

## OUR LADY OF VICTORY BOARD OF EDUCATION MEETING

6:30 P.M. Tuesday, June 14, 2022, Hybrid

JFK Library

Link to Zoom Meeting: <https://kennedy-dav.zoom.us/j/86045233854>

### AGENDA OF REGULAR MEETING

- CALL TO ORDER

- a. [OPENING PRAYER](#)

- b. ROLL CALL

- i. Ann Craig, Chad Steimle, Chris Fox, Chad Hagerman, Lucas Roth, Lisa Snider, Fr Jake, Kye Meyers, Tom Poston, Courtney Mau

- ii. Jenifer Boyd, Heather Rushenberg

- iii. Emma Wolf

- c. ACCEPTANCE OF AGENDA

- READING AND APPROVAL OF MINUTES OF past meeting

- a. Approved

- ADMINISTRATIVE REPORTS (Written reports pre-submitted)

- a. Principal of JFK (Chad)

Facilitator of Faith Community:

1. We will begin planning for NET retreats for 7<sup>th</sup> and 8<sup>th</sup> graders.
2. Several special Masses were held toward the end of the school year.
3. Skip Schlue recognized altar servers at our last all school Mass.

Ethical Leadership:

1. School Based Therapy services:
  - a. 28 students (8% of K-8) received services:
  - b. Services in 22-23 will be free to families and paid with EANS I funds
  - c. Services in 23=24 should be free to families and paid with EANS II funds
2. May and June were busy months for reviews of IEPs and 504 plans.
  - a. The total percent of students with 504s or IEPs this year was 11.3%. Last year it was 9.2%. It was even lower the year before that.
3. Chronic absenteeism rates were even higher this year than last year. About 9% of the K-8 student body was chronically absent this year, which is defined as having an absent rate of 10% or more. Those students who were chronically absent had rates ranging from 10.34% to 37.16%. Last year, about 6.8% of the K-8 student body was chronically absent.

Leadership of School Culture and Instruction:

1. The computer science implementation plan required to be in place by June 2022 is relatively complete, and a draft is shared: [Computer Science Implementation Plan](https://docs.google.com/document/d/1UeD8Xe9vqE55fG4JnJyvyQ17dE-xE6QprHAzDJccm8o/edit?usp=sharing) or <https://docs.google.com/document/d/1UeD8Xe9vqE55fG4JnJyvyQ17dE-xE6QprHAzDJccm8o/edit?usp=sharing>
  - a. Computer science standards need to be taught in at least one grade K-6 beginning after July 2023.
  - b. Computer science standards need to be taught in at least one grade 7-8 beginning after July 2023.
  - c. The surveys linked in the implementation plan are likely only visible to “collaborators,” which are the members of the computer science committee.
  - d. The summary documents/curriculum maps are in draft form and are available for viewing in links in the implementation plan:
    - i. The documents are by grade strand, as that matches the format of the Iowa Computer Science Standards: K-2, 3-5, 6-8, and 9-12.

- ii. The documents currently focus on “unplugged” activities that we are currently doing or could fairly easily add.
      - a. “Unplugged:” can be done without a computing device
      - b. “Plugged:” done on a computing device
    - iii. The next steps are to add our existing plugged activities and explore and acquire additional plugged activities.
    - iv. The documents will be revised as the plugged activities are added.
2. Shannon Runyan has been hired to teach middle school science. Mrs. Runyan has more than 20 years of science teaching experience, most of it in private schools in California. She has also taught for a few years in public and private schools in the Quad Cities. Before Mrs. Runyan came forward as a candidate, the position had been offered to another individual, who declined in order to take a position elsewhere. In total, there was communication to and/or with about 85 individuals regarding our science position. Of the seven people who responded to our advertising, five were not qualified. Most individuals to whom we reached out to first did not respond. The seven who did respond to our messages had jobs and/or were not interested.
3. Six free sessions of Leaps & Bounds will be held this summer, and 4-5 are full. EANS I funds will pay for this summer. Next summer, we plan to use EANS II funds. Those who work in Leaps & Bounds are JFK employees who are employed during the summer by FACTS Educational Services. These include Laura Burke, Angie Maxwell, Diana Longenecker, Kathy Neuberger, Alicia Andresen, and Melissa VanDam.

#### Managerial Leadership:

1. Tuition contracts for 2022-23 are still slow in being returned. We continue to make phone calls to families.
  - a. Beginning of May 2022: 68% of all possible were returned
  - b. Beginning of May 2021: 66% of all possible were returned
  - c. Beginning of May 2020: 79% of all possible were returned
  - d. Beginning of May 2019: 84% of all possible were returned
  - e. June board meeting 2022:
    - i. Returned: 276 (84% of possible)
    - ii. Probable: 317
    - iii. Possible: 329
  - f. June board meeting 2021:
    - i. Returned: 306 (89% of possible)
    - ii. Probable: 328
    - iii. Possible: 343
  - g. As the returned, probable, and possible change over the summer, we typically will end up with an enrollment that is about the average of probable and possible students.
2. Families have been slow in paying their tuition and fees. Those who were behind in tuition payments two weeks ago, for example, still owed over \$150,000. There does not seem to be any common characteristic. Families with one child and multiple children are behind. Parishioners, non-parishioners, staff members and board members are behind in payments. Approximately 25% of families with an 8<sup>th</sup> grader were behind by an average of over \$3,000 two weeks ago. Since approximately the beginning of June, however, an additional \$40,000 in tuition has been received, and Fr. Jake indicates that most people with whom he has communicated have indicated that they will be making some payment yet this summer.
3. To accommodate an incoming kindergartener in a wheel chair, a kindergarten class will switch locations with a second grade class. In the following year, a first grade class would move upstairs, and the kindergarten class would go back downstairs.
4. Emergency Assistance for Non-public schools:
  - a. EANS I: According to the DE tracking system, all EANS I funds have been spent or allocated through third party providers through 2022-23. EANS I funds have to be used before we can use EANS II funds. (In reality, one of our third party providers will not utilize all of the funds allocated to it due to one of the instructional aide positions not starting at the beginning of the school year. How this funding difference of probably about \$1,500 will be re-opened for our use is unknown.)
  - b. EANS II:
    - i. The DE’s temporary detailed applications for use of our \$515,585 worth of services/materials have just opened.
    - ii. Plan for EANS II usage:
      - a. Technology:

- a. 2022-23: \$50,600
    - b. 2023-24: \$11,500
    - c. Moving things around allowed us to cut the JFK 2022-23 budget by about \$50,000.
  - b. Free school based therapy services for 23-24 with a third party provider: \$65,700
    - a. Jennifer Duncan with Compassion Therapy Services
  - c. Free L & B for summer 2023 with a third party provider: \$13,400
  - d. Continuing a PT aide position for 23-24 with a third party provider: \$10,300
  - e. Backfilling for our cut Title I interventionist position for 22-23 and 23-24: \$73,300
    - a. 21-22: DCSD Title I funded interventionist position 0.94 FTE. JFK contracted for 0.06 FTE
    - b. 22-23 proposal now: DCSD 0.43 FTE, JFK 0.05, third party provider 0.52 FTE (Prior to June, JFK had been budgeting its portion at 0.25 so we were able to reduce expenses.)
  - f. Two interventionist positions for 22-23 and 23-24 with a third party provider: \$290,800
    - a. We will be recommending former JFK teachers Kayelyn Blake and Bridget Parr be hired by FACTS Education Services to provide services at JFK.
    - b. Theoretically, because they are not our employees, we cannot ask them to supervise recesses and lunch duties, substitute for staff members when we are short-staffed, or perform other duties for JFK.
- 5. With the addition of two interventionists for two years, we are trying to find locations for which they can work with students. Like our Title I interventionist, at least one of these two interventionists will work in a modified closet/storage area.
- 6. Office staff: With all of the accounting practice changes we have made over the last year and will continue to be made over the next one to two years, we have retained additional office support in the 2022-23 school budget. Job descriptions are being revised. We are also determining how we can create more private space for the position that handles most of our tuition and fees .

Leadership in Diocesan/Parish Context:

- 1. The November board meeting will actually be on Monday, October 31<sup>st</sup> as Tuesday, November 1<sup>st</sup> is a holy day of obligation.
- 2. Legislative update:
  - a. Several legislative bills did not become law, including the student first scholarship program. The STO tax credit cap increases statewide from \$15 million to \$20 million this year (enacted through legislation passed last year.) We are not sure how that will impact financial assistance:
    - i. There is no guarantee that enough funds can be raised that would make the new cap relevant. It was already a challenge to reach the \$15 million cap.
    - ii. A tax cut was approved in 2022. The people who would have been most likely to donate to an STO so they could take advantage of the tax credits may be less motivated to do so now that their taxes will be less anyway.

**b. Faith Formation/Religious Education Coordinator/Confirmation Coordinator (Kaye)**

- Planning for Vacation Bible School July 11-15, 2022. Students entering K-5th grade are invited to participate. Students entering 6th grade+ are invited to volunteer. Will be meeting with student volunteers to have them help with the preparations. Looking for adult volunteers to help with the various shops that participants will be visiting: pottery, carpentry, weaving, jewelry, music, basket-making and barnyard. Shop volunteers will just be needed one day.

- Preparing for next year's Faith Formation classes: creating calendar, updating handbook, recruiting catechists, providing registration information to families and ordering materials.
- Working with NET Ministries to plan retreats for our 7th and 8th grade students on October 18 & 19, 2022.
- Planning for next year's IGNITE Sundays. Will be in Gathering Space after Masses the weekend of July 16 & 17 to provide opportunity for volunteers to sign up to help.
- Planning for next year's Sacrament preparation for First Reconciliation, First Eucharist and Confirmation.
- Completing final steps of annual VIRTUS audit for 2021-2022 regarding compliance with Safe Environment requirements for employees and volunteers at JFK and OLV.
- Participate in weekly pastoral staff meetings.
- Write weekly bulletin articles and quarterly Victory Voice articles.
- Document monthly expenses and income to the Faith Formation budget.

**a. Faith Formation/Adult Faith Formation (Jennifer)**

- Dates for the 2022-2023 IGNITE Sundays have been added to the calendar. The dates are: September 11, October 2 & 16, November 13, December 11, February 12 & 26, March 19, April 2 & 16.
- This summer we are discussing Chris Stefanick's book *Living Joy*. Twenty-one people have signed up to participate in discussion of the book that began Tuesday June 7. Discussions continue every Tuesday until August 2.
- ***What We Believe: The Beauty of the Catholic Faith*** is a 10-week study that will begin September 15 from 6:30-8:00pm in the GSMR. Registration is due by June 15 so that books can be ordered. 25 people are currently signed up to participate.
- I participate in the Faith Formation Committee meetings as scheduled.
- The adult study on the book of *Romans* began March 3 and concluded May 5.
- I participated in pastoral staff meetings during the month of May.
- I write bulletin articles as needed.
- I submitted a grant proposal to the diocese through the Rice Bowl Grant program for the Little Food Pantry to help keep it stocked. Items most needed are: cereal, shelf stable meals, pasta and pasta sauce, fruit, and canned meats.
- I submitted several articles for the upcoming summer Victory Voice.

**a. Youth Ministry (Evan)**

- PASTOR'S NOTES (Fr. Jake G.)
  - a. There is some inaccurate information regarding the regionalization project.
  - b. The new Youth Ministry leader has been hired.
    - i. Potentially expand to the other parishes or at
- COMMITTEE REPORTS AND COMMUNICATIONS
  - a. Generations of Faith Committee (Julaine, -----) Per 8/3 meeting: This may be replaced. Fr Jake will get back to us next meeting.
    - i. This will be eliminated it will fall under the new Faith Formation
  - b. Finance Committee (Chad S., Lisa, Luke) (Discussions to be held at board meeting)
    - i. n/a
  - c. Nominating Committee (All board members)
    - i. n/a
  - d. Policy Committee (Chad S., Molly, Tom) (Spring 2022)
    - i. n/a
  - e. Strategic Planning Committee (Chad S., Chris, Ann) (Discussions to be held at board meeting as needed)
    - i. n/a
  - f. School Improvement Advisory Committee (Chad S., Lisa, Ann, Chris F.)
    - 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) 4<sup>th</sup> Tuesday of each month 7:00 pm
    - i. Conversations regarding the 60th Anniversary

2021	2022
August 24 - Tom P September 28 - Julaine October 26 - Courtney November 23 - Lisa December 28 - ???	January 25 – Chris Fox February 22 - Tom March 22 – Chad H April 26 – Ann May 24 - Molly June 28 - Lucas

- j. Finance Council Rep (Courtney)
  - i. Past due tuition
  - ii. How the lease will work
- k. Home & School Association (Zoom meeting)
  - i. Budget items:
    - 1. Volleyball Poles
    - 2. New uniforms for boys and girls
- l. Band and Music Boosters
  - i. n/a

m. Assumption High School Rep. (Pat Archer)

- i. I don't have a lot to report. We meet next Monday, so these numbers will likely change. The incoming class is at 98, with 18 from JFK. St. Paul's is at 25, Lourdes is at 18, and All Saints is at 15. Note that this class will be replacing a larger senior class (118), which impacts the budget. We've been talking a lot about what the transition to the Scorr County board means for AHS
- ii.

● ITEMS FOR BOARD ACTION

a. Old Business

i. Policies Attach Policies for review in the approved minutes

1. Motion: I move that the policies that were reviewed/revised and the new policy regarding a professional therapy dog program be approved as presented.
  - a. Motion: 2ND
  - b. Motion: Approved

ii. Budgets: school and faith formation Attache the Excel doc for approved minutes

1. Motion: I move that the 2022-23 JFK budget be approved as presented.
  - a. Motion: 2nd
  - b. Motion: Approved

iii. Staff bonuses/supplemental pay

1. Motion: I move that the bonuses for JFK's athletic director and assistant athletic director as outlined be approved.
  - a. Motion: 2nd
  - b. Motion: Approved separate these
2. Motion: I move that the BOEE and support staff supplemental pay be approved as outlined with the exception that Kitty Temming be awarded the supplemental pay as well in light of her retirement after 25 years of service to OLV/JFK.
  - a. Motion: 2nd
  - b. Motion: Approved separate these
3. Motion: I move that OLV/JFK retention bonuses for those not covered by the state retention bonuses be approved as outlined.
  - a. Motion: 2nd
  - b. Motion: Approved separate these

b. New Business

i. Seating of new board members

1. Jennifer Boyd
2. Heather Rushenberg

ii. Election of board officers Moved to August Meeting

1. President: Ann Craig \*Acting press for the remainder of today's meeting.

● ITEMS NEEDING DISCUSSION, BUT NOT NECESSARILY BOARD ACTION

a. Faith Formation committee constitution Moved to August Meeting

b. Board of education constitution Vote to take place in August Meeting

● COMMENTS FROM AUDIENCE and OPEN FORUM

- CLOSED SESSION NEEDED?

- a. No

- CLOSING PRAYER

Additional Documents/Files to be Sent:

- [Computer Science Implementation Plan](#)
- [2022-23, Budget, Public, June](#)
- [Policies to review, 2022](#)
- [BOE Constitution and By-Laws, changes visible, June 2022](#)

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BOE Meeting Schedule: 1<sup>st</sup> Tuesday of each month at 6:30 pm (except as noted)

2021

August 3  
September 7  
October 5  
November 2  
December 7

2022

January 4  
February 1  
March 1  
April 5  
May 3  
June 14