at all of the AHS machines. The 3rd elementary, St. Paul's, is not one-to-one so the AHS computers are set aside, and they are not replaced with SPS machines on campus
 - Not replace math textbooks
 - Due to falling enrollment over the last several years, we probably have enough "worktext" copies for another year, which might save \$40,000. However, the following year, we might need both math and ELA and need \$80,000-\$100,000.

Public Relations Leadership:

1. Post cards were mailed to students in 4/5 year old preschool.
2. Four students started at JFK after Christmas break.
3. The advertising information for Locals Love Us was submitted.

Leadership in Diocesan/Parish Context:

1. The Mississippi Valley School Tuition Organization met its \$1,141,211 goal, helped by an individual who donated \$300,000 when he/she left the market. Next year's goal will increase by \$180,000.

b. Faith Formation-Religious Education Director (Jennifer)

1. I attended the MORE (Ministers of Religious Education) meeting in December at St. Ann's in Long Grove.
2. I provided hors d'oeuvres for our catechists and support helpers on December 18 after classes as an appreciation for all they do.

4. The sacrament of reconciliation was offered to Faith Formation students on December 18 during class time. Thank you to all the priests that came to the school to provide this opportunity for the students.
5. I will be facilitating *The 99 Masterclass* beginning Thursday January 9. This program is designed to teach strategies for inviting and ministering to those in the parish that might be unengaged as Catholics. This is being offered in conjunction with the Vision 20/20 committee. At the conclusion of the *Masterclass*, those that have attended will be facilitators for a mini retreat called *The Experience* (open to all) held on March 8, 9, and 10 from 6:30-8:00pm in the Gathering Space.
6. I am also considering offering the *Encounter* study for middle school students as an after school extra-curricular activity again this spring. Dates have yet to be set.
7. 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.
8. *Rejoice! Advent Mediations with Joseph* concluded on Sunday December 22.
9. The next adult study, *Walking Toward Eternity* by Jeff Cavins, will begin on Sunday March 22 from 4:00-5:30pm in the GSMR. This is an eight week study. Cost of the book is \$17.

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 re-visioning 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 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. This format was enjoyed by the teens and seemed to be enjoyed by the parents as well, but likely due to the long weekend wasn't highly attended.
- 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 were not able to meet for our final meeting in December due to schedule conflicts and other issues that arose. We are rescheduling for January.

Our first St. Nick's Chili and Baked Goods Cook-off had nine participating chilis, about fifteen desserts, and unfortunately only about 20 people. The food was great and those who attended enjoyed it, but the consensus seems to be that it was just too busy of a weekend. We will try to move it back to the first weekend of December for 2020, and see if that works better.

Generations of Faith: We have begun connecting Growing Young with the Vision 2020 work our parish is doing.

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.

We only had two youth nights in December, and focused on Christmas and community. This month we'll begin planning for the Sweetheart Dinner, and will set our monthly theme at this week's youth planning night.

Confirmation Coordinator's Report:

Revisoning 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. We weren't able to meet in October, and also can't meet in December, so we're somewhat farther behind than anticipated. We'll meet in January, and hopefully will be able to wrap up by Spring.

Confirmation picture sign-ups went out before Christmas break via school messenger, and many of the slots are already filled.

We're hosting our Sponsor Service day this Sunday the 12th after the 9am mass in the JFK cafeteria. We'll be doing several service projects and offering coffee, juice, and donuts.

Most of our 8th graders' Sacramental Forms have been turned in at this point and sponsor verification has begun.

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.

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

- a. After the first six months of the fiscal year, the parish is on track to meet its projected income for the year. Expenses are higher than anticipated, but the expenses do tend to fall off towards the end of the fiscal year.
- b. At the request of the Finance Council, several individuals and companies were asked about the possibility of assisting with a possible capital campaign. No one was interested given the timeframe presented to them. We are moving forward given the needs have already been identified. Therefore, a full capital campaign plan will be available by the Board of Education's next meeting.

- c. There is a general concern about starting a capital campaign during the Spring. There are many things that happen in the Spring, so it may be difficult to sustain communication about campaign through the other events happened in the parish. Every leader in every committee at the parish will need to help with conveying the importance of this much needed capital campaign.
- d. There is a contingency plan in place to make sure that construction happens this summer. However, the contingency plan will require the Finance Council to approve the use of an additional loan to bridge the raising of money.

3. COMMITTEE REPORTS AND COMMUNICATIONS

- a. Generations of Faith Committee (Julaine, John)
 - i. n/a
- b. Finance Committee (Chad S., Peter, Lisa, Luke)
 - i. Discussions to be held at regular board meeting as needed.
- 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. Discussions to be held at regular board meeting as needed.
- 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)
 - i. Meeting rescheduled to January 13
- k. Home & School Association
 - i. Meeting on January 9
 - ii. Spaghetti supper at end of month
 - iii. Catholic Schools Week to follow
- l. Band and Music Boosters
 - i. Meeting held on January 6
- m. Assumption High School Rep. (Matt Henning)
 - i. n/a
- n. Scott County Catholic School Advisory Board Rep, 2nd Monday every other month @ St. Vincent (Chad, Peter)
 - i. Board activity is suspended
- o. Ad Hoc Committees

- i. HVAC Funding Committee (Fr. Jake, Chad S, Jen, Jennifer V, Pat, Luke, Peter)
 - 1. Suspended for undetermined time
 - ii. Teacher Support Committee (Peter, John, Chris)
 - 1. List is still being worked on
- 4. UNFINISHED BUSINESS
 - a. Scott County K12 Regionalized Education System
 - i. No Update next update January 8 meeting
- 5. NEW BUSINESS
- 6. ITEMS FOR BOARD ACTION
 - a. Preschool, ECLC, Aftercare and other rates for 2020-2021
 - i. 3 yr old PS, 5 yr old ps, other non-qualifying 4 yr old PS “spring” registration fee (Ex: IL resident)
 - ii. Additional instructional time for 4 yr old PS
 - iii. Aftercare rates
 - iv. Before school care for preschoolers
 - v. “Other fees”
 - 1. Motion to accept the proposed rates for ECLC and pre-school as written in the Supplemental Tuition rates proposed for 20-21.docx.
 - a. 2nd
 - b. Passed
- 7. Items Needing Specific Board Discussion, But Not Necessarily Board Action
 - a. Other budget discussions
- 8. COMMENTS FROM AUDIENCE and OPEN FORUM
 - a. Parish Appreciation Party is Saturday, January 18 and childcare will be available this year
- 9. 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 (Changed)	June 2
January 7	July no meeting