

OUR LADY OF VICTORY BOARD OF EDUCATION MEETING
6:30 P.M. Tuesday, January 4, 2022, Hybrid
Link to Zoom Meeting: <https://kennedy-dav.zoom.us/j/83938145646>

AGENDA OF REGULAR MEETING

1. CALL TO ORDER
 1. [OPENING PRAYER](#)
 2. ROLL CALL
 1. Chad Steimle, Jennifer Wemhoff, Kaye Meyers, Evan Brankin, Julaine Edwards, Chris Fox, Lucas Roth, Lisa Snider, Ann Craig, Courtney Mau, Father Jake, Father Andrew, Chad Hagerman
 2. Guest: Jennifer VanSpybrook
 3. Parish Council:
 1. Chuck Gerlach
 - c. ACCEPTANCE OF AGENDA

2. READING AND APPROVAL OF MINUTES OF past meeting

3. ADMINISTRATIVE REPORTS (Written reports pre-submitted)
 - a. Principal of JFK (Chad)

Facilitator of Faith Community:

1. Grades 3-8 received the Sacrament of Reconciliation in December. We had six priests administering the sacrament.
2. We had a couple of extra/special school Masses in December.
3. The Catholic Schools Week Mass at AHS is still being planned. We are anticipating a changed seating arrangement so the five buildings don't intermingle, and at least JFK will likely take fewer than the normal 2nd-8th grades to the Mass.

Leadership of School Culture and Instruction:

1. Professional development:
 1. General plan for Wednesday PD time each month this year:
 1. Two Professional Learning Community sessions
 1. PS-5: grade level discussions on reading and math
 2. 6-8: team level discussions focusing on common students
 3. Specials: school climate
 2. One academic focus relating to our Instructional Playbook and High Reliability Schools work
 3. One faith formation focus on discipleship and evangelization
 - b. December/January's PD time is used for the following:
 1. PLCs focusing on reading and students in need in grades 6-8
 2. Discipleship Quads
 3. Catholic Schools Week
 4. End of quarter grades

The survey window for students, parents, staff, and administrators for the High Reliability Schools certification closed on December 4th after being open for about three weeks. Our PDT/Building Leadership Team was delayed in looking at the results due to some access issues and other more pressing topics. My biggest initial take-away was

how few respondents there were. We probably had a response rate of about 75% for administrators, 45% for staff, 50% for students in grades 4-8, and 15%-20% of PS-8 families.

A considerable amount of time was spent creating permanent and temporary schedules for support staff as we brought on new staff and had staff move out of the area and change positions at JFK. This does not include the daily early morning meetings we have to determine any last minute needed coverage for absent staff members when substitutes are not available.

Eighth grade career fair planning is underway. The planning assumption is that it will be an in-person event. As of now, an in-person event on SAU's campus, according to SAU's procedures, would require participants to wear face coverings.

1. Planning for winter reading and math screening in PS-8th grades is underway.

Managerial Leadership:

1. Emergency Assistance for Non-public Schools:

1. EANS I:

1. Once again, there was a delay in the processing of reimbursements as all of the back and forth communication I did in late November and early December was not reflected in the DE's automated system. The final reviewer, therefore, rejected our reimbursement claim over Christmas break, and I had to communicate with him regarding all of the previous communications. We are anticipating about \$110,000 in reimbursements. Over Christmas break, the DE yet again added more documentation that will be required, hopefully, in the future and not for the current reimbursement expected.

2. EANS II:

1. The state and federal government continue to discuss the appropriate free/reduced lunch percentage that schools/districts need to have to be eligible for funding.

Public Relations Leadership:

1. Marketing materials have been inventoried, and we will start preparing for kindergarten round-up and PS/ECLC registration.
2. Drop-in K-8 parent/teacher conferences are on January 27th. Four year old preschool conferences are on the 27th and 28th.

a. Faith Formation/Religious Education Coordinator/Confirmation Coordinator (Kaye)

Coordinator Religious Education / Safe Environment Coordinator (Kaye Meyers)

5. Planning for a retreat for 8th Grade Confirmands and their sponsors on March 26, 2022.
6. Beginning to plan for Vacation Bible School July 11 - 15, 2022.
7. Prepare materials each week for the four families participating in the Kindergarten Family Faith Formation program on Wednesday evenings.
8. Work with Jennifer Wemhoff to continue developing plans, securing volunteers and preparing materials as well as marketing for IGNITE Sundays. Have been very pleased with the participation.
9. Meet with a student at JFK once a week through RCIC to help her prepare to receive the Sacraments of Initiation at the Easter Vigil.

10. Prepare lessons and meet with each 8th grade JFK religion class once a week as a part of their preparation for Confirmation.
11. Prepare materials or supplies as requested by the catechists each week for Faith Formation classes.
12. Participate in weekly pastoral staff meetings.
13. Write weekly bulletin articles and quarterly Victory Voice articles.
14. Document monthly expenses and income to the Faith Formation budget.
15. Verify compliance with Safe Environment requirements for employees and volunteers at JFK and OLV. Send notices and reminders for those needing to update background checks and training.

a. Faith Formation/Adult Faith Formation (Jennifer)

Kaye Meyers and I have been working together to prepare for IGNITE Sundays. Our sixth IGNITE Sunday was December 12—“Finding your place in the Advent story.” This was a special evening designed to help you prepare for the birth of Christ, approximately 100 people were in attendance. The next IGNITE Sunday is scheduled for February 13. Work also continues on the free little food pantry.

I am facilitating a discussion of the book ***Our Not Quite Holy Family*** by Mark and Melanie Hart once a month on Wednesday evenings from 6:00-7:00 in the Parish Center.

Rejoice! Finding Your Place in the Advent Story discussions were held December 2, 9, and 16 from 6:30-7:30pm in the GSMR.

The next adult study will be on the book of ***Romans***. ***Romans*** reveals that salvation is not merely the removal of a guilty verdict; it is about entering into Christ’s life, death, and resurrection and sharing in his divine life. We will begin our ***Romans*** Bible study on Thursday March 3 from 6:30-8:00pm in the Parish Center. Cost of the workbook is \$30. To register for the study, contact me at davolvaff@diodav.org. Registrations are due by February 1, 2022.

I participated in pastoral staff meetings during the month of December.

I write bulletin articles as needed.

b. Youth Ministry (Evan)

-We have about 20 6th graders who want to start a cooking club to cook for those in need. We’re hoping to launch in January.

-We’re starting out January with a night of adoration and prayer on Wednesday, January 5th at 7pm in the Church. Please come join us to pray in the New Year!

-Theology on Tap will remain a low barrier to entry starting point for young adults who want to grow in faith, or invite a non-Catholic/lapsed Catholic to an event. We will continue with more Theology on Tap in person events, starting on January 13th.

16. PASTOR’S NOTES (Fr. Jake G.)

17. 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. No updates.
- b. Finance Committee (Chad S., Lisa, Luke) (Discussions to be held at board meeting)
- c. Nominating Committee (All board members)
- d. Policy Committee (Chad S., Molly, Tom) (Spring 2022)
- e. Strategic Planning Committee (Chad S., Chris, Ann) (Discussions to be held at board meeting as needed)- Being replaced by Regional Meetings.
- f. School Improvement Advisory Committee (Chad S., Lisa, Ann, Chris F.)
 - i. Will be looking at Wellness Policy in Spring
- g. Marketing/Public Relations Committee (Chad S., Julaine, Tom, Chad H.)
 - .If anyone wants to support marketing for kindergarten round up please let us know
- h. Grant Writing Committee (Chad S., Chris)
- i. Parish Council (rotating per schedule) 4th Tuesday of each month 7:00 pm
 - .Did not meet in December.

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

- j. Finance Council Rep (Courtney)
 - 1. Did not meet in December
- k. Home & School Association (Zoom meeting)
 - .Working on prep for Catholic Schools Week
- l. Band and Music Boosters
 - .Meeting is next Monday
- m. Assumption High School Rep. (Pat Archer)
 - .Starting to do budgeting for new year

- i. Picked up 5-6 students for second semester
- ii. Starting to work on regionalization including lease agreements
- iii. Made STO- it is fully funded

18. ITEMS FOR BOARD ACTION

a. Other Tuition Rates/Fees and Staff Discount Benefits

1. K-8 tuition rates and K-8 tuition benefits for staff were passed in December. Rates and benefits for other programs area available for board action. See a separate document. Special notes are below:
 1. The K-8 registration rate is proposed to increase to \$150 from \$125 with the “early bird discount” still at \$100 for those registering prior to May 1st. Perhaps a larger discount will prompt more returning families to register prior to late May and June. JFK will likely have the highest registration rate, then, among the elementary schools, but the same discounted rate. (See page one of separate document.)
 2. Extensive comparisons to the other Catholic schools are made every few years. The latest comparisons are from 2020-21 and included within the separate document.
 3. Staff benefits for PS are changed to the 50% discount for new hires and 100% for current staff members, similar to the K-8 tuition benefit. The ECLC/daycare benefit for staff is on a goal to increase to 75%.
 4. Preschool, ECLC, and before/after school child care rates are on a much slower trajectory for increases as they are already fairly high in comparison to the other Catholic schools. In some of these programs, such as after school care for example, the other schools seldom increased their rates or even their wages. JFK increased both each year, if only to recognize some inflationary increases. Over 20 years, the disparity between JFK’s rates and the other schools’ rates slowly grew.
 5. The checking account for lunchroom duty fees was closed. Before COVID, so few families fulfilled their four lunch duty requirements and so few others could sub for them that more staff had to be hired anyway. Although prompted by COVID, it makes sense to just continue with this elimination of the lunch duty requirement.
 6. Mr. Steimle shared notes from 2022-2023 Tuition Rate Proposal document.

- Father Jake made the following motion: *I move that the proposed tuition/program rates and registration fees and staff discount benefits for 2022-23 be approved.*
- *Julaine Edwards seconded the motion.*
- *All members voted in favor.*
- *Motion passed*

19. ITEMS NEEDING DISCUSSION, BUT NOT NECESSARILY BOARD ACTION

a. COVID_

20. COMMENTS FROM AUDIENCE and OPEN FORUM

21. CLOSED SESSION NEEDED?
a. No

22. CLOSING PRAYER

Additional Documents/Files to be Sent:
2022-2023 Tuition Rates Proposal

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

<u>2021</u>	<u>2022</u>
August 3	January 4
September 7	February 1
October 5	March 1
November 2	April 5
December 7	May 3
	June 7