

OUR LADY OF VICTORY BOARD OF EDUCATION MEETING

7:00 P.M. Tuesday, December 6, 2022, Hybrid

OLV GSMR

Link to Zoom Meeting: <https://kennedy-dav.zoom.us/j/81900069491>

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, Julaine Edwards, Lisa Snider
- ii. Parish Council: Chuck Gerlach
- iii. Guest: Melanie Blocker, Melissa Zeimet

c. ACCEPTANCE OF AGENDA

2. READING AND APPROVAL OF MINUTES OF past meeting

a. Approved

3. ADMINISTRATIVE REPORTS (Written reports pre-submitted)

a. Principal of JFK (Chad)

Facilitator of Faith Community:

- 1. There are a few special Masses in December for the Feast of the Immaculate Conception, the Feast of Our Lady of Guadalupe, and the last Mass before Christmas break.

Leadership of School Culture and Instruction:

- 1. We have reached a verbal agreement with someone to start in our band position after Christmas. This person grew up in Catholic schools in the IL Quad Cities and graduated from Augustana in May. She had a position in Milwaukee but is moving back to this area. Jennifer Van Speybroeck used to give this person voice lessons and has kept in touch with her for years.
- 2. There was a good deal of discussion about report cards and PowerSchool among the diocesan principals. Lynne Devaney is working on converting those discussions into report card options.
- 3. Using Title IIA funds, Kitty Temming has been contracted to do PLC coaching and grade level classroom operations and coach us through Marzano Resources' High Reliability Schools Level I. Her work with PLC groups begins in January, and the HRS work has begun.
- 4. The Early Childhood Planning Committee met last week and Monday. A survey was also conducted among families that had children in preschool at JFK for the last four years.

Managerial Leadership:

- 1. Since the beginning of November, our staff absence rate has been just over 10%. The highest absence rate we have had has been 20.2%. The PDT/BLT developed a prioritized general outline of how we will cover absences, when we cannot go without coverage. Coverages, of course, depend upon the roles and credentials of the people absent and the people not absent:
 - a. Subs
 - b. Floating aide who has a teaching license
 - a. But still needs FACTS hours
 - b. Wednesdays are difficult for her to sub for others as there are so many duties to backfill, including DHS duties
 - c. Backfilling with a number of recesses is necessary every day
 - c. Student Services Specialist and a resource teacher split the time, if possible, so they can still do some of their work
 - a. A back-up resource schedule has been created so the students still get some of their help
 - i. We have four resource teachers, more than we have ever had, for a far smaller total student population than when we had three resource teachers. With FAST data

showing that there is not a greater percentage of students needing resource, there would be fewer students in total needing resource than as well.

- b. It is easier to do this type of split coverage for upper grades/specials than lower grades as upper grades/specials are very “period” based
- c. May have to backfill for the resource teachers’ recess/lunch duties
- d. SEL happens irregularly
- e. Assistant principal may be involved as well
- f. 2.95 FTE interventionists of our 4.0 FTE, however, are not our employees. Two are full-time employees of FACTS Educational Services, and one is about a 0.43 FTE employee of FACTS and 0.52 FTE employee of the DCSD. We cannot reassign the duties of another employer’s employees.
- d. See if those with two preps on the day can be pressed into coverage
 - a. Due to how our schedule works, there are between 2-4 teachers who may have two prep periods on a given day.
 - b. Those who give up a prep to cover for an absent colleague can submit the time via paper form for payment, as per teacher contract
 - c. Assistant principal may be involved as well
- e. Assistant Principal enters a rotation of classroom coverage for greater swaths of time
 - a. Except on Tuesday and Thursday mornings, when he is teaching band
- f. Combine homerooms for a grade(s) in which there are 30-36 students and have the freed up teacher sub for a colleague.
 - a. The teacher doing both homerooms receives the \$14.29 for however many periods for which they have the students combined. (The specials teacher would also receive the \$14.29 for having the combined group for a period.)
 - b. A similar arrangement that the homeroom teachers can determine is for both teachers to teach the combined homerooms ½ the day and the other grade’s homeroom for ½ the day. The \$14.29 payment per period is available for whoever does the combined group and for however many periods it is.
 - c. A determination needs to be made for which schedule the combined group follows. For example, would students follow a 3V or 3B schedule? An 8C or 8L schedule (if there were only 30-36 students in 8th grade)?
 - d. Grades currently with 30-36 students are K, 2, 3, 4, and 5
 - i. Note that this does not mean only that if a 3rd grade teacher is gone, for example, the other third grade teacher has both third grade homerooms. It could be that if a 4th grade teacher is gone, for example, one 3rd grade teacher has both 3rd grade homerooms, and the other 3rd grade teacher subs in 4th grade.
- g. Cancel specials, and specials teachers work as subs
 - a. Float aides/office staff to give bathroom breaks
- m) Remote instruction from one homeroom into the other homeroom of the same grade, which would free up one teacher to cover for a colleague.
 - a. The “remote” classroom could be supervised by any adult as the instruction is being done by the licensed teacher
 - b. Teachers could split who does the remote instruction and subbing between grade level partners with each doing ½ days
 - c. Notice that the PDT/BLT said that this was option #m with a w i d e gap between #g and #m.

There is no preset number of staff absent that would lead to cancelling school. In general, we would keep the doors open if we could. So far, we have only had to go through option “d” above.

Public Relations Leadership:

1. Crusader Theater and Mock Trial were in November. We have the typical Christmas shows and concerts coming up in November. Basically, things are progressing in the pre-COVID mode.

Leadership in Diocesan/Parish Context:

1. SCCS: Fr. Jake, as trustee and board member, can provide a better update
 - a. Elementary building principals met with Niki Gartner, human relations director, to review typical staffing needs for the elementary level. She is working on the human resources expense section of the SCCS budget.

- b. Fr. Jake and I met with Carey Jones, interim chief financial officer. She is working on the rest of the expenses in the SCCS budget. Difficulties in this section include unknown cost savings through consolidating services and bulk purchasing. What the lease agreements will include is also not clear yet. Given that there are still a large number of unknowns and apples to apples comparisons are challenging, this first glance at the non-personnel section of the 23-24 budgeted expenses showed about \$60,000-\$70,000 less than JFK's current 22-23 budget. The largest difference is related to technology. The first draft 23-24 budget for JFK has \$18,000 for technology expenses. JFK's 22-23 budget has \$50,000, and the actual amount spent in 21-22 was about \$77,000. None of these figures include CARES Act or EANS funded purchases of technology.
- c. Work is being done to determine rates for programs other than K-12 education for 23-24, such as preschool, childcare, etc. Comparisons are extremely difficult as every building has different programs with different meeting schedules, different rates, etc.
- d. Discussions are still taking place regarding the parish subsidy model.

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

- a. N/A

5. COMMITTEE REPORTS AND COMMUNICATIONS

- a. Finance Committee (Chad S., Lisa, Courtney) (Discussions to be held at board meeting)
 - i. N/A
- 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 Thursday of each month 7:00 pm
 - i. Parish dinner 1/21/2023
 - 1. 8th graders to help with child care and get service hours?
 - ii. looking to replace a parish council rep that had to step away
 - 1. This representative was also part of the Faith Formation and served as the Faith Formation representative.
 - iii. Discussion around Parish Council constitution
 - iv. Talking about making Parish Council seats a selection as opposed to an election

2022	2023
August 23 - Tom September 23 - Julaine October 28 - Heather November 24 - Chris December 22 - N/A	January 26 - Lisa February 23 - Ann March 23- Molly April 27 - Jenifer May 25 - Tom

- i. Finance Council Rep (Courtney, Heather)
 - i. white garage was demolished today
- j. Home & School Association (Zoom meeting)
 - i. N/A
- k. Band and Music Boosters
 - i. N/A
- l. Assumption High School Rep. (Pat Archer)
 - i. N/A

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 – To approve minutes from last month’s closed session

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