

OUR LADY OF VICTORY BOARD OF EDUCATION MEETING
6:30 P.M. Tuesday, February 4, 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, Ann Craig, Chad Hagerman
 - ii. Parish Council Rep: Matt Henning
 - iii. Visitors: Kelly Poster, Sara Nicoletto
 - c. ACCEPTANCE OF AGENDA
 - i. Accepted
2. READING AND APPROVAL OF MINUTES OF January 7 meeting
3. ADMINISTRATIVE REPORTS (Written reports pre-submitted)

a. Principal of JFK (Chad)

Ethical Leadership:

1. We have had several IEP meetings to review current IEPs or to consider new students for IEPs. We've tended to see two scenarios lately:
 - a. Students are nowhere near to qualifying for special education services. They are struggling at JFK, performing below grade level, and not meeting benchmarks. However, they are not "low enough" to qualify for services. Sometimes, it is the parents contacting the AEA directly to request an evaluation.
 - b. The choice to receive services through the DCSD is difficult for parents.
 - i. Ex: Student qualified for spelling services. These services would be about 15 minutes per day plus the 15-25 minutes per day needed for bus transportation.
 - ii. Ex: Student qualified for reading services. These services would be about 45 minutes per day and five days per week in a group of about 3-4. Transportation would be about 15-25 minutes per day. At JFK, the student is receiving services for 30 minutes per day, four days per week in a group of about 3-4, AND 30 minutes per day five days per week one-on-one. It is doubtful that the same level of services could continue at JFK once the student began to receive services through the DCSD.

Managerial Leadership:

1. I worked with Ryan & Associates to develop a payment plan for our HVAC project:
 - a. Payment Plan for a One Summer Job
 - i. Due April 1 to Ryan & Associates: \$300,720
 - ii. Due June 30 to Ryan & Associates: \$235,380
 - iii. Due upon completion to Ryan & Associates: \$235,380
 - iv. Total to Ryan & Associates: \$771,480
 - v. \$12,600, additional costs to Mid-American and Mediacom and for the chimney stack are due upon completion
 - vi. \$15,920 contingency
 - vii. \$800,000 Total
 - b. Payment Plan for a Project of Two Summers (or more)
 - i. All electrical work and roof top units for ventilation.
 - a. In event of major heating failure, these units could be fitted with gas and provide backup heat
 - b. April 1: \$150,000 to Ryan & Associates

- c. June 30: \$132,476 to Ryan & Associates
 - d. Upon completion: \$132,476 to Ryan & Associates
 - e. Total to Ryan & Associates: \$414,952
 - f. \$4,300 to Mid-American and Mediacom
 - ii. VRF system for majority of building
 - a. April 1: \$150,000 to Ryan & Associates
 - b. June 30: \$107,105 to Ryan & Associates
 - c. Upon completion: \$107,105 to Ryan & Associates
 - d. Total to Ryan & Associates: \$364,210
 - e. \$8,300 for chimney stack
 - iii. VRF for rooms 104, 105, and 207 and two gym units
 - a. \$25,000 to Ryan & Associates
 - iv. Total for 2 year phasing:
 - v. \$804,162 to Ryan & Associates
 - vi. \$12,600 to Mid-American, Mediacom, and chimney stack removal
 - vii. \$15,920 contingency
 - viii. \$832,682 Total
2. As we move through the school year, more accurate budget estimates for the next year continue to be made. The February budget projections below are based upon taking the current staff and providing a minimum salary increase of 2%.
- a. What's changed since the January projections:
 - i. Revenue: added \$5,000 revenue from candy bar sale in 2020-21
 - ii. Salaries/benefits:
 - a. The \$32,000 I thought we might continue to save due to less expensive staff having been hired this year turned out to be substantially less as the salary formula provided them with large salary increases next year due to their past teaching experience, and we added a new formula for our student support specialist that will lead to a large increase in salary by next year.
 - b. Although there is not an extensive salary schedule, there is a 5 year formula that we have been utilizing. The formula was originally based upon doing *average* salary increases. However, as we have been actually implementing the formula, we have been doing *minimum* salary increases. When we do a minimum salary increase of 2%, the actual total increase for 2020-21 is about 3.25%. The mean is 3.36%, and the median is 2.48%. The projected range is 1.98% to 16.79%.

Revenue		2019-20	2020-21 Feb Projections	Comments
	K-8 Tuition and Fees	\$1,220,800 340 K-8 budgeted 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	\$232,900	77 3-5 yr olds. SWVPP funding for 52 maximum regardless of enrollment. Assumes a 2% "allowable growth." (The governor's budget proposal was 2.5%) SWVPP-4 will have about \$40,000 deficit itself.
	Parish Transfer	\$600,000	\$605,000	
	ECLC	\$103,500	\$140,800 18 students	Avg of 23% of 3-5 yr old PS in ECLC
	Aftercare	\$55,000	\$53,000	
	Other, incl Gala, donations	\$95,500	\$97,700	
	Total revenue	\$2,352,500	\$2,319,800	

Expenses				
	Salaries/benefits	\$2,044,700	\$2,078,900	5 yr formula was originally based upon doing <i>average</i> sal increases. Implementation, however, has been with a <i>minimum</i> salary increase. A minimum salary increase of 2% yields an actual total increase of about 3.25%. Mean is 3.36%. Median is 2.48%. Projected range is 1.98% to 16.79%. Cola is 1.6% CPI, 12 months through Dec is 2.3%
	Admin, incl tech, PR, copying, property/liability ins	\$130,800	\$120,700	\$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	\$100,300	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	\$116,800	Utilities to go up with A/C but some offset with VRF heat too
	Total expenses	\$2,359,100	\$2,416,700	
Net (deficit)		(\$6,600)	(\$96,900)	

Ideas to balance budget:

- 2019-20 estimated carryover: \$54,000
 - Hard to project at this point:
 - \$38,000 due to higher ECLC enrollment than budgeted
 - \$13,500 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
 - 1 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 in the 2020-21 budget.
- 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 by 1.0 FTE. This reduction would yield about \$46,000. However, because the SWVPP deficit is about \$40,000, we'd have to increase other PS expenses by the \$6,000 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.
 - With the current 35 projected kindergartners, we could reduce kindergarten aides from our current 1.525 FTE
 - Office and media center = \$21,600 - \$34,000 per FTE
 - We currently have a staff member working part-time in the library and part-time in PS. That reduction in the media center had not been part of the 2019-20 budget. The reduction could continue into 2020-21 for about a \$7,800 savings.
 - Office duties for JFK, PS, and the lunch program could be examined
- 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. The 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.

Leadership in Diocesan/Parish Context:

1. I attended the Finance Council and Parish Council meetings in January.

a. Finance Council:

- i. Contribution letter and treasure renewal
- ii. Mississippi Valley School Tuition Organization
- iii. Capital campaign approved
- iv. School budget
 1. Supported a “carryover” of any surplus seen at the end of the fiscal year
 2. Supported an initial discussion of a “parish subsidy” of \$605,000
 3. Supported a minimum salary increase (rather than an average)
 4. Supported a salary increase even while “right sizing” staff positions

b. Parish Council:

- i. Parishioner appreciation dinner: review and date for 2021
- ii. Parish picnic: date for 2020
- iii. Capital campaign approved
 1. \$1.6 million
 - Provide for our children:
 - \$800,000 JFK HVAC project
 - \$300,000 Pay off debt incurred in 2017 for boiler and church
 - Sustain our mission:
 - \$150,000 Church sound system
 - \$75,000 Capital campaign itself and other communications

A/C

- \$50,000 Church electrical upgrade
 - \$40,000 Parking lot maintenance
 - \$40,000 Remaining stained glass window frames (smaller windows)
 - \$25,000 Handicap parking at school
 - \$20,000 Other extraordinary maintenance
- Build our community
 - \$100,000 Outreach through youth ministry, adult faith formation, parish nurses, and other groups within the parish
- 2. Two year campaign to begin at end of February
- 3. Tight timeline in order to do all HVAC this summer
 - \$300,000 cash in hand by April 1
 - \$300,000 additional pledges by April 1

b. Faith Formation-Religious Education Director (Jennifer)

- Our Lady of Victory hosted Rosina Hendrickson from the Diocese for an in-service on Wednesday January 8th on *What is Ministry* for the catechists in the Scott and Clinton Deaneries.
- I assisted Evan with the Confirmation service day held for confirmandi and their sponsors on Sunday January 12.
- I attend the MORE meeting at St. Alphonsus on January 21.
- I am facilitating ***The 99 Masterclass*** that began on 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.
- I will be offering the ***Encounter*** study for middle school students as an after school extra-curricular activity again this spring. This study will meet on Thursday's from 2:45-3:45pm in the Parish Center beginning March 5 and ending April 30. Cost of the workbook is \$13, no student will be turned away because of inability to pay.
- 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.
- 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.
- We tried 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 or January due to schedule conflicts and other issues that arose. We are rescheduling for February or March.

Sweetheart Dinner is coming up in two weeks. We've got 65 people currently signed up for the dinner, and 20+ youth involved in set up or serving.

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

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. We met the final week of January, and hopefully will be able to wrap up by Spring.

We hosted our Sponsor Service day Sunday January 12th after the 9am mass in the JFK cafeteria. We did several service projects and offered coffee, juice, and donuts. We also had conversation prompts for discussion between sponsors and Confirmandi. Many thanks to Mrs. Wemhoff for her assistance.

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. I am now working on the liturgy planning worksheet with the assistance of Fr. Jake, Deacon Agnoli, and Lisa Willows.

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

- a. Capital campaign was approved by Finance council last week.
 - i. Hand out Campaign Details
- b. BOE assistance
 - i. If you hear concerns from people notify Fr Jake
 - ii. If we do not meet the deadline (4/1) still assist promoting the campaign

- iii. Not connected to budget for next year. Operations and Capital Improvements are separate.

5. 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 board meeting
 - 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 board meeting as needed
 - f. School Improvement Advisory Committee (Chad S., Lisa, Ann, John)
 - i. n/a
 - g. Marketing/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 @6:00 – Ann (Lisa)
September 24 – Julaine	March 24 – Lucas
October 22 – John	April 28 – Chad H.
November 26 – Lisa (Ann)	May 26 – Peter
January 28 – Chris	June 23 – Tom
- Parish appreciation went well. 1/16/2020 next year. Parish picnic 9/19/2020.
February meeting @ 6:00
- j. Finance Council Rep (Peter)
 - i. Approved Capital Campaign
 - k. Home & School Association
 - i. Plant Sale: February 24 – April 6. Pickup April 30-May 1
 - ii. Spaghetti supper
 - l. Band and Music Boosters
 - i. n/a
 - m. Assumption High School Rep. (Matt Henning)
 - i. The tuition rates approved \$5,800 parish members
 - ii. STO – made goal this year
 - iii. Meitler group has formed committees and will start the two year plan of discussion (planning).
 - n. Scott County Catholic School Advisory Board Rep, 2nd Monday every other month @ St. Vincent (Chad, Peter)
 - i. Suspended
 - o. Ad Hoc Committees
 - i. HVAC Funding Committee (Fr. Jake, Chad S, Jen, Jennifer V, Pat, Luke, Peter)
 - 1. Suspended

- ii. Teacher Support Committee (Peter, John, Chris)
 - 1. Should be able to use early dismissal days to discuss items.
- 6. UNFINISHED BUSINESS
 - a. Scott County K12 Regionalized Education System
- 7. NEW BUSINESS
- 8. ITEMS FOR BOARD ACTION
 - a. Formation of an ad hoc committee to review the BoE Constitution and By-Laws (“at least in every year divisible by five”)
 - i. Will start with staff meeting around April/May/June
 - 1. After this a decision will on adding an Ad Hoc committee
 - b. In March, need to make a motion regarding BOEE positions (teaching/admin positions)
- 9. Items Needing Specific Board Discussion, But Not Necessarily Board Action
 - a. Budget for 2020-2021 school year
- 10. COMMENTS FROM AUDIENCE and OPEN FORUM
- 11. 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