

OUR LADY OF VICTORY BOARD OF EDUCATION MEETING
6:30 P.M. Tuesday, September 7, 2021, Hybrid
Link to Zoom Meeting: <https://kennedy-dav.zoom.us/j/89844097134>

AGENDA OF REGULAR MEETING

1. CALL TO ORDER
 1. [OPENING PRAYER](#)
 2. ROLL CALL
 1. Tom Poston, Courtney Mau, Fr Andrew, Chad Steimle, Jennifer Wemhoff, Kaye Meyers, Evan Brankin, Ann Craig, Chad Hagerman, Chris Fox, Molly McCarty, Lisa Snider
 2. Guest: Alison Arlt
 3. Parish Council: Denny Prior
3. ACCEPTANCE OF AGENDA
 1. Accepted
2. [READING AND APPROVAL OF MINUTES OF past meeting](#)
 1. Approved
3. ADMINISTRATIVE REPORTS (Written reports pre-submitted)

a. Principal of JFK (Chad)

Facilitator of Faith Community:

1. School Masses have begun. Students are seated with at least three feet of distance between students. Guests are welcome, but seating is limited.

Leadership of School Culture and Instruction:

1. Professional development:
 - a. Work on the High Reliability Schools certification should begin shortly. Utilizing federal funding, the implementation of the contract has been delayed.
 - b. Work on the "JFK Instructional Playbook" continues.
2. As mentioned last month, we do not have any substitutes licensed or 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 ten week maternity leave this fall, we may have to rotate between three people doing two week terms.

Managerial Leadership:

1. The short summer and accounting changes to accommodate regionalization have taken their toll:
 - a. The ability to handle revenue (depositing checks, making ACH transfers, etc.) was significantly delayed.
 - b. The delay in handling revenue has led to a delay in being able to accurately bill people or show current balances.
 - c. With new processes and sometimes new people doing new work, everything takes longer.
 - d. Other work has fallen behind. We are paying overtime and using at least temporary help in the office to try to catch up. These expenses were not budgeted.

2. Our immunization audit by the health department has already begun. While there were no changes in immunization requirements, the state has moved up the audits by about three to six weeks. We may have to exclude students from school until proper records are received. The difficulties have hit seventh graders and preschoolers the most. On the positive side, our auditor came to JFK first because our records are usually in such good shape. When we expressed concern for probably five students this year, the auditor just laughed, and said that five is absolutely nothing compared to the messes she sees at other schools.
3. 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 has not yet been 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.
 - iii. Except for the third party contracts, EANS I funds can reimburse non-public school expenditures.
 - b. EANS II:
 - i. By September 15th, we will respond affirmatively regarding our interest in participating.
 - ii. Levels of funding for EANS II will be determined, at least partially, by poverty rate. Initially, a 40% poverty rate was discussed at the federal level, but, we believe, that is being lowered as it would have eliminated most non-public schools (and many public schools from comparable ESSER II funding). We are determining JFK's poverty figures, according to the guidance (or lack thereof) provided.
 - iii. No part of EANS II will be able to be used for reimbursement to non-public schools. Everything will have to be processed through the state (or an agency it hires).
 - c. Federal funding:
 - i. Since spring 2020 through June 2022, OLV/JFK is on track to receive as much as \$1.3 million or more in federal funding or services: PPP loan, CARES Act, GEERS Act, EANS I/II, Titles I, II, and IV, and National School Lunch Program.
 - ii. Some of the benefits include the following:
 - a. Payroll was supported during the shutdowns in spring/summer 2020
 - b. JFK became 1 to 1 with Chromebooks in grades 3-8 and iPads in K-2
 - c. Reading interventionist services were retained when they would have otherwise been cut due to other federal funding reductions
 - d. We have school based therapist services free for students for two years
 - e. Leaps & Bounds should be free for students next summer
 - f. School lunches were free for all families for two years
 - g. Other purchases:
 - a. Webcams, microphones, new document cameras, back up headphones and some computer parts for repairs
 - b. PE/recess equipment
 - c. Science supplies/equipment
 - d. Additional two way radios
 - e. Portable air purifiers and fans
 - f. Coordinated clocks and a bell system
 - g. Cleaning supplies and equipment. Examples:
 - i. > \$11,000 of Chlorox Wipes types of products
 - ii. > \$6,000 in hand sanitizer
 - iii. Managing federally funding goods and services is also taking personnel time
4. COVID

- a. School administrators and representatives from the Scott County Health Department meet weekly.
 - b. Information for Scott County and JFK will again be made available on a weekly basis.
 - c. The number of student cases already this year is equal to the number of cases we saw through early November of last school year.
 - d. With things moving back more to “normal” this year, almost every positive student case has close contacts at school. We are still doing contact tracing at school so we can inform parents, and they can make decisions about testing and/or quarantining their children. (Positive cases are required to be out of school, but students, in Iowa, who are close contacts are not.) In the middle school, the ratio of positive cases to close contacts at school is about 1:10. Given the amount of time it has taken for contact tracing so far, it is not unforeseeable that our ability to contact trace in a timely manner could easily be overwhelmed if cases increase.
 - e. There is a very small number of students beginning the school year as long-term remote learners due to underlying medical conditions and doctors’ recommendations while other students are unmasked.
 - f. While we have not done any counts, I would estimate that there are probably 2-4 students (10%-20%) in each class who are wearing face coverings. The percentage of staff members wearing face coverings is probably about the same.
5. Catholic League girls’ basketball is set to begin shortly. The biggest challenge this year is not with COVID, it’s with low numbers of participants at each school. Most schools are combining grade levels and/or “bringing up” some 5th graders in order to field teams.
 6. Enrollment as of 9/6/2021 is below. The official enrollment count date is October 1st. There has been more than the usual number of enrollment changes in August this year.

	Contracts	Budgeted
K	43	
1	38	
2	34	
3	36	
4	36	
5	37	
6	43	
7	43	
8	28	
Totals	338	328
ECLC	14	18
3 yr old PS	16	19
4/5 yr old PS	53	51
\$1,000 Tuition Transfer Credit	7	0
TTC or FTP still pending	6	

7. Ballpark financials:
 - a. We were in good shape until we lost four ECLC students in mid-late August. Now, we’ll have to watch our expenses again.
 - b. Revenue:
 - i. Additional K-8 students: \$37,000
 - ii. Tuition Transfer Credit (10,000)
 - iii. Fewer ECLC students (24,000)

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|------|---|---------|----------|
| iv. | Fewer 3 yr old PS students | (7,000) | |
| v. | Net impact on revenue | | (4,000) |
| c. | Expenses: | | |
| i. | Additional desks | \$4,000 | |
| ii. | Changes to parking lot | 3,000 | |
| iii. | Personnel hired when ECLC and 3 yr olds were in danger of going over ratio | 12,000 | |
| iv. | Aide time until changeover to 3 rd party provider | 2,000 | |
| v. | Additional office personnel time anticipated so far | 5,000 | |
| vi. | Net impact on expenses | | 26,000 |
| d. | Overall | | (30,000) |
| e. | How to balance budget: | | |
| i. | Reducing extraordinary repairs, like exterior gym wall repair | | |
| ii. | Reducing supplies that we were hoping to catch up on after being greatly reduced the last several years | | |
| iii. | Additional COVID relief for childcare centers. We have been receiving about \$7,000 per month, which is not budgeted. | | |
8. Attendance is handled five different ways:
- For internal purposes in dealing with COVID
 - For the Diocese of Davenport in dealing with COVID
 - For the health department
 - For JMC and the state of Iowa
 - For remote learners
9. HVAC:
- The new HVAC system was operational before school began. We handled a day with a heat index of 106 without batting an eye!
 - We spent \$9,490 for an outside agency to clean furniture multiple times and to clean and finish all the floors in two weekends.
 - The bill for the movers to help accomplish the cleaning and floor work should be about \$5,000.
 - The electricians are now charging us extra for the conduit they buried for Mediacom and Metronet.
 - Even though we attempted to coordinate the work of Mediacom and Metronet, they have not been able to “play nice” together. Metronet now wants to separate their line from Mediacom (at our expense, of course).
 - A contract to remove the window air conditioning units and replace the panes with glass has been approved. Part of this cost was in our regular budget. We are still waiting for the glass to be available.
 - Finance Council approved \$12,000 to do additional HVAC work in the north stairwell, kitchen, and cafeteria that should allow us to entirely shut down the pumps running the 1963 hot water heating system.

Public Relations Leadership:

- Work on a common “landing page” for OLV and JFK continues and is very slow moving. We have not been happy with the proposals presented to us so far.
- The Scott County Catholic Schools online advertising campaign featuring the Tuition Transfer Credit program has concluded.

Leadership in Diocesan/Parish Context:

- Scott County Catholic Schools regionalization:
 - IT coordinators from each school have begun to meet monthly.
 - Bookkeepers/finance people from each school will also meet monthly. Ann Lotspeich and I attended the first meeting last week:

- i. Financial reports for the month of July were used as the basis for discussion. The discussion only covered revenue this month. There are still some wide discrepancies in how things are being handled.
- ii. It appears to me that as we have these regular discussions, the discrepancies in how each school handles the accounting will be fewer and fewer and all but eliminated by the time we are budgeting for 2022-23 and ending the 2021-22 fiscal year.
- iii. It is anticipated that the five schools will do teachers' contracts, budgets, etc. for 2022-23, and the regionalized system will do it for 2023-24.

b. Faith Formation/Religious Education Coordinator (Kaye)

Coordinator Religious Education / Safe Environment Coordinator (Kaye Meyers)

- We currently have 49 students registered for 2021-2022 Faith Formation. Our first class will be held on September 8, 2021.
- Have been preparing materials and protocols for this Faith Formation year. Will host parents the first evening to explain protocols and answer any questions.
- Held in-service for catechists on August 25, 2021.
- Preparing for 7th and 8th grade Confirmation meetings to be held September 9, 2021.
- Preparing lessons to share with 8th grade JFK students during their religion class once a week as a part of their preparation for Confirmation.
- Preparing for First Reconciliation meeting on September 20, 2021 for students and parents.
- Preparing for NET Retreats to be held September 28 and 29, 2021. Securing host families, donations and materials.
- Continue meeting with the Faith Formation Committee. Prepared materials for and participated in the Town Hall meetings held August 8 and 9, 2021.
- Working with Jennifer Wemhoff to continue developing plans and securing volunteers and preparing materials for IGNITE Sundays.
- 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)**

- Adult Faith Formation report to the Board of Education (September 2021)
 - Submitted by Jennifer Wemhoff
 - I participated in pastoral staff meetings during the month of August.
 - I write bulletin articles as needed.
 - I participated in the Faith Formation Town Halls that were held August 8 & 9.
 - 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 Sundays. The very first IGNITE Sunday is this week — September 12! You are invited to begin this exciting opportunity with us.
 - An 11-week study on the book of Revelation began on Thursday September 2 from 6:30-8:00pm in the GSMR and virtually over Zoom. There are 32 people signed up for this study at this time with 6 people participating over Zoom.
 - ***The 99 Experience***, was held August 15-17. Twenty people participated in ***The 99 Experience***.
- I attended **Continuing the Conversation: Evangelization, Renewal, and Looking to the Future** with Mike Patin in Iowa City on August 18.

d. **Youth Ministry and Confirmation Coordinator (Evan)**

- **Vision for youth ministry.**
Core Values:
Living our Faith in Christ
Hearts burning with Love
Accompanying Youth
Treating everyone like Family
Core Purpose:
“Because we belong to God, we want to help youth experience God’s salvation.”
Big, hairy, audacious Goal (BHAG):
“100% of parish youth active in ministry and their faith by 2025.”
Vision for our Future:
“Imagine a parish community which has over 400 young people active in it every year. Feel the vibrant energy of an entire congregation inspired and infused with youthful vitality. Families lead the way, excited to grow in their faith and comfortable with their kids’ questions because they have powerful tools for discipleship. Consider the entire Quad City community and beyond when our youth live like Catholic disciples of Jesus everywhere they go for all their lives; and who know God will be there for them through life’s ups and downs. Think of youth and families knowing Jesus personally and comfortably talking about Him while sharing their faith stories. Dream of the impact on young people who experience parish adults knowing their names, serving as mentors for them, praying for them, and caring for them. Envision a parish

that does *more* - for, with, and through young disciples. Think about how welcoming, warm, and inviting it would feel to all of our parishioners and to members of the entire community.”

- **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. August care packages have already gone out, 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 largely ready to go.

-Last week we developed T-shirt designs for NCYC at youth night, and we hosted our annual Color Wars event the last week of August.

-Natalie’s family greatly appreciated the prayer service we held for the sick, as did Rachel Schneider, another local youth fighting cancer. We also received donations which we were able to split between the families.

-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. 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 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.

-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.

-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, beginning with

Theology on Tap on September 16th. 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.

-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 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.

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.)

1. 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.

1. n/a

b. Finance Committee (Chad S., Lisa, Luke) (Discussions to be held at board meeting)

1. n/a

c. Nominating Committee (All board members)

1. n/a

d. Policy Committee (Chad S., Molly, Tom) (Spring 2021)

1. n/a

e. Strategic Planning Committee (Chad S., Chris, Ann) (Discussions to be held at board meeting as needed)

1. n/a

f. School Improvement Advisory Committee (Chad S., Lisa, Ann, Chris F.)

1. n/a

g. Marketing/Public Relations Committee (Chad S., Julaine, Tom, Chad H.)

1. n/a

h. Grant Writing Committee (Chad S., Chris)

1. n/a

- i. Parish Council (rotating per schedule) 4th Tuesday of each month 7:00 pm
 - 1. Parish Picnic was held on 8/28
 - 2. Parish Appreciation Dinner proposed date 1/15/2022
 - 3. Christmas Bazaar is planned for the 1st week of November
 - 4. The annual Diocesan Appeal will come at the end of September

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 Per 8/3 meeting: Check with Lucas at next meeting
 - 1. Meet the 4th Monday of the month @ 4:30
 - 2. Courtney will do the 9/27 meeting
 - 3. We will discuss with Fr Jake how to do a floating schedule if we can
- k. Home & School Association (Zoom meeting)
 - 1. Step it up starts next week
 - 2. Going to try 30 min meeting to coordinate events
- l. Band and Music Boosters
 - 1. Meet next Monday
- m. Assumption High School Rep. (Pat Archer)
 - 1. The tables below show current enrollment at AHS and the number of incoming freshman and the elementary/middle school they are coming from. Note that the freshman class increased by 6 since my last report. The number of students coming from JFK for this class increased from 17 to 24.

ADMISSIONS REPORT – August 16, 2021

Enrollment #'s:	
Freshmen - Class of 2025	111
Sophomores - Class of 2024	107
Juniors - Class of 2023	119
Seniors - Class of 2022	118
TOTAL:	455

Incoming Freshman Applications – 111 (Applied and Paid)

ASCS	21
JFK	24
Lourdes	19
SPS	32
Davenport	3
Morning Star	0
Trinity	4
Walcott	4
PV	0
Bettendorf	1
Other	3
Total	111

2. For the first time in history, Assumption held a home varsity football game at the school. The game was played on September 2nd at Jack and Pat Bush Stadium.

6. ITEMS FOR BOARD ACTION

None

7. ITEMS NEEDING DISCUSSION, BUT NOT NECESSARILY BOARD ACTION

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

8. COMMENTS FROM AUDIENCE and OPEN FORUM

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)

2021

August 3

September 7

October 5

November 2

December 7

2022

January 4

February 1

March 1

April 5

May 3

June 7