

OUR LADY OF VICTORY BOARD OF EDUCATION MEETING
6:30 P.M. Tuesday, October 5, 2021, Hybrid
Link to Zoom Meeting: <https://kennedy-dav.zoom.us/j/84722431647>

AGENDA OF REGULAR MEETING

1. CALL TO ORDER
 - a. [OPENING PRAYER](#)
 - b. ROLL CALL
 - i. Tom Poston, Fr Jake, Fr. Andrew, Chad Steimle, Jennifer Wemhoff, Kaye Meyers, Evan Brankin, Julaine Edwards, Lucas Roth, Ann Craig, Chad Hagerman, Courtney Mau, Molly McCarty
 - ii. Guest: Mary Epping, Karen Youngerman, Allison Arlt, Billie Inskeep, Lynne Devaney
 - iii. Parish Council: Steve Frank
 - c. ACCEPTANCE OF AGENDA
 - i. Accepted
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. We have begun planning for several “all school” Masses and how we will do them this year: October 7, November 1, and November 23.

Ethical Leadership:

 1. We continue to work on 504s, IEP implementation with the DCSD, and other action plans for younger grade students, including preschool. If there were to be a preschooler who needed a non-speech IEP, which could include both behavioral and academic IEPs, we have been told the student would be served at JFK.

Leadership of School Culture and Instruction:

 1. As commented upon in my Principal’s Post, we have gone from ten available substitutes in 2019-20 to seven last year to three currently. None of the substitutes now are capable of doing long-term assignments. Most of our substitutes are limited to no more than ten consecutive days in an assignment in a 30 day window. In order to cover a maternity leave this fall, we will be rotating between at least two people, and paying two other teachers stipends to help with lesson planning, grading, and data entry. It seems as if we start each day determining how to deal with a staff shortage. When we do not have enough teachers or support staff, we make the following types of adjustments, usually using a combination:
 - a. Reduce/eliminate library time
 - b. Reduce/eliminate instructional aide time
 - c. Reduce/eliminate student support services from our student support specialist
 - d. Reduce/eliminate interventionist services
 - e. Reduce/eliminate administrative tasks
 - f. Reduce/eliminate teachers’ planning time
 - g. Reduce teachers’ lunch time
 - h. Add overtime

We have offered permanent substitute positions to three people, which would essentially lock them into subbing exclusively for JFK and make them regular JFK employees with benefits. There have not been any takers. We have also not had any takers on our financial incentive for people to acquire a substitute authorization license.

2. Fall FAST screening for reading, math, and SEB needs has concluded. Reading services agreements, in our MTSS model, have been communicated with parents. The six WIN groups for each grade in K-2 (depending upon staff availability) have been adjusted based upon current data. Several graphs for K-6, the grades required to be screened in Iowa, are below:
3. Spring ISASP scores are below. JFK is referred to as the “district.” We used a two year transition from ITBS to ISASP so there are both 2019 and 2021 scores for JFK students in grades 3-5 but only 2021 scores for grades 6-8. No students were tested in 2020 with the school shutdown in the spring. Disaggregated data is not yet available.

Managerial Leadership:

1. We are still behind in office work on both sides of the parking lot, particularly as they relate to accounting. The short summer, accounting changes, onboarding of new staff, vacations and other staff absences, etc., have taken their toll. We have added some temporary help with Emily Sanderson doing a little office work before her work in the lunch program begins. Fr. Jake and I are also looking at another temporary position that would help us get caught up on both sides of the parking lot. Once caught up, we should be able to evaluate continuing needs. These additional expenses were not budgeted.
2. As typical, we will be participating in the Genesis Flu Free QC program and allow parents to have their children receive free flu shots at school.
3. The physical installation of a new wireless network paid for now out of our own budget was finished on September 16/17. The next step will be on October 25th, an in-service day, and we can accommodate several hours of network downtime. (The work that we will be doing on the 25th can use the religious education network. Separate networks are maintained due to federal funding for the school’s network.)
4. Emergency Assistance for Non-public Schools and federal funding in general:
 - a. EANS I:
 - i. Most everything, including computer equipment and accessories, has been ordered and received.
 - ii. The third party contract for approximately 13 hours of additional aide time each week is still in the process of being implemented. Our goal was to have one person work about 22 hours paid by us and 13 as an employee of the third party. In order to find someone willing to take the position, we went ahead and hired the person and are currently paying the full 35 hours. We will reduce our part when the third party provider contract is implemented. That changeover should take place in time for the next pay period.
 - b. EANS II:
 - i. There has been no update on the state’s application for EANS II funds.
 - c. Title I, IIA, and IVA: Plans have been made for the use of these federal funds:
 - i. Title I reading interventionist
 - ii. Reading materials for students
 - iii. PD with new K-5 reading series and high reliability schools
 - iv. Outreach science activities with the Putnam Museum
 - v. JA’s Finance Park
 - vi. Guest fitness instructor and fitness bands
 - vii. 3D printer
 - viii. Foreign language materials
5. The completion of state reports has begun. There are multiple reports due about every 15 days from September 15th through October 30th, and then there is a break until December 15th. This year, we will be filling some of that gap with EANS reporting.
6. Our official enrollment count, based upon October 1st, is below. Detailed demographic information is not yet available.

	Contract s	Budgete d
K	43	
1	39	
2	34	

3	36	
4	36	
5	37	
6	43	
7	43	
8	29	
Totals	340	328
ECLC	15	18
3 yr old PS	15	19
4/5 yr old PS	54	51
Total PS-8	409	398

7. HVAC:

- a. It has taken nearly a month to have the software programmed for the controls system and to do the training. (We still have some additional training to do.) Most controls are now able to be done from a central computer. Staff now have a four degree range of control for their rooms (72-76), and the VRV system switches between heating and air conditioning automatically according to each thermostat.
 - b. We were a little alarmed by the electrical usage, in particular, from about August 16th – September 16th when compared to the similar time period last year. While this time period was before we had good control over the new HVAC system, Ryan & Associated maintains that the VRV system will likely not account for the big power difference, especially over the long run. A big power differential will be from the mechanical ventilation system. We now also have the ventilation on a timer that allows it to run from 6:00 a.m. to 6:00 p.m. on weekdays.
8. We are currently obtaining quotes for parking lot work, concrete work for sidewalks and other areas, and a new handicapped/visitor parking lot near the main entrance with a drive off of 42nd Street. The new parking area was a recommendation in 2018 regarding campus safety. These projects should be the last ones done with capital campaign financing.

Leadership in Diocesan/Parish Context:

1. Scott County Catholic Schools regionalization:
 - a. The bishop is reviewing biographies for the proposed board of director members. The goal is to have a board in place by October 15th.
 - b. Work on lease agreement drafts is taking place.
 - c. IT coordinators from each school have begun to meet monthly. Among the many topics were student information systems, IT security, and registration processes from an IT perspective.
 - d. Bookkeepers/finance people from each school are also meeting monthly. Ann Lotspeich, Fr. Jake, and I attended the September meeting.
- b. [Faith Formation/Religious Education Coordinator](#) (Kaye)
 - We currently have 51 students registered for 2021-2022 Faith Formation. Our first class was held on September 8, 2021.
 - We have three families participating in the Kindergarten Family Faith Formation program on Wednesday evenings. I prepare materials each week for the parents to complete with their children.
 - We will host Trunk or Treat on Saturday, October 23 following the 4:30 Mass. The Home & School will join this event providing meal options and a movie night.

- Prepared materials and protocols for this Faith Formation year. Hosted parents the first evening to explain protocols and answer any questions.
- Prepared materials and held meetings for 7th and 8th grade Confirmation students and parents on September 9, 2021.
- Prepared activities and hosted First Reconciliation preparation meeting on September 20, 2021 for students and parents.
- Hosted NET Retreats held on September 28 and 29, 2021 for our 7th and 8th grade students.
- Held our first IGNITE Sundays on September 12, 2021 with over 100 participants and our second on September 26, 2021 with around 75 parishioners joining us . Work with Jennifer Wemhoff to continue developing plans, securing volunteers and preparing materials as well as marketing for IGNITE Sundays.
- Prepare lessons and meet with each 8th grade JFK religion class once a week as a part of their preparation for Confirmation.
- 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.
 - 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.

c. [Faith Formation/Adult Faith Formation](#) (Jennifer)

- I participated in pastoral staff meetings during the month of September.
- I write bulletin articles as needed.
- I wrote an article for the upcoming Victory Voice.
- Kaye Meyers and I have been working together on IGNITE Sundays. There were approximately 100 people that took part in the various aspects of the first IGNITE Sunday and approximately 80 people that participated in the second IGNITE Sunday. IGNITE Sundays would not be possible without the numerous volunteers: from those providing and serving the food, service project coordinators, child care volunteers, elementary, high school, adult and prayer volunteers. Our third IGNITE Sunday will be October 10 with the theme of “Why does God Let Bad Things Happen?” Please see the website for future dates and topics. We welcome new volunteers at any time and you can volunteer for just one date or as many times as you want.
- I prepared the meals for the NET Retreats on September 28 and 29.
- 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.

- We are almost half way through the 11-week study on the book of Revelation which began Thursday September 2 from 6:30-8:00pm in the GSMR and virtually over Zoom. There are 32 people signed up for this study.
- **Rejoice! Finding Your Place in the Advent Story** journals have been ordered again for this Advent. They will be available in November. Cost of the journal is \$5.

d. Youth Ministry (Evan)

- **What will 2021-2022 be like?**
 - i. The new year brings a lot of hope that we'll be able to resume more in-person ministry soon. Everyone on the youth ministry team wants to be doing more relational ministry and interacting more with teens – we're excited at the advent of a vaccine, and the opportunities this may afford for us, though we understand it may not bring many changes quickly.
 1. This year we want to continue the focus on going out. Freshman care packages have already gone out, Sophomore and Junior packages go out soon, and I'm working on a schedule of other events to go out into the community for and with youth.
 2. Progress is slow on our prayer tree initiative, but we're still moving forward with it. Waiting to hear back from someone to help build it. This year's prayer list, and other materials, are ready to go.
 3. In September we developed T-shirt designs for NCYC at youth night, and cooked meals for the poor living at the Catholic worker house.
 4. In October we're planning a mix of prayer, service and fun events including a celebration of our parish feast, a scavenger hunt for homeless care packages, and a haunted corn maze.
 5. We launch Alpha for 8th grade this week right after school on Monday. I'm also talking with youth and families about some other avenues for exploring middle school youth ministry including small groups and after school clubs.
 6. I am back in schools for visits and lunches with youth to continue reaching them at school. We want to develop a "cheer team" ministry to support OLV youth at events.
- **"How do we transition back, and to what do we transition, when the Covid-19 situation is over? What will be our new 'normal?'"**
 - i. Youth ministry will continue our process of prayer and planning as we begin discerning our strategic planning team, and developing a new leadership structure.
 - ii. Right now we've got weekly events at the parish – these will eventually transition to bi-monthly with more off campus activities as we get our feet back under us this year.
 - iii. We'll also start offering more events on campus that don't happen in the youth room – things like IGNITE, family game nights, sports competitions, etc.
- **What about parish college students and young adults?**

- i. Local young adult ministers from regional parishes are planning a resumption of formal, in person ministry to young adults this Fall. We have discussed how to take Theology on Tap out of a “maintenance mode” and put it into “mission mode.” We ran our thoughts by some local young adults as well to make sure we were on point with them. Here are the results of our discussion and planning.
 1. 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.
 2. We are also planning a separate series of meetings for more advanced young adult disciples focused on discipleship skills like faith-sharing, contemplative prayer, understanding the Kerygma, discipleship thresholds, charisms, listening skills, spiritual practices, etc. to help train them as mission oriented disciples. This series kicked off September 23rd and will go through October.
- We have developed a facebook presence to engage young adults in ministry and promulgate event information.
- We are looking at how to offer some retreat options for emerging adults in this area over the summer. One option includes doing a COR adventure retreat in Utah or Colorado next Spring.

4. PASTOR’S NOTES (Fr. Jake G.)

- a. Ignite Sundays are going well
- b. Masses will continue with the same format for now.
- c. Fr Andrew will be going to NCYC
- d. Looking for temp help for clerical catchup at the parish and School. Part time position.
- e. Scott County Catholic Schools Reorganization (SCCS)
 - i. Last accounting meeting. Determined how the bills are paid at each school
 - ii. Discussion regarding the Lease agreement
 1. Capital improvements would stay with the school
 2. Five Leases
 - iii. Start sharing personnel decisions this year instead of next year.
 1. Consult the SCCS on filling position and wage scale.

5. COMMITTEE REPORTS AND COMMUNICATIONS

- a. Generations of Faith Committee (Julaine, -----) Per 10/5 meeting: This may be replaced. Fr Jake will get back to us next meeting. (cont. from August meeting)
- 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 2021)
 - 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) 4th Tuesday of each month 7:00 pm
 - i. Parish picnic went well
 - ii. Parish appreciation dinner 1/15
 - 1. Always looking for help

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 (rotating per schedule): Courtney
 - i. Standard campus maintenance discussion
- k. Home & School Association (Zoom meeting)
 - i. Pumpkin patch went
 - ii. Movie night
 - iii. Trunk or Tret
 - iv. Bunt Cake sale (Nov)
 - v. Ladies Trivia (Dec)
 - vi. Spirit wear site revamped 10% sale through the 10th
- l. Band and Music Boosters
 - i. n/a
- m. [Assumption High School](#) Rep. (Pat Archer)
 - a. Enrollment:
 - i. As of September 20, total enrollment was 453, with 113 in the Freshman class. There are a total of 24 JFK students in this Freshman class.
 - b. Homecoming week:
 - i. The Homecoming football game was held on September 23rd at Jack and Pat Bush Stadium. Financially, this resulted in the best gate (~\$6K) to date and the Booster Club also made a profit through the concession stand.
 - ii. On September 25th, an “Endzone Extravaganza” was held at the football stadium to support the April Knight fundraiser.

- c. Mississippi Valley School Tuition Organization (MVSTO):
 - d. A mailer will be going out this week that will be part promotional (acknowledging past gifts) and part fundraiser.

6. ITEMS FOR BOARD ACTION

None

7. ITEMS NEEDING DISCUSSION, BUT NOT NECESSARILY BOARD ACTION

- a. [COVID FAQ for 2021-22](#)

8. COMMENTS FROM AUDIENCE and OPEN FORUM

- a. Lynne Devaney
 - i. Superintendent of schools for the Diocese of Davenport. Introduced herself to the BOE.

9. CLOSING PRAYER

Additional Documents/Files to be Sent:

None

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