

OUR LADY OF VICTORY BOARD OF EDUCATION MEETING
6:30 P.M. Tuesday, November 2, 2021, Hybrid
Link to Zoom Meeting: <https://kennedy-dav.zoom.us/j/86131011778>

AGENDA OF REGULAR MEETING

1. CALL TO ORDER
 - a. OPENING PRAYER
 - b. ROLL CALL
 - i. Tom Poston, Chad Steimle, Jennifer Wemhoff, Kaye Meyers, Evan Brankin, Julaine Edwards, Chris Fox, Lucas Roth, Lisa Snider, Ann Craig, Courtney Mau
 - ii. Guest:
 - iii. Parish Council: Jennifer Stratman
 - 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)**

Ethical Leadership:

1. We continue to work on 504s, IEP implementation with the DCSD, and other action plans for younger grade students, including preschool.
 - a. Four year old preschool students are Davenport students (although we also report them in other shared/dual enrolled ways).
 - b. If there were to be preschoolers who needed non-speech IEPs, which could include both behavioral and academic IEPs, we have been told both that the students would be served at JFK and that the students would have to transfer to one of the preschool “villages.” The decision is Davenport’s.
 - c. One of our preschool classes has some students with needs that we have probably never seen at JFK. The process for identifying those needs and developing a plan can take at least 60 days.
2. A brief preliminary analysis of disciplinary actions in grades 5-8 indicates that the numbers are about the same in the first quarter of 2021-22 and 2020-21. The big difference occurred between 2019-20 and 2020-21 when we removed “missing materials/homework” as a disciplinary infraction.

Leadership of School Culture and Instruction:

1. Professional development:
 - a. Last Monday’s in-service included the following:
 - i. Data analysis/discussion regarding SEL, FAST (reading/math screeners), and Iowa Statewide Assessment of Student Progress (ISASP).
 - a. SEL data continues to show the same as we’ve seen since we’ve begun screening: Students consider themselves to be more in need than the adults around them consider them to be in need
2. Kayla Mason has been hired as a permanent substitute as outlined in October. Even with this arrangement, each morning starts with a number of us meeting to determine how to cover the day’s staffing shortage.
3. The amount of SWVPP-4 (state preschool funding) we will receive this year is about \$27,000 more than expected. About \$15,000 is due to a COVID related pass through, \$3,000 is due to the DCSD having one more student for us in its count than we had in ours, and the remainder is due to the redistribution of funds after two private preschools closed. Our current plan to utilize most of the additional funds is for additional aide time, as one class, in particular, has some challenging student needs.
4. It is likely that we will need to replace two hourly paid staff members within the next few weeks. The total number of positions we might be looking to fill is at least three.

Managerial Leadership:

1. We are still behind in office work on both sides of the parking lot, particularly as they relate to accounting and human resources. We have hired Brenda Werner in a temporary position to see if we can catch up. Once caught up, we should be able to evaluate continuing needs. The temporary position is being funded on the parish side of the budget.
2. Emergency Assistance for Non-public Schools:
 - a. EANS I:
 - i. There was a good deal of scrambling between non-public schools and the Iowa Department of Education as the DE was presented with a new definition from the federal government that seemed to indicate that all EANS I funds had to be spent by November 1st. The DE and federal government, however, reached a compromise that seems like it will only affect how the state handles the money and not how the non-publics handle it. (The state will “spend” the money by November 1st by contracting with third party providers, which will be the Area Education agencies, to handle the funds.)
 - ii. A great deal of time will be spent this week entering serial/id numbers, invoices, etc. into the state system so we can be reimbursed for nearly \$170,000 worth of purchases since July.
3. HVAC:
 - a. The additional HVAC work agreed upon in August is scheduled for Christmas break. Once this work has been completed, the pumps for the entire 1963 part of the building should be able to be shut off. The work to be done over Christmas break is in the following areas:
 - i. Kitchen
 - ii. Cafeteria
 - iii. Northwest stairwell
4. 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. The two quotes we received were tens of thousands dollars apart. Finding people willing to look at the job has proven challenging.
 - a. One of the concerns raised by teachers last month was how students would get from the north end of the building to the fields. First and second grades and everyone coming from the cafeteria or going into the cafeteria from the fields currently go in/out the main 42nd Street doors. They would have to walk across the new parking lot and/or drive on an additional sidewalk (not included in our current bid requests) would need to be considered.
5. As we look to the future, the main playground equipment should be considered. The metal/plastic equipment is more than 20 years old, and the remaining wood equipment is probably more than 30 or 40 years old. While agreed upon life expectancy figures for playground equipment are hard to come by, one seldom sees figures more than 20 years. It would be very difficult for us to replace the equipment without a significant fundraiser. Below are very rough and, hopefully, high estimates:
 - a. Cost of new equipment, just replacing what we have: \$75,000
 - b. Installation: \$20,000-\$35,000
 - c. Demolition: \$10,000
 - d. Site work and safe surfacing: \$20,000-\$40,000 or more
 - e. Total cost: \$125,000-\$160,000 or more

While we consider replacing the equipment, we should also think shorter term about replacing the surfacing. Each year we add about \$3,000 worth of certified playground mulch on the top, as mulch decomposes. We should probably dig out all of the groundcover and start over. I would estimate that cost to be \$12,000-\$20,000. The interesting question is whether or not to spend \$20,000 on resurfacing under equipment that is older than 20 years.

6. At 4:30 p.m. each day, the remaining 6-8 ECLC students will be brought up to the cafeteria and combined with the 6-8 remaining 5 year old – 12 year old aftercare students. The students/staff ratio for the combined group would be 8 to 1. Our initial plan is to reduce staff from four to three, although we might also consider reducing it to two in the future. While there is a cost savings, the real impetus for change is the challenge in finding employees willing to work until 5:30. The appeal of working in schools, if even for less money, is often because it has the same schedule as one’s children. That appeal is greatly diminished when kids are out of school between 2:40 and 4:00, but the job requires one to work until 5:30. We currently need staff members who work with children between 7:00 a.m. and 5:30 p.m.

7. Below are some of the detailed demographics for this year and previous years:

	Official Enrollment 2021	Budgeted 2021	Official Enrollment 2020	Official Enrollment 2019	Official Enrollment 2018	Official Enrollment 2017	Official Enrollment 2016
3 yr old PS T/Th only	2		1	12	7		
3 yr old PS MWF only	7		5	5	6		
3 yr old PS and ECLC (M-F)	6		5	4	7		
3 yr old PS (Total of TTh, MWF, and M-F)	15	19	11	21	20	22	18
4/5 yr old PS	54 4 are 5 yr olds	51	58 4 are 5 yr olds	55 3 are 5 yr olds	74 9 are 5 yr olds	80	80
ECLC (3, 4, or 5 yr olds)	15	18	17	18	21	22	24
K	43		36	43	32	39	
1 st	39		35	34	38	41	
2 nd	34		31	36	40	46	
3 rd	36		36	39	42	41	
4 th	36		39	41	38	33	
5 th	37		41	39	30	51	
6 th	43		38	25	46	46	
7 th	43		28	41	48	47	
8 th	29		42	46	41	51	
Total K-8	340 ¹	328	326	344	355	395	409
Total PS-8	409	398	395	420	449	497	507
Free/reduced lunches, K-8	22.9% ²		21.8%	18.3%	17.8%	12.1%	14.2%
Transportation services, registered	Not required to be reported in 2021-22 so data is not currently available		38.7%	47.7%	40.7%	40.5%	43.3%
4/5 yr PS-8 Enrollment by Ethnicity = Hispanic	16.8%		17.9%	18.0%	17.8%	16.4%	16%
4 /5 yr PS-8 Enrollment by Race							
Native American	0.3%		0%	0%	0%	0%	0.2%
Asian	1.8%		1.6%	2.3%	1.6%	1.9%	2%
Black	1.3%		1.3%	2.8%	2.3%	1.9%	2%
Native Hawaiian/Pacific Islander	0%		0%	0%	0%	0%	0%
White	90.9%		91.9%	90.0%	89.9%	91.3%	91.9%
Two or More Races	5.8%		5.2%	5%	6.1%	4.8%	3.9%

K-8 Students with disabilities (IEPs or 504 plans)	9.7%		8.6%	6.7%	6.2%	6.1%	
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¹Preliminary enrollment data from the first few days of school indicated that JFK and SPS had about the same number of students. ASCS had the most, and LCS had the least.

²By 10/30/2021, this percentage had fallen to 12.9%. In part, because all lunches are free, families stopped completing the income based applications. The 30 day grace period into the following school year also ended for many families between Oct 1 and Oct 15. Without new applications, the lunch status for many families returned to “full paying,” even though they are continuing to receive free lunches. Free/reduced lunch counts impact other funding such as Title I funds for reading interventionist support and reduced costs for internet access (e-rate funding).

Enrollment by Percent Catholic

	2021	2020	2019	2018	2017	2016	2015
K-8	81% ³	86%	88%	88%	88%	88%	87%
PS – 4 yr old	59.3%	75%	49%	45%	55%	57%	61%+

³The “unknown” category was particularly high this fall, 9.4%. In the past, we would have had office employee time devoted to reconcile discrepancies and follow up with families with incomplete student information sheets.

Budgeted Cost per K-8 Student

	2021	2020	2019	2018	2017	2016
Budgeted Cost per pupil K-8	\$6,409	\$6,332	\$5,828	\$5,516	\$5,087	\$4,777
Projected Actual	\$6,182 Higher enrollment than budgeted	\$5,905 Higher enrollment than budgeted				

Teacher Salaries

	2021	2020	2019	2018
Avg, including contracted supplemental pay and stipends	\$42,306 Experienced teachers left and were replaced with less experienced/”cheaper” teachers	\$44,124 Teachers who left were lower paid	\$43,454	\$43,364
Base/starting	\$28,900	\$28,840	\$28,840	\$28,690
Master’s base	\$32,940	\$32,660	\$32,660	\$32,240

8. Payroll is processed monthly. Other bills are regularly processed in the school office.

Leadership in Diocesan/Parish Context:

1. Scott County Catholic Schools regionalization:
 - a. As schools move into budgeting for 2022-23, the impact of regionalization may become apparent:
 - i. Tuition rates, or at least the recommendation of tuition rates, may come from SCCS rather than our typical “negotiated” process. Based upon history, I would anticipate tuition rates to increase 4%-5%.

- ii. Other rates may come from SCCS as movement is made toward everyone being the same by 2023-24.
- iii. Teachers', and perhaps others', salaries may start to be influenced by a transition plan.
 1. OLV/JFK has often considered the Cost of Living Adjustment (COLA) and Consumer Price Index when determining raises. I doubt, however, that we'd be able to match 5.9% and 5.7% increases.
 2. It would be nice to increase most, if not all, hourly wages to near that \$15 level we hear is becoming the competitive expectation. The below table has more information regarding hourly positions:

Lowest hourly wage	\$11.11			
Highest hourly wage	\$22.20			
		# employees below	# employees above	# employees at the level
Mean hourly wage	\$14.11	14	7	0
Median hourly wage	\$13.42	11	11	0
Mode hourly wage	\$11.22 3 employees			
\$15 level		16	5	1

- b. Will lease agreements start to provide at least some funds for SCCS in 2022-23, and how will SCCS utilize the funds to pay for the schools' expenses prior to the full regionalization?
2. There is some thought that various school choice, Educations Savings Accounts, STO increases, and/or similar legislation will proceed well in the upcoming Iowa legislative session. Board members can expect to be invited to a special informational event in southeast Iowa. Southeast Iowa is one of the areas with the least active political support for such initiatives in Iowa and will be targeted. While it doesn't seem that support for these types of initiatives is less in southeast Iowa, the political activity regarding them is.

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

- Currently 55 students registered for 2021-2022 Faith Formation.
- Prepare materials each week for the four families participating in the Kindergarten Family Faith Formation program on Wednesday evenings.
- Hosted Trunk or Treat on Saturday, October 23 following the 4:30 Mass. The Home & School joined this event providing meal options and a movie night. Had great participation.
- 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. Continue to look for volunteers to serve the meals.
- 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.
- Prepare lessons and meet with each 8th grade JFK religion class once a week as a part of their preparation for Confirmation.

- Prepare materials or supplies as requested by the catechists each week for Faith Formation classes.
- 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)

- Kaye Meyers and I have been working together to prepare for IGNITE Sundays. Our third IGNITE Sunday was October 10 with the theme of “Why does God Let Bad Things Happen?” And we recently completed the fourth IGNITE Sunday on October 24 with the theme of “What is Hope and Why Do You Need It?” Vern and Jeri Vondera shared their pictures of their pilgrimage to the Holy Land a few years ago as part of the programming for the most recent IGNITE Sunday. Work also continues on the free little food pantry. I will be preparing the meals for the IGNITE Sundays through December. We welcome families, groups, or individuals to volunteer to help serve and clean up after any of the meals. Please contact Kaye or I if you would like to volunteer. Please see the website for future dates and topics.
- 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 have 2 weeks left of our 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.
- I participated in pastoral staff meetings during the month of October.
- I write bulletin articles as needed.

d. Youth Ministry (Evan)

- **What will 2021-2022 be like?**
- 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.

-This year we want to continue the focus on going out. Freshman care packages have already gone out, Sophomore and Junior packages are also finished now, and I'm working on a schedule of other events to go out into the community for and with youth.

-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.

-In October we held a mix of prayer, service and fun events including a celebration of our parish feast day, a scavenger hunt for homeless care packages, and this week a trip to a haunted corn maze.

-In November we're planning some open gym time, a prayer event to prep for NCYC, and potentially a service project, in addition to parent meetings and NCYC itself.

-We launched Alpha for 8th grade early in October. 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.

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

-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?'"**

-Youth ministry will continue our process of prayer and planning as we begin discerning our strategic planning team, and developing a new leadership structure.

-This month we transitioned to twice a month on campus with more off campus activities as we continue to get our feet back under us this year.

-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?**

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.

-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 plan to resume on November 11th.

-We launched 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 28th.

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. n/a

5. 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.
- 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. Spoke about the upcoming bazar

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)
 - i. n/a
- k. Home & School Association (Zoom meeting)
 - i. Where able to get feed back from all the teachers
 - ii. Pop-Up sales events
- l. Band and Music Boosters
 - i. n/a
- m. Assumption High School Rep. (Pat Archer)
 - i. Most time spent strategic planning

6. ITEMS FOR BOARD ACTION

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

10. CLOSING PRAYER

Additional Documents/Files to be Sent:

None

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

2021

August 3

September 7

October 5

November 2

December 7

2022

January 4

February 1

March 1

April 5

May 3

June 7