

**OUR LADY OF VICTORY BOARD OF EDUCATION MEETING**  
**6:30 P.M. Tuesday, August 2, 2022, Hybrid**  
**OLV GSMR**  
**Link to Zoom Meeting: <https://kennedy-dav.zoom.us/j/81701509169>**

**AGENDA OF REGULAR MEETING**

- **CALL TO ORDER**
  - a. [OPENING PRAYER](#)
  - b. **ROLL CALL**
    - i. Ann Craig, Tom Poston, Chris Fox, Fr Andrew, Julaine Edwards, Heather Rushenberg, Fr Jake, Chad Steimle, Kaye Meyers, Courtney Mau, Lisa Snider
    - ii. Parish Council: Jenifer Stratman
    - iii. Home & School: Allison
    - iv. Guest:
  - c. **ACCEPTANCE OF AGENDA**
    - i. Accepted
- **READING AND APPROVAL OF MINUTES OF past meeting**
  - a. Approved
- **ADMINISTRATIVE REPORTS (Written reports pre-submitted)**
  - a. **Principal of JFK (Chad)**
    - 1.

Leadership of School Culture and Instruction:

1. The spring results for the Iowa Statewide Assessment of Student Progress (ISASP) for students in grades 3-8 and FAST reading and math results for students in K-2 are being prepared for mailing. Building-wide and grade level results are still being examined, and there is still a considerable amount of hand calculating that needs to take place to pull together the results in how we'd like to see them. In a crude overview, the percent of students in grades 3-8 who were at least proficient is above the totals in the state, and the total in our building is probably above 80%, which is typically a target. Math results from those taking Algebra at AHS need to be examined in more detail as these students did not score as high as one might expect, and some of them even scored lower in 8<sup>th</sup> grade than they did in 7<sup>th</sup> grade.
2. The teacher and employee shortage across the country and in Iowa continues to affect us:
  - a. Substitutes: We will likely enter the school year without any substitute teachers authorized to go beyond ten consecutive days in any one assignment, which means we do not have one person who could handle a long-term sub situation like a maternity or surgery leave situation. In September, we will even have a long-term sub situation for federal jury duty. (A deferment has been requested but is not guaranteed.) It is likely that we will have three persons with substitute authorizations available to us as subs. The substitute authorization only allows for a maximum of ten consecutive days in an assignment. We do have a couple people currently on staff in non-teaching roles who have substitute authorizations, but when they sub, we have to cover their other duties.
  - b. Teachers: We have a teacher whose position will be hard to fill requesting to be released from contract. (This topic will be in closed session.)
  - c. Support staff: We continue to have support staff members who are being courted by other labor sectors offering more money and better benefits.
3. JFK's Instructional Playbook has been completed. An electronic version, with active links, a paper version, and a summary poster will be made available to teachers as we roll it out this fall. A link to the electronic version is available here for board members: [JFK Instructional Playbook](#)

4. The third party provider elements for usage of EANS II funds have been approved by the DE, and the vendors are working on getting their contracts with the DE finalized and the onboarding of staff completed for 2022-23. Getting quotes for the technology aspect of EANS II funding uses has been slow and a lower priority this summer. Details for the usage of EANS II funds were in the June Principal's Report.

#### Managerial Leadership:

1. There are four major transitions taking place that are interacting with one another and creating significant challenges while we also try to "close the books" on 2021-22.:
  - a. Paylocity: The Diocese of Davenport and OLV/JFK/SCCS switched payroll processing to Paylocity in July. While there may be some advantages down the road, especially in the handling of support staff time tracking, the transition has been anything but smooth. SCCS will begin "doing Payroll" for JFK in September, but it's still unclear what this means as there are many elements of payroll that will still need to be done by Ann and someone at the school.
  - b. PowerSchool: The Diocese of Davenport is orchestrating a mandated switch of all schools' student information systems (SIS) to PowerSchool. The migration of data is taking much longer than anticipated, and we are now caught in the unenviable position of trying to switch to PowerSchool but also updating and operating JMC (our "old" SIS) because we don't think PowerSchool will be fully functional for us within two weeks. When fully functional, PowerSchool will also support many HR functions for staff, such as record-keeping for onboarding and annual trainings.
  - c. SCCS: The process toward regionalization continues. On July 18<sup>th</sup>, for example, we received an updated chart of accounts that makes significant changes in labor account numbers. None of these changes were taken into consideration with the changes in payroll processing through Paylocity.
  - d. "Cash basis" vs. Accrual basis accounting: SCCS is having schools do accrual based accounting (a receivable is recorded when a "sale" is made, and a payable is recorded when an expense is agreed upon regardless of when "cash" is actually exchanged) rather than "cash" basis accounting (revenues/expenses are only recorded when "cash" is exchanged). OLV/JFK has been doing cash basis accounting for years. To complicate matters further, the parish will remain with cash basis accounting as nearly all parishes do in the diocese.
  - e. Canvas: A possible gradual and longer-term transition to Canvas as a learning management system to replace Google Classroom and Seesaw does not look like it can start until PowerSchool is in place. The diocese would like all of the schools to use Canvas but is not funding or mandating it. The state will pay for Canvas at least for 22-23, but it's unclear about future funding after that time period.
2. Concrete and asphalt work planned for the summer will likely be finished by the time school begins. This work was paid for by capital campaign funds.
3. Enrollment:
  - a. K-8:
    - i. As things progress over the summer, the numbers in the contracts, probable, and possible columns in the below table continuously change. We typically will settle in with enrollment at about the average between probable and possible. It looks like we have a good chance of hitting our adjusted budgeted number of 323 K-8 students. (In May, we were projecting 341 students.)
    - ii. Some of the worst grade level sizes to be at are between about 27-34 when there's "too many for one section but not enough for two." We may have six of our nine K-8 grade levels in this range or very near the upper edge of this range.
  - b. ECLC:
    - i. Four ECLC students dropped within the last two weeks, and we may lose at least one more.
    - ii. Most ECLC losses are related to childcare changes and/or transportation changes.
    - iii. Each ECLC student generates about \$8,400 in revenue, about twice what a K-8 student generates.
  - c. 3 year old PS:
    - i. The projection is for 26-27 3 year olds. This figure would be a record for JFK.
    - ii. In comparison, SPS just combined their MWF and TTh classes into one as they only had a total of 8 between the two classes.
      - a. On the other hand, for comparison, SPS has 50 kindergartners enrolled.
    - iii. In order to avoid having to hire an additional staff member to stay "in ratio" and then losing money by only adding one student, MWF PS has been closed unless a family also

wants ECLC or the MWF waiting list hits two children, and we are able to find additional staff.

d. 4/5 year old PS:

- i. Our two afternoon preschool classes have only six and five students. Combining the students into one class could be an option.
- ii. Combining the classes into one and/or reducing staff do not really save us money as SWVPP funding is always based upon the previous year's enrollment and can only be spent on PS. If we don't spend the money on staff, we'd have to spend it on PS "stuff," and it's sometimes challenging to spend thousands of dollars on glue sticks, construction paper, etc.
- iii. Lower birth rates and more free PS options on the west side and northwest part of Davenport seem to be catching up to us. When we jumped in to offer free PS, and the options were fewer, our enrollment soared. Now that capacity has expanded in more locations, our numbers have fallen.
- iv. I would be very hesitant to predict that record numbers in our three year old PS classes will lead to a boom next year in four year old PS.
- v. We continue to make staffing adjustments as the numbers decline.

	Contracts	Budgeted	Probable	Possible
K	34		35	35
1	39		39	40
2	34		36	36
3	32		33	33
4	32		34	34
5	31		33	33
6	34		35	35
7	40		41	41
8	41		42	43
Totals	317	323	327	330
ECLC	15	19		
3 yr old PS	27	28		
4/5 yr old PS	45	49		

4. Finances:

a. Past due amounts:

- i. As of 7/21/2022, approximately 67 families still owed \$134,000 in 21-22 tuition. Thirty-three families, which were often some of the same families as owed 21-22 tuition, still owed about \$90,000 from 20-21.
- ii. In mid-July, we were finally able to mail consolidated bills for past due tuition, fees, etc.
- iii. A considerable amount of past due funds were received at the back to school registration, but the delinquency report has not yet been updated.
- iv. I have not yet seen how the delinquent tuition has or will impact the "transfer from parish," which had been budgeted for \$650,000.

b. 2022-23 projection:

- i. With the enrollment projections in the above table, we will roughly be short from budget by about \$20,000.
- ii. One way to reduce the projected deficit is to drastically reduce the extra accounting/office help we were planning for 22-23. We have already had discussion about how to split up some of that work between our current office staff, assistant principal, and principal. Perhaps with SCCS taking over parts of our payroll process, Ann, in the parish office, may also be able to assist us. We may also need to look at the pay rates of office staff.

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

- Vacation Bible School was held July 11-15, 2022. We had 42 students attend and ten high school and middle school helpers. Several adult volunteers helped as well. While learning about Jesus' journey from Palm Sunday to Easter, the students enjoyed activities in the various shops of the Jerusalem Marketplace: pottery, carpentry, weaving, jewelry, music, basket-making and barnyard.
- 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.
- Planning for next year's Sacrament preparation for First Reconciliation, First Eucharist and Confirmation.
- Completed the 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. Our last meeting is Tuesday 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. 30 people are currently signed up to participate.
- I helped with Vacation Bible School the week of July 11-15.
- S'more Fun was held Friday July 15 from 6:30-8:30pm.
- Kaye Meyers and I were available after all the masses the weekend of July 16 & 17 with information about IGNITE Sundays and to offer volunteers an opportunity to sign up to help with an IGNITE Sundays.
- I participate in the Faith Formation Committee meetings as scheduled.
- I participated in pastoral staff meetings during the month of June and July.
- 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. We did receive \$600 from the diocese for helping to stock the Little Food Pantry.

a. Youth Ministry

- i. NA

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

- a. New Youth Minister has been hired. Abby
- b. Focus of Youth Ministry will be on the High School Students
- c. Regionalization will be complete in 11 months. This will require everyone to be fluid when it comes to the information/decisions being made available.
- d. We will be having discussions with the Parish regarding things like the Parish Center and how that control will be assigned.
- e. Both Fr Andrew and Fr Jake have jobs outside of the parish. This will impact availability at some times. Please provide any feedback on this if you notice any deficiencies.

- COMMITTEE REPORTS AND COMMUNICATIONS

- a. Finance Committee (Chad S., Lisa, Luke) (Discussions to be held at board meeting)
  - i. NA
- b. Nominating Committee (All board members)
  - i. New members seated
- c. Policy Committee (Chad S., Molly, Tom) (Spring 2022)
  - i. NA
- d. Strategic Planning Committee (Chad S., Chris, Ann) (Discussions to be held at board meeting as needed)
  - i. NA

- e. School Improvement Advisory Committee (Chad S., Lisa, Ann, Chris F.)
  - i. NA
- f. Marketing/Public Relations Committee (Chad S., Julaine, Tom, Chad H.)
  - i. NA
- g. Grant Writing Committee (Chad S., Chris)
- h. Parish Council (rotating per schedule) 4<sup>th</sup> Tuesday of each month 7:00 pm
  - i. NA

2022	2023
August 23 - Tom September 27 - Julaine October 25 - Heather November 22 - Lisa December 27 - Courtney	January 24 - Chris February 28 - Ann March 28 - Molly April 25 - Jenifer May 23 - Tom

- i. Finance Council Rep (Courtney)
  - i. NA
- j. Home & School Association (Zoom meeting)
  - i. Officers for '22-23 include:
    - President – Allison Arlt
    - VP- Julianne Tongue
    - Treasurer – Jen Kira
    - Secretary – Becky Avise
  - ii. We are already off and running with plans for this next year. Our goals continue to be focused on keeping direct sales type fundraisers as low as possible, help with communication and working to ensure H.S.A. expectations/events are sustainable. Our plan this year is to have only two 'direct sales' type fundraisers which will be Step it Up and Plant Sale (knowing that we have plateaued with plant sales and likely will phase this out in the coming years). Because we want to focus on Step it Up heavily this year, we did not collect funds at registration.
  - iii. We are experiencing continued issues with our spirit wear vendor. We'd like to entertain and trial sales with other companies. I envision that we would still work with Power Grafx in some capacity (gym shorts, other special orders, as needed) but maybe our main volume of spirit wear would come from another vendor who is more timely with delivery and behind the scenes stuff like payments/billing. If there is anything specific we need to get approval on (Mr Steimle didn't think so), please let me know and of course I will continue to communicate changes as we make them.
- k. Band and Music Boosters
  - i. NA
- l. Assumption High School Rep. (Pat Archer)
  - i. NA

- ITEMS FOR BOARD ACTION

- a. Old Business

- i. Board of Education constitution and by-laws: vote

- Motion to accept the BOE Constitution and by-laws as written
      - 2nd
      - Approved

- b. New Business

- i. Election of board officers

- President: Ann Craig
        - a. Nominated
        - b. Approved
      - Vice President: Chris Fox
        - a. Nominated
        - b. Approved
      - Secretary: Tom Poston
        - a. Nominated
        - b. Approved

- ii. Committee assignments

- iii. Finance Committee (Chad S., Lisa, Courtney) (Discussions to be held at board meeting)
      - iv. Nominating Committee (All board members)
      - v. Policy Committee (Chad S., Molly, Tom) (Spring 2022)
      - vi. Strategic Planning Committee (Chad S., Chris, Ann) (Discussions to be held at board meeting as needed)
      - vii. School Improvement Advisory Committee (Chad S., Lisa, Ann, Chris F.)
      - viii. Marketing/Public Relations Committee (Chad S., Julaine, Tom, Heather)
      - ix. Grant Writing Committee (Chad S., Chris)
      - x. Parish Council (rotating per schedule) 4<sup>th</sup> Tuesday of each month 7:00 pm
      - xi. Finance Council Rep (Courtney, Heather)
      - xii. Assumption High School Rep. (Pat Archer)

- ITEMS NEEDING DISCUSSION, BUT NOT NECESSARILY BOARD ACTION

- a. Covid mitigation strategies

- b. Active Shooter (or other) safety

- COMMENTS FROM AUDIENCE and OPEN FORUM

- CLOSED SESSION NEEDED?

a. yes

- CLOSING PRAYER

Additional Documents/Files to be Sent:

[Instructional Playbook](#)

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

2022

August 2

September 7

October 4

November 1

December 6

2023

January 3

February 7

March 7

April 4

May 2

June 13