

OUR LADY OF VICTORY BOARD OF EDUCATION MEETING
6:30 P.M. Tuesday, August 3, 2021, Hybrid
Link to Zoom Meeting: <https://kennedy-dav.zoom.us/j/85378986720>

AGENDA OF REGULAR MEETING

1. CALL TO ORDER
 - a. [OPENING PRAYER](#)
 - b. ROLL CALL
 - i. Tom Poston, Fr Jake, Fr. Andrew, Chad Steimle, Kaye Meyers, Evan Brankin, Julaine Edwards, Chris Fox, Lisa Snider, Ann Craig, Chad Hagerman, Courtney Mau, Jenifer Wemhoff, Molly McCarty
 - ii. Guest:
 - iii. Parish Council: Jennifer Stratman
 - c. ACCEPTANCE OF AGENDA
 - i. Accepted

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. Planning for school Masses next year includes two school Masses per week so we can have at least three feet of distance between students. (In June, I mistakenly said it'd be an all school Mass.)

Leadership of School Culture and Instruction:

1. The teacher shortage in Iowa is becoming more acute, and the Department of Education is making some changes to try to help districts/schools. On the other hand, some of the changes it made for the pandemic have expired, making it more difficult to work with substitutes. As usual, we will be hard-pressed for substitutes, especially long-term substitutes. None of our current subs, for example, are interested in a long-term maternity position we'll have in the fall. The incentive plan that we offered to attract substitutes last year was used by one person, who has now moved on to other work. We will offer the incentive plan again this year.
 2. Free Leaps & Bounds had to be cancelled this year as no third party provider contracts utilizing EANS funds have made it through the state process yet. We continued with one session of L & B, but people had to pay for it. Six students will be attending, and we'll operate it at a financial loss.
 3. Most private school third party provider plans for services to address students' "learning loss" are falling apart. Summer plans had to be cancelled. We are now less than three weeks from the school year, and contracts that had been submitted and are currently going through the state process may not even be able to be fulfilled once approved due to teacher and worker shortages in Iowa. Even though JFK has a plan under review with the state, we were also given approval to reallocate some of our EANS funds.
FYI: Because public schools can receive funds directly from the state/federal government, they have not faced the time delays in spending funds approved for use back in December. Guidance for private schools to access EANS II, federal funds approved in March, have still not been written. Rumor has that EANS II will now be targeted to high poverty areas, which would impact private schools', including JFK's, access to EANS II funds.
 4. A COVID FAQ document is being prepared for parents and staff. It has been shared and edited due to feedback and continues to be available to board members: [COVID FAQ](#)
 5. We will begin working certification at Levels 1 and 2 for High Reliability Schools in relation to the national research of Robert Marzano and Solution Tree.
 6. Work on a JFK "playbook" has begun. Currently, the below is in the table of contents:
 - a. Introduction

- b. Mission, Vision, Slogan
- c. Shared Values: What Does It Mean to Work at JFK?
- d. Theory of Action
- e. Social-Emotional: PBIS, JFK GROWS, Positivity Ratio, SEB screening
- f. Lesson/Unit Planning: CIA: Content, Instruction, Assessment
 - i. Content = What
 - a. Student Learning Goals
 - a. Posted and communicated
 - b. Know, Understand, Do
 - c. Revised Bloom's Taxonomy: Remember, Understand, Apply, Analyze, Evaluate, Create
 - d. Standards and benchmarks
 - ii. Instruction = How
 - a. Gradual Release Theory: I do, You do, We do
 - b. Research based instructional strategies (RBIS)
 - c. Student Engagement Techniques
 - d. Differentiation
 - iii. Assessment = Did they get it?
 - a. Formative assessment to form instruction
 - b. Formative assessments' relationship to summative assessments
 - c. Assessments at JFK
 - iv. Special notes on subject areas
 - a. ELA
 - b. Math
 - c. Science
- g. Student Engagement with Total Participation Techniques (TPTs)
- h. Shared Values: What Does It Mean to Work at JFK? -- Rubric

Managerial Leadership:

1. The wireless network approved in our original EANS application did not seem like it would be approved when submitted through an additional preapproval process the state decided to implement. Nothing involving permanent wiring will now be approved. Instead, we were given approval for reallocating EANS funds. A separate document outlining changes to EANS I plans are in a separate document for the board.
2. Enrollment projections

	Contracts	Budgeted	Probable	Possible
K	44		45	46
1	37		40	40
2	36		36	37
3	34		35	35
4	34		35	36
5	37		37	38
6	41		42	42
7	42		42	45
8	29		29	29
Totals	334	328	338	348
ECLC	18	18		
3 yr old PS	18	19		
4/5 yr old PS	50	51		
1st-8th Eligible for \$1,000 Tuition Transfer Credit b/4 FTP	10	0		

3. HVAC:

- a. We are progressing quickly toward the August 13th target date for project completion. No terrible delays are yet emerging.
 - b. We have only experienced one change order for which we will have to draw upon our contingency. That change was for a solid fire wall to be installed between classrooms and the hallway from the tops of the visible walls to the actual roof.
 - c. Professional movers, cleaners, and flooring workers have been contracted so we can get classrooms cleaned and floors finished before in-service week. The ductless VRF system has been relatively easy to install. The ventilation system, however, was far more challenging and required boring through many classroom walls. With work taking place throughout almost the entire building, there is more mess than when the 2011 additions were built. Rooms/areas in which there is no HVAC work are currently storing furniture and materials. To have all of the HVAC work completed and operational, all of the rooms cleaned, all of the floors finished, and classrooms set up for occupancy will come down to the wire. The floor finishing of hallways may even be delayed until in-service week (August 16th) or after school begins. The gym floor will not be finished during the summer this year.
 - d. A contract to remove the portable A/C units and replace the openings with glass has been approved.
 - e. A parent, on Friday, shared concern and information regarding ionization air purification, which is part of our HVAC project. The general concern is that it is still an “emerging technology” with unproven claims. Some “research” shows it to be ineffective with even possible negative side effects. For example, some manufacturers do/did not have ways to eliminate ozone being a byproduct. Other “research” shows it to be more effective, which may also depend upon its purpose. Standardized research methods under normal use situations are not widely prevalent. We are currently reaching out to at least five others in the HVAC industry for more information and guidance. Similar to the UV lighting installed in the church HVAC system last summer, the air purifiers are “plug in” types of additions to the ventilation system.
4. The wiring needed for a new wireless network (there’s an ironic phrase) was completed while ceiling tiles were removed for the HVAC work. The actual equipment for the new network is, however, still on back order. The current system will be in operation until a changeover occurs later.
5. The parking lot barriers and two bollards should be moved within a short period of time to accommodate the new drop off/pick up traffic flow.
6. Many hours have been spent on financial issues this summer by Fr. Jake, Ann Lotspeich, Megan Masterson, and even Emily Sanderson, who we brought back for some work:
- a. Wrapping up the fiscal year for OLV/JFK
 - b. Wrapping up the fiscal year for reporting SWVPP (4 yr old PS) use of funds to the DCSD
 - c. The process for EANS I funding uses:
 - i. We had bills for about \$75,000 of purchases made in June for which we should receive reimbursement any time now.
 - ii. We are in the process of ordering materials for another \$100,000 or so. Reimbursement will likely be around November.
 - iii. The remaining \$170,000 or so is connected to 3rd party provider contracts, discussed elsewhere in this document.
 - d. Trying to convert the school budget to the regional Scott County Catholic Schools account numbers and methods. A second draft of a converted budget is in a separate document. This second draft at a converted document does not have a balanced budget. The first draft was off by about a \$14,000 surplus but had not included about \$13,000 in bonuses. This second draft shows a deficit of \$1,900 and is at least partially related to new salaries beginning in August while the fiscal year begins in July. In order to have been more precise on the budget would have required redoing some of the 2020-21 budget as well to match the new accounting methods. The law of diminishing returns on time spent on the budget conversion seemed to be apparent, and work was stopped at the second draft.
 - i. There are still unsettled questions regarding associated organizations (like Home & School) and the federal lunch program so neither was transferred to the SCCS account numbers/methodology yet.
 - e. Accounting changes: To meet the regional system’s accounting methodology, the school will have to switch from cash basis to accrual basis while the parish stays with cash basis. One month into the fiscal year, we are still in the process of defining new methods for bookkeeping by

different people on different sides of the parking lot. Fr. Jake and I have discussed the possible need to hire an outside firm to develop this changeover.

7. The ability to use temporary storage units to free up the rectory garages and/or replace the leaning white garage has become more complicated with zoning regulations.

Leadership in Diocesan/Parish Context:

1. Scott County Catholic Schools regionalization:
 - a. Language was examined regarding the role/powers of the bishop, board of trustees (pastors), board of directors, president, principals, and current boards of education, which would probably be renamed. Most decisions for the Scott County Catholic School system would be made at the board of directors' level. That board may, however, specifically delegate a decision to the individual school level. If I were to describe what happens to our local boards, I would say they become more like Home & School Associations but with more means and expectations to offer feedback to the board of directors.
 - i. Six years of draft salary scales were shared. JFK teachers would take the longest to transition to the new scale. Salary scales for teachers typically favor less experienced teachers. Because JFK's staff is fairly experienced (and had been even more experienced when the salary projections were first run in the spring), and we made a deliberate effort to move away from a salary scale, we take the longest to transition. The second longest, I believe, is St. Paul's, which also moved away from a standard teaching salary scale.
 - b. [Faith Formation/Religious Education Coordinator](#) (Kaye)
 - Families are registering online for 2021-2022 Faith Formation. Our first class will be held on September 8, 2021.
 - Have secured two additional catechists for this next year.
 - Had 40 students attend Vacation Bible School.
 - Attended JFK registration to hand out save the date information for 2nd, 7th and 8th grade families.
 - Preparing for 7th and 8th grade Confirmation meetings to be held September 9, 2021.
 - Preparing for NET Retreats to be held September 28 and 29, 2021.
 - Preparing materials for the Town Hall meetings to be held August 8 and 9, 2021.
 - Working with Jennifer Wemhoff to develop plans for IGNITE Sundays to be held beginning in September.
 - Participated in the 6 week Summer Liturgy Series from Notre Dame Center for Liturgy.
 - Participate in weekly pastoral staff meetings.
 - Write weekly bulletin 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 July.
- I write bulletin articles as needed.
- I wrote and submitted two articles for the June Victory Voice.
- I am taking part in the newly formed Faith Formation Committee and participating in those meetings. I am helping with the Town Hall meetings that will provide more information to the parish about this committee and plans for the future as well as to gather feedback from the parish.
- Kaye and I have been working together on Ignite Sunday's. We also recently began working with the Ripson Group on ways to promote Ignite Sunday's.
- A five-week discussion on the book *In Awe* by John O'Leary concluded July 13. Participants were asked to purchase their own books. 15 people participated in person and several others read the book on their own.
- An 11-week study on the book of Revelation will begin on Thursday September 2 from 6:30-8:00pm in the GSMR. Registrations are due by August 15 so that books can be ordered and arrive in time. There are 16 people signed up for this study at this time.
- The next *The 99 Experience*, is scheduled for August 15-17. On Sunday August 15, the Experience will be held in the Gathering Space from 3:00-4:30pm and on August 16 & 17 the Experience will be from 6:30-8:00pm in the Gathering Space. Most of us are familiar with Jesus' parable of the lost sheep, the one for whom the shepherd leaves the flock of ninety-nine in the wilderness. While we may have heard this story many times, we may not have ever considered our role in it. We may never have asked: Am I part of the "ninety-nine" or am I the "one" who has gone astray? *The 99 Experience*, is a three session parish mission that will help us determine if we are the "one" or part of the "ninety-nine." Each session will focus on 3 short videos and small group discussion with an opportunity to spend some quiet time with God after session 2 and 3.
- I participated in the on-line six week Summer Liturgy Series provided by Notre Dame Center for Liturgy: "Will They Come Back After COVID?: Disaffiliation, Affiliation, and the Liturgy.

d. [Youth Ministry and Confirmation Coordinator](#) (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.

- -Last school year we focused on developing a stronger social media ministry, providing care packages to teens at home, developing website based resources for families in our virtual youth rooms, holding discernment workshops and online Alpha sessions, and developing videos for young adults.
- -This year we want to continue the focus on going out. We will continue to try to reach youth at home with care packages, and may even develop a team of ministers who visit homes to check in on families and do relational ministry and evangelization.
- -We are revamping our prayer ministry – we’re looking for ways to bring the whole parish into prayer for teens and start teens praying for needs in the parish. Our main idea right now is to build a prayer tree for the Gathering Space which will have names of teens hanging on it for prayer. Once they’re all collected, parishioners could post their prayer intentions for others on the tree as well.
- -I’ve spent part of the summer having 1 on 1 or small group conversations with teens over coffee or lunch, reconnecting after not seeing many of them during the past year. Some of these conversations have touched on what they’d like to see from youth ministry this year, or how to prepare for NCYC. We’ll continue to do more 1 on 1 relational ministry this year.
- -We did attend a Steubenville Summer conference with a couple youth, who had a great experience. Fr. Jake also came for the first time. We are bringing a larger group to NCYC in November, and we’re getting the ball rolling with preparations now.
- -We are also working to help support the family of Natalie Paulsen as she battles cancer, as well as her friends and other members of our community struggling with the situation. We’re planning a prayer service and looking for other ways to help.
- -We plan to continue offering Alpha for our middle schoolers, especially focusing on 7th and 8th grade. I need to talk to some of our interested families about scheduling for the new year, but I was thinking potentially right after school might work.
- -We are looking forward to returning to schools for visits and lunches with youth to continue reaching them at school, and also to sports and extra-curriculars. 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.
- -We will still plan events at the parish for youth, but will not have weekly youth nights – we were expending a lot of energy, time, and resources for these, but fewer and fewer youth were attending them. Instead we’ll have events maybe once a month at the church, and will plan other events like service projects and fun events to offer further opportunities to go out to youth.

What about parish college students and young adults?

- We met with a large young adult small group that has been meeting in one form or another for several years this summer to talk about how to improve parish young adult ministry. This group has members from almost every local parish, and I’ve included some highlights of our conversation about the needs of this community:
- -Covid was hard bringing a lot of isolation and loneliness, but also a renewed appreciation for Mass. Many young adults were living on their own, not with family, when the lockdowns began, and so had no one to connect with in person.

- -When asked what we could do better, they replied that there's a need for more structured ministry for young adults. The current approach of parishes in this region makes them feel like an afterthought.
- -They also suggested more intentional community building as lack of community was the biggest issue from the pandemic.
- -They recognize that many young adults are transient, and so having lower commitment options that still help them become involved at the parish could be great on-ramps for them. They are concerned about committing when they don't know whether they'll be here in a year, or what changes will be in their schedules in a few months.
- -Doing things by parish affiliation wasn't a major concern – they were happy to do anything, and it didn't matter who had organized it. This particular small group has met in individual homes, and at OLV and now at St. Paul. Meeting places didn't affect to which parishes young adults said they belonged.
- -They did recognize that a principal goal of young adult ministry is helping young adults integrate into parish life. Many of those attending are already fairly involved in parish life and ministry, and were looking for more peer community.
- -They were open to the creation of new small groups as this one expands or as new young adults move into the area, as long as the community continued. Several were open to the idea of becoming small group leaders to help create more groups.
- -There was also interest in larger group activities and specialized offerings.
- -There's also a strong preference for a sense of “home” to the spaces where they meet. For a while they used the OLV GSMR, which was too much like a conference room for people to feel comfortable.
- We took a break from Theology on Tap in July, but will hopefully resume in person Theology on Taps in August or September.
- 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 or Summer.

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

- a. The system for the Scott County Catholic Schools regionalization has the by-laws and hierarchy levels from Bishop to regionalized board. The system will come online July of 2023. The structure should be in place July of 2022. The BOE will have a board of directors to answer to. More specific details will be available soon.
- b. Three concerns that should be handled by the new system.
 - i. We will have a lease agreement on the building. This will allow us to retain control over the building.
 - ii. Will they force us to do something we are not wanting to do. Fr Jake will have power to make change at the Board of Directors

- iii. Continuity during the leadership change to the new system. The Board of Directors should be able to addresses that better than the current system.
- iv. The ability to move personnel around where they are needed.

5. COMMITTEE REPORTS AND COMMUNICATIONS

- a. Generations of Faith Committee (Julaine, -----)
 - i. This may be replaced. Fr Jake will get back to us next meeting.
- b. Finance Committee 4th Monday @ 6:00 PM (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 Fox)
 - 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. Parish Council (rotating per schedule) 4th Tuesday of each month 7:00 pm
 - i. Parish picnic 8/28.

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 ??Lucas??
 - i. Check with Lucas
- k. Home & School Association (Zoom meeting)
 - i. n/a
- l. Band and Music Boosters
 - i. n/a
- m. Assumption High School Rep. (Pat Archer)
 - i. n/a

6. ITEMS FOR BOARD ACTION

- a. Election of board secretary
 - i. Move to retain secretary from last year (Tom Poston)
 - 1. 2nd
 - 2. Passed
- b. Committee assignments

7. ITEMS NEEDING DISCUSSION, BUT NOT NECESSARILY BOARD ACTION

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

8. COMMENTS FROM AUDIENCE and OPEN FORUM

9. CLOSING PRAYER

Additional Documents/Files to be Sent:

[EANS I Changes to Original Plan](#), Actual Costs

[2021-22 budget converted to SCCS account numbers and methodology](#)

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