

OUR LADY OF VICTORY BOARD OF EDUCATION MEETING

6:30 P.M. Tuesday, September 6, 2022, Hybrid

OLV GSMR

Link to Zoom Meeting: <https://kennedy-dav.zoom.us/j/88451086839>

AGENDA OF REGULAR MEETING

1. CALL TO ORDER

a. OPENING PRAYER

b. ROLL CALL

- i. Ann Craig, Tom Poston, Chris Fox, Heather Rushenberg, Chad Steimle, Courtney Mau, Lisa Snider, Molly McCarty, Fr Jake, Jen Bryd
- ii. Parish Council: Cheryl Wagner
- iii. Home & School:
- iv. Guest: Shelly Furlong, Angie Logan, Sara Nicoletto

c. ACCEPTANCE OF AGENDA

- i. Accepted

2. READING AND APPROVAL OF MINUTES OF past meeting

- a. Approved

3. ADMINISTRATIVE REPORTS (Written reports pre-submitted)

Facilitator of Faith Community:

1. We have a school Mass scheduled to be celebrated by Bishop Zinkula on September 14th.
2. This year's JFK theme is "Come to the Table."
1. We currently have four substitutes. None of them are licensed to be able to do a long-term assignment. We will modify our financial incentive plan for a new substitute who had to renew her license.
2. Band:
 - a. Mr. Connors will do large group band instruction on a PT supplemental contract.
 - b. Mrs. Freemyer will provide lessons at JFK one day per week at no cost to JFK. Mrs. Freemyer is a FT employee with Lourdes.
 - c. Mrs. Leavitt will provide lessons at JFK on T/Th/F at an hourly paid arrangement. She will, however, be unavailable during parts of November, December, and January as she committed to a long-term subbing job in the PV school district.
3. After research, we will begin working with a dog training center out of Missouri: Warriors Best Friend and their Operation Schoolhouse. The waiting list is about a year, and the cost is around \$3,000.

Managerial Leadership:

1. Powerschool: The Diocese of Davenport is orchestrating a mandated switch of all schools' student information systems (SIS) to PowerSchool. Unfortunately, the transition is not yet complete. JFK, as well as the other Catholic schools in Scott County, at least, has renewed its subscription to our previous SIS. Running two SISs allows us to keep functioning. It, however, also requires a good degree of either double-entry or verification of data. Because this transition is part of a larger diocesan transition and consolidation, we do not always control the timeframe of each step.
2. 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. I have taken over all payroll duties at the school and will continue to do most of those duties, even when someone from SCCS "does payroll" for JFK. Parts of handling August payroll were even more challenging than July as it included many more staff members, and there are still aspects of Paylocity that are still not fully functional.

3. Our immunization audit by the health department has begun. We are in excellent shape with K-8. Only three students have provisional certificates, and no one needs to be excluded yet. The audit process will move on to preschool students in the next few weeks, and DHS immunization audits for ECLC and aftercare will also begin soon.

4. Enrollment as of 9/1/22:

	Contracts	Budgeted
K	35	
1	39	
2	35	
3	34	
4	32	
5	33	
6	37	
7	41	
8	44	
Totals	330	323
ECLC	14	19
3 yr old PS	25	28
4/5 yr old PS	46	49

5. Ballpark financial changes:

- a. Revenue:
 - i. Additional K-8 students: \$28,000
 - ii. Fewer ECLC students (40,000)
 - iii. Fewer 3 yr old PS students (7,200)
 - iv. Fewer paying 5 year olds in PS (3,000)
 - v. Net impact on revenue (22,200)
- b. Expenses:
 - i. Net savings on band instruction \$9,100
 - ii. Savings on office staff 23,000
 - iii. Multiple small schedule adjustments to meet student needs, esp in 3 yr PS and K < 9,000
 - iv. Net impact on expenses approx 23,000
- c. Overall 800

6. Other Finances:

- a. Past due amounts: As of 8/29/2022, the past due 21-22 tuition from 50 families was about \$95,800, down from 67 families owing \$134,000 in 21-22 tuition in July. Past due tuition from 2020-21 was reduced from over \$90,000 to \$85,500. Of the two year total of \$181,300, approximately \$67,300 (37%) is owed by families who no longer have children at JFK.
- b. The "transfer from parish" was about \$675,000, which was about \$25,000 over budget.

7. Active Shooter Safety:

- a. State safety audit: The state has contracted with Tetrtech for the conducting of Department of Homeland Security Vulnerability Assessments. Our on-site assessment will be November 3rd after negotiating with them regarding a May date.
- b. State safety grant: Schools will have until December 2024 to apply for and commit the funds with all projects to be done by June 2025. The use of funds will need to align with the results of the safety audit.

- 1.

Leadership in Diocesan/Parish Context:

1. I attended meetings of Scott County Catholic school administrators and diocesan administrators.
 - a. The parish subsidy formula is still being discussed. Differences in accounting procedures are contributing to challenges in arriving at an agreed upon formula.
 - b. Employee policies/handbooks are in development. Below is an example that I shared with staff:

- i. I believe at OLV/JFK we have payroll/benefits categories for FT teachers, PT teachers, principal, assistant principal, FT support staff, regular part-time support staff, part-time support staff, and temporary/seasonal staff. (The church probably has at least three categories as well.) If each of the five schools have eight categories, that's 40 different payroll/benefits categories that they're trying to merge for SCCS. The working position currently, I believe, is for SCCS to have four categories: FT school year, PT school year, FT year round, and PT year round.
 - c. The goal is for 23-24 budgets to be prepared by January 1st.
 - d. A tentative plan for a transition to a SCCS business office held at Assumption has been developed with all of the schools contributing an employee, if the employee or school/parish desires..
 - e. Fr. Jake may have more regarding regionalization as he is a trustee and on the board of directors.
- 4. PASTOR'S NOTES (Fr. Jake G.)
 - a. Working on the FAQ for the Scott County Catholic Schools (SCCS) together. Hopefully ready by Oct.
 - b. Monthly updates BOE will be invited. Date to be announced
 - c. Letter will be going out to family regarding being paid up by June 30 of 2023. This us a hard deadline due to the SCCS administrative changes.

5. COMMITTEE REPORTS AND COMMUNICATIONS

- a. Finance Committee (Chad S., Lisa, Courtney) (Discussions to be held at board meeting)
 - i. Part of the Prin Report
- b. Nominating Committee (All board members)
 - i. N/A
- c. Policy Committee (Chad S., Molly, Tom) (Spring 2022)
 - i. N/A
- d. Strategic Planning Committee (Chad S., Chris, Ann) (Discussions to be held at board meeting as needed)
 - i. N/A
- e. School Improvement Advisory Committee (Chad S., Lisa, Ann, Chris F.)
 - i. N/A
- f. Marketing/Public Relations Committee (Chad S., Julaine, Tom, Heather)
 - i. N/A
- g. Grant Writing Committee (Chad S., Chris)
 - i. N/A
- h. Parish Council (rotating per schedule) 4th Tuesday of each month 7:00 pm
 - i. Three new members
 - ii. Parish picnic
 - iii. Meetings are now on the 4th Thursday

2022	2023
August 23 - Tom September 23 - Julaine October 28 - Heather November 24 - Lisa December 22 - Courtney	January 26 - Chris February 24 - Ann March 24 - Molly April 28 - Jenifer May 26 - Tom

- i. Finance Council Rep (Courtney, Heather)
 - i. the ADA has met its goal for this year
- j. Home & School Association (Zoom meeting)
 - i. we are about to kick off our biggest fundraiser of the year on the 12th. We are really hopeful to double our participation and reach our goal of \$35k in donations. HSA is supplementing additional prizes,
 - ii. Hoping to motivate all the kids. That's our main focus at this time.
- k. Band and Music Boosters
 - i. N/A
- l. Assumption High School Rep. (Pat Archer)

1. Enrollment:

- a. Here is the admissions report from August 15:

ADMISSIONS REPORT – August 15, 2022

Enrollment #'s:	
Freshmen - Class of 2026	109
Sophomores - Class of 2025	108
Juniors - Class of 2024	106
Seniors - Class of 2023	108
CURRENT TOTAL:	431

Incoming Freshman Applications – 109 (Applied and Paid)

School/District	# of Students Currently Enrolled
ASCS	18
JFK	17
Lourdes	18
SPS	27
Davenport	2
Morning Star	0
Trinity	4
Walcott	7
PV	0
Bettendorf	2
Illinois	10
Other	4
Total	109

8th grade math students—47

All Saints—9
JFK—16

Lourdes—5
SPS—17

- i.

6. ITEMS FOR BOARD ACTION

- a. none

7. ITEMS NEEDING DISCUSSION, BUT NOT NECESSARILY BOARD ACTION

- a. none

8. COMMENTS FROM AUDIENCE and OPEN FORUM

9. CLOSED SESSION NEEDED?

- a. Yes - Approve minutes from 8-2-2022 closed session
 - i. Approved

10. CLOSING PRAYER

Additional Documents/Files to be Sent:

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

2022

August 2
September 6
October 4
November 1
December 6

2023

January 3
February 7
March 7
April 4
May 2
June 13