

**OUR LADY OF VICTORY BOARD OF EDUCATION MEETING
6:30 P.M. Tuesday, March 3, 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, Peter Schuster, Lisa Snider, John Stachula, Ann Craig, Chad Hagerman
 - ii. Parish Council Rep: Shawn Atwater
 - iii. Visitors: Angie Logan, Karen Youngerman
 - c. ACCEPTANCE OF AGENDA
2. READING AND APPROVAL OF MINUTES OF February 4 meeting
3. ADMINISTRATIVE REPORTS (Written reports pre-submitted)

a. Principal of JFK (Chad)

1. The Catholic schools in Scott County and St. Joe's have selected Pearson's Envision as the next math textbook series. Related topics that surfaced:
 - a. JFK and St. Joe's seemed far ahead of the other schools with access to/use of technology. We had to push hard to make sure a new series would have enough technology support.
 - b. LCS will likely teach high school algebra in their building rather than send students to AHS next year. The ability to do so is highly dependent upon staff licensure, enrollment, and the number of students taking Algebra as an 8th grader. For JFK, for example, there are typically three 8th grade math classes: Algebra at AHS and two sections of 8th grade math at JFK. Finding the staff member and time in the schedule for another math class to be taught at JFK would be a challenge.
 - c. At JFK, we have started to look at what we might do with the 6th grade as they move through middle school math. There are 26 sixth graders, and we might even have a majority qualify for algebra. Adjustments we make would likely be for one year only due to the enrollment in the grade.
2. We have begun to make plans for Leaps & Bounds this summer.

Managerial Leadership:

1. I am preparing for a capital campaign parish information session. Other preparatory work for the campaign was completed.
2. As we move through the school year, more accurate budget estimates for the next year continue to be made.
 - a. In the scenario presented below, the following significant changes have been made since February:
 - i. Revenue:
 - a. Enrollment projections were modified to add three kindergarteners and three four year olds. Three year old preschool was reduced by one.
 - b. Gifts, donations, fundraisers, and other income were adjusted to more accurately reflect how this current fiscal year is progressing in these areas.
 - ii. Expenses:
 - a. Salaries were adjusted to reflect:
 - a. A 1.0 FTE reduction in BOEE licensed staff members.
 - i. This requires action of the board such as with the following motion: I move that BOEE licensed staff be reduced by 1.0 position for the 2020-21 school year. Upon the passing of the motion, the individual teacher(s) affected would be notified. At the April board meeting, I will make a recommendation regarding the specific staff member(s) whose position(s) make

- up 1.0 FTE for non-renewal. The specific staff member has the right to appeal at the April board meeting.
- ii. Without this action, the deficit would increase to about \$95,000.
- b. An addition of a PT instructional aide to SWVPP-4 preschool.
- c. Better estimates for ECLC.
- b. Maintenance and repairs were increased to better reflect the current year.
- iii. A complete draft is attached separately.

Revenue		2019-20	2020-21 March Projections with a 1.0 FTE BOEE staff reduction	Comments
	K-8 Tuition and Fees	\$1,220,800 340 K-8 budgeted of which 15 are free	\$1,193,300 324 K-8 of which 19 are free	Continues with an approx 5% attrition rate. Est 38 kindergartners. Net increase of four free children of staff members.
	Total Preschool	\$277,700	\$231,700	78 3-5 yr olds. SWVPP funding for 52 maximum regardless of enrollment. Assumes a 2.1% "allowable growth." Without the BOEE licensed staff reduction, SWVPP-4 would have about a \$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	\$53,700	
	Other, incl Gala, donations	\$95,500	\$96,700	
	Total revenue	\$2,352,500	\$2,321,200	
Expenses				
	Salaries/benefits	\$2,044,700	\$2,037,400	5 yr formula with a minimum of 2% salary increases. 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	\$120,600	\$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	\$99,100	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	\$119,500	Utilities to go up with A/C but some offset with VRF heat too.

				Increased maintenance costs.
	Total expenses	\$2,359,100	\$2,376,600	
Net (deficit)		(\$6,600)	(\$55,400)	

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%. After a 1.0 reduction in BOEE licensed FTE, salaries and benefits would be at about 85.7% of the budget, down from 86.7%.
 - Reduce salaries:
 - 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. A decision to reduce BOEE must be made in March.
 - 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 38 projected kindergartners, reducing kindergarten aides from our current 1.525 FTE is more challenging.
 - Office and media center = range of \$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. A decision to reduce BOEE administration staff must be made in March.
 - 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.
3. Although the DCSD has not released their 2020-21 school calendar yet, they did approve the start date: August 24th. I recommend that JFK approve the start date as well with the following motion:
 - a. I move that August 24, 2020 be the start date for JFK's 2020-21 school year.
 4. We have been reviewing our illness prevention steps and preparations for pandemic illness. Examples are below:
 - a. More hand sanitizer stations for the cafeteria have been ordered.
 - b. More hand sanitizer bottles are being purchased for classrooms.
 - c. More spray bottles for disinfectant are being purchased so classroom teachers do not have to solely rely upon Chlorox wipes.
 - d. More signage is being created.
 - e. Staff and students are being given more reminders about preventative steps.
 - f. A stronger stance is being taken on the 24 hr out of school guideline for fevers and illnesses.
 - g. We will begin discussions regarding our options if school is closed.
 5. Tuition contracts are being prepared. The target date for mailing is March 9th.
 6. Revisions have been made to a section of the Emergency Operations Plan to better align it to the diocesan pandemic flu plan.
 7. There's been a good deal of discussion regarding sportsmanship, home court advantage, and referees during the Catholic League boys' basketball season. Athletic directors made schedule adjustments due to some concerns, and they will meet again now that the season is over.
 8. Payroll is processed monthly. Other bills are regularly processed in the school office.

Public Relations Leadership:

1. Career Fair for 8th graders in Scott County Catholic schools is Friday.
2. PS and ECLC registration began in February, and the kindergarten information sessions and round-up was February 6th.

	February 19, 2019	Official enrollment count October 1, 2019	February 6, 2020 (with a few additions by 2/29/2020)
K	47	43	41
4 yr am	30	52	37
4 yr pm	5		10
MWF 3 yr olds	5	9	3
TTh 3 yr olds	4	16	3
ECLC	10	18	11

Leadership in Diocesan/Parish Context:

1. Data has begun to be shared for the regional planning of Scott County Catholic Schools. The most recent data dealt primarily with salaries, benefits, salary structures, and employee handbooks. There was also some information shared regarding preschool and after school care programs.
2. Legislative topics that might be of interest:
 - a. Changing the age cut-off for preschool so some five year olds might be funded if they attend preschool again or they go to kindergarten.
 - b. Requiring teachers to take a dyslexia module within one year of hire.
 - c. Require schools to display a portion of the preamble of the Declaration of Independence.

b. Faith Formation-Religious Education Director (Jennifer)

- Faith Formation report to the Board of Education (March 2020)
- Submitted by Jennifer Wemhoff
- I participated in pastoral staff meetings during the month of February.

- I attended the February Board of Education meetings.
- I continue to write weekly bulletin articles.
- I continue to update and track the Faith Formation budget.
- I continue to participate in the Confirmation Revisioning meetings that Evan has scheduled.
- I attend the MORE meeting at the Chancery on February 18.
- I facilitated *The 99 Masterclass* that began on Thursday January 9 and concluded February 13. 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.
- We are now preparing 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 promoted this with the JFK teachers last week at their weekly staff development meeting. Promotion has also been in the bulletin for the last several weeks. I will be sending out emails to various organizations inviting them to participate in *The Experience*.
- The parent and student First Communion meeting was Sunday March 1 at 1:00pm in the school cafeteria. Five families were unable to attend the originally scheduled meeting so a make-up meeting has been scheduled for Monday March 23 at 6:30pm in the school cafeteria, those families have been notified of this meeting.
- The *Encounter* study for middle school students will begin this Thursday March 5 from 2:45-3:45 in the carpeted side of the Parish Center as an after school extra-curricular activity. Currently 5 students are signed up to participate—and it is not too late for students to sign up. Cost of the workbook is \$13, no student will be turned away because of inability to pay.
- I have substituted the last month in the following grades, 8th, 4th and this week 6th for faith formation classes when the regular catechists have been unavailable. I have also found other volunteers to substitute in other grades as well.
- *The Ascension Lenten Companion* devotional books were sold after the Ash Wednesday masses. Cost of the book is \$3. I also distributed *Equipped Smart Catholic Parenting in a Sexualized Culture* books.
- 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. Registrations for this study are due by Monday March 9.

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.

- 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.
- 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 a date when we can all be present.

Sweetheart Dinner raised over \$2,500 for youth trips like NCYC. We had 49 youth involved in serving – including set up, clean up, teen MCs, head servers, servers, and baby-sitters. In addition to raising money for teens attending trips, many others did service hours with over 180 service hours completed as well. We did have some issues after the dinner with clean up – the dishwasher in the kitchen's spray arms became clogged with detritus from the dinner, including peanut pieces. This wasn't realized until afterwards, so the dishes, flatware, trays, etc. used at the dinner were rewashed over the week after to prepare for Men's CEW.

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

In February we completed the Virtus safe environment and boundaries lesson for high school age youth, and will be having a special Leap Day event at the end of the month.

We cancelled middle school youth nights twice due to weather concerns and high school youth night once in January. Our February middle school night was the same night as the middle school mixer, so I encouraged youth to attend that event. This week is therefore our first middle school youth night of the new year, and we are planning a middle school youth night focused on Lenten practices of fasting, prayer, and alms-giving.

We took high school youth ministry to Altitude Trampoline park Saturday, February 29th for Leap for Leap Day. Only a couple teens joined us, but the event was a lot of fun for them, and we'll look into doing other creative events offsite for youth who can't typically make Wednesday evenings.

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 in mid-February we began our concrete strategic planning, 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. Confirmation picture envelopes have now arrived, and we're planning distribution to families.

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.

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. 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 launch last week.
 - i. No feedback yet
- b. Mailer went out last Friday should arrive today
- c. Pledge cards will be going out to the same people
- d. Need to meet the cash in hand goal by April 1st to sign any contracts for improvement projects
- e. Looking for assistance to make the phone calls to reach everyone in the parish.

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. Looking for at least one new member
- d. Policy Committee (Chad S., Luke, Tom)
 - i. Group formed
- 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. Have begun work for the application for SCRA
- i. Parish Council (rotating per schedule) 4th Tuesday of each month 7:00 pm
 - i. Finalizing capital campaign
 - ii. Discussion of changing the by-laws

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 – Lisa
- j. Finance Council Rep (Peter)
- k. Home & School Association
 - i. March 12
- l. Band and Music Boosters
 - i. Meet next week
- 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. 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. Meeting with Staff in March
 - 2. Next meeting in April
- 6. UNFINISHED BUSINESS
 - a. Scott County K12 Regionalized Education System
- 7. NEW BUSINESS
- 8. ITEMS FOR BOARD ACTION
 - a. Reduction of BOEE licensed position(s) by number of FTEs
 - i. Motion: BOEE licensed staff be reduced by 1.0 position for the 2020-21 school year.
 - ii. 2nd
 - iii. Passed
 - b. Start date for 2020-21 school year
 - i. Motion: August 24th 1st day of school
 - ii. 2nd
 - iii. Passed
- 9. Items Needing Specific Board Discussion, But Not Necessarily 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. Members: Lisa, Peter
- 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