

OUR LADY OF VICTORY BOARD OF EDUCATION MEETING
6:30 P.M. Tuesday, August 4, 2020 via Zoom

AGENDA OF REGULAR MEETING

1. CALL TO ORDER
 - a. OPENING PRAYER
 - b. ROLL CALL
 - i. Fr Jake, Chad Steimle, Jennifer Wemhoff, Evan Brankin, Julaine Edwards, Tom Poston, Lucas Roth, Peter Schuster, Lisa Snider, Ann Craig, Chad Hagerman, Courtney Mau, Kaye Meyers
 - ii. Parish Council: Jenifer Stratman
 - iii. Guests: Laura Burke, Kim Burken, Lisa Snider, Rachael Whelchel, Dianne Siefers
 - c. ACCEPTANCE OF AGENDA
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 developed a schedule for students to be attending live Masses every other week, and we should be able to use the livestream option on the “off” weeks.

Ethical Leadership:

1. Sasha Lundquist and Emma Wolf will team together for religion and social-emotional lessons for 8th graders on a daily basis. SE lessons are otherwise typically done once every week or two.
2. We are looking at adding asynchronous SE lessons as alternatives to some detentions and/or suspensions.

Leadership of School Culture and Instruction:

The Department of Education seems to release new guidance about every week, and our plan is updated almost daily. The link again is [HERE](#):

<https://docs.google.com/document/d/1S0XxBLdDHbDrIQcmJBF0sYvmm4yCYXCRafsDaaiusv8/edit?usp=sharing>

We also have begun to make back up plans for when ordered items do not arrive by the beginning of the school year. For purchases involving CARES Act funds, it takes us about two weeks on the front end for the DCSD to process our order and close to another week once the items arrive at the DCSD warehouse. Even without many of the backorders being experienced this summer, items that might take us 4-8 weeks normally to receive can take us 7-11 weeks when going through the DCSD.

Significant changes to the Return to Learn (RtL) Plan since July 1 include the following sections:

- Students taking Chromebooks and iPads home with them on a daily basis, once we are one to one. This move would allow us to continue to use Google Classroom and Seesaw outside the building, provide for a next day switch to remote learning for students if needed, and eliminate storage and recharging issues at school.
- Remote learning plan for individuals who need/want 100% remote at the start of the year. As of Friday, we’ve had nine families with 16 children interested in this option. This same process would also be used for individual students who have to quarantine while the rest of the class is still face-to-face. What we can do for 1-2 students per class is different than what we’d do for the entire class. While we technically only need to offer this option at the beginning of the school year for those who have a medical exemption, our leadership team did not feel that we should make that restriction:
 - The team wanted to keep the family at JFK and allow for the family to return to face-to-face instruction as soon as they are ready.
 - Public school districts, none of which we’ve heard are requiring the medical documentation, are seeing about 10%-15% of families choose this option when

asked through surveys. Public schools are also using this option as a way to reduce their class sizes and be able to better social distance their remaining students. Many of them are requiring semester long or at least quarter long commitments.

- The team doubted that any doctor would hesitate to give an exemption when asked.
 - Many of the situations shared with us already seem like “no brainers:” asthma, diabetes, grandparent or other relative in the household with significant health issues, and/or combinations of these types of issues.
 - Principals did note that those interested in this option already had a relative identified who could stay home with the child (even if that relative may be the one with the significant health issue). We have not seen many inquiries from families in which both parents work, and there is not a relative available to do childcare.
- The team felt that if we were to do remote learning with individual quarantining students at a moment’s notice, it wasn’t too much more to do it with other students from the beginning, and we’d learn how to do it with these other students.
- Primary health and safety guidance has been updated with the latest information from the CDC, but the RtL plan has not yet been updated for the DE’s guidance released on Thursday.
- Class lists keeping siblings together in one homeroom and teacher/own child combinations in one homeroom.
- Staff eating locations and access to staff room refrigerators, coffee pots, etc.
- School Masses
- Face covering, face shields, and clear partitions. The time devoted to this topic, in any meeting setting, far outpaces any other topic!
- The section on Monitoring of Health and Safety of Staff and Students, which talks about when schools can/should consider each of the three instructional delivery models (face-to-face, hybrid, and remote) and what to do when someone has COVID in terms of exclusion and quarantining, has not yet been updated for the DE’s guidance released on Thursday.
 - The delivery model matrix uses a metric of average positivity rates in the county over the past 14 days. A summary is below:
 - 0-5% positivity rate: on-site or hybrid
 - 6%-14% positivity rate: on-site or hybrid
 - 15%-20% positivity rate AND 10% absenteeism of students (and healthcare resources remaining stable): hybrid or temporary remote learning
 - > 20% positivity rate with healthcare resource capacity concerns: temporary remote learning
 - Scott County’s one day positivity rate for 7/31 was 4.6%. The total for Scott County since this data collection is 6.8%.
 - Quarantining depends upon close contact: within 6 feet for more than 15 minutes with a positive case during the infectious period.
 - Students who are close contacts have to quarantine for 14 days
 - Asymptomatic teachers and school staff who are close contacts may be considered “critical personnel” if there are staffing shortages and continue to work after exposure to a positive case.
- Additional Instructional Time section needs to be revised. We only have four staff members available/interested. The plan calls for nine.

Managerial Leadership:

1. Bus transportation:

- a. If the DCSD implements their hybrid plan, which is the default option they are planning on for August 24th, our bus transportation is affected:
 - i. The DCSD will eliminate the one hour early dismissals on Wednesdays. If we want bus transportation on Wednesday afternoons, we will also need to eliminate the one hour early dismissals on Wednesdays.
 - ii. The DCSD will shorten every day by 25 minutes in the afternoon. If we want bus transportation every afternoon, we will have to shorten our day as well by *most likely* 25 minutes.

- iii. I would recommend that we pass a motion to change our schedule to accommodate these adjustments. Adjusting our afternoons would also impact both morning and afternoon 4/5 year old preschool classes so that they match one another in length.
 - b. If the DCSD does a 100% remote learning model, they may not run any buses.
 - i. I would recommend that we pass a motion stating that if the DCSD is doing remote learning and not running buses, JFK will continue to operate using the schedule that was in place prior to the DCSD eliminating bus transportation and just go without bus transportation.
2. The general back to school in-service week schedule has been created.
3. Enrollment update as of 8/1/20:

	Returned contracts	Probable	Possible
K	34	36	40
1 st	32	33	36
2 nd	32	34	35
3 rd	34	35	36
4 th	37	37	38
5 th	39	39	40
6 th	38	39	41
7 th	26	28	28
8 th	39	39	40
Total	311	318	334
Budgeted		304	

K-7 Families leaving JFK as of 8/1/20

Comparison:

	Families Leaving	# of children	Children per family	New Families	# of children	Children per family
2017	12	23	1.9	9	11	1.2
2018	27	38	1.4	11	15	1.4
2019	10	14	1.4	6	9	1.5
2020	13	17	1.3	0	1	1.0
Total	62	92	1.5	26	36	1.4

PS and ECLC

	8/1/20	Budgeted 2020-21	8/2/19	8/2/18	7/27/17
4/5 yr old PS	57	64	52	66	69
3 yr old total of the two classes (ECLC students in both)	14	19	20	22	19
ECLC	20	17	14	21	21

Public Relations Leadership:

1. Several teachers are creating “story books” for their first days at JFK. Most teachers are creating bitmoji-types of introductions to their classes/courses.

Leadership in Diocesan/Parish Context:

1. I attended the Parish Council and Finance Council meetings.
 - a. The school ended the fiscal year with an approximately \$50,000 deficit, which was made up by a larger than budgeted transfer from the parish. The cause for the deficit was primarily due to revenue shortfalls:
 - i. Major Revenue shortfalls compared to budget:
 1. Tuition: -\$50,000

2. Fundraising, incl Gala: -\$31,000
3. Preschool: -\$16,000
4. After school care: -\$14,000
 - o ECLC, even though closed for about 11 weeks broke even because of higher enrollment for the rest of the year
5. Total -111,000
- ii. Major Expense savings compared to budget:
 1. Salaries/benefits: \$48,000
 - o If we had laid people off rather than used PPP funds, we would have saved another \$32,000 or more
 2. School admin, incl tech and non-medical insurance: \$14,000
 3. Instructional exp, incl student activities, copies, standardized testing: \$23,000
 4. Operational costs, due in large part to the geothermal were over budget: -\$18,000
 5. Total savings: \$67,000
- iii. The parish also brought in a PPP forgivable loan of about \$460,000, the majority of which was/is to be used for salaries/benefits. School related employees account for about 85% of total parish salaries/benefits.

b. Faith Formation-Religious Education Adult Director (Jennifer)

1. I participated in pastoral staff meetings during the month of July.
2. I write bulletin articles as needed.
3. I updated the Faith Formation budget for the 2019-2020 fiscal year.
4. I continue to participate in the Confirmation Revisioning meetings that Evan has scheduled.
5. I participated in the interview process for the K-8 Faith Formation Coordinator position.
6. I worked with Kaye Meyers (K-8 Faith Formation Coordinator) to help familiarize her with the position.
7. I have been participating in a virtual discernment cohort set up by the diocese to discuss the upcoming faith formation year.
8. First Communions have been celebrated. One student has yet to receive First Communion, hopefully this student will be able to receive the sacrament at a regular mass in the near future.
9. Those preparing to be fully initiated in the church during the Easter Vigil, were able to receive the sacraments of initiation on Sunday July 26 at a special 1:30 mass. Four of the students I had been working with were able to receive all three sacraments of initiation at this mass.
10. I will be helping at the upcoming Confirmation masses.
11. The participants of the 99 Experience held in March were contacted if they had indicated interest in being part of a small group to study The 99 Handbook: A Catholic Guide for a life of Faith. Their small group leaders were in turn asked to reach out to the members of their small group that expressed interest and arrange times to meet virtually. I will then set up the virtual meetings for each group.
12. The next adult faith formation opportunity will be happening soon. Information will be published in the bulletin within the next few weeks. We will be utilizing Jeff Cavins' *Walking Toward Eternity: Daring to Walk the Walk*.

a. Faith Formation-Religious Education Youth Director (Kaye)

- Announced that Religious Education classes will begin October 7.
- Participated in the Diocesan Zoom sessions: Exploring the Family Faith Formation Models and Exploring the Textbook-Based Formation Models.
- Currently part of a 5 week Discernment Cohort the Diocese is hosting. Once a week we meet through Zoom with other Coordinators around the Diocese. Focus is on supporting one another in preparation for Religious Education classes this fall.
- Created Google Form for online registration. Emailed the link to families that were registered in K-7 last year. It is linked on the parish website under Faith Formation and Policies/Forms.
- Have set up for families to pay registration fee online through the parish website to facilitate the completion of that process.
- Have secured Catechists for coming year.
- Kindergarten will be a Family Faith Formation format instead of classroom with teacher. This will be set up in the cafeteria with materials provided. It will be on the Wednesday evenings when religion classes are held.

Signed up to utilize the Family-Based Diocesan Curriculum for 2020-2021. This will be used to support our Kindergarten Family Faith Formation program. It will also be available if we need to change our format from in-person classes to at home learning.

b. Youth Ministry (Evan)

Last year we took a hard, concerted look at how we do youth ministry at OLV, following in the footsteps of our Confirmation re-visioning process. We believe that these values, purpose, and goal will allow us to remain aligned with and achieve over time the goals of Renewing the **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 2020 look like?

While we have completed our visioning process, we’re still developing our strategic plan for the next five years. In the meantime, we’ve had to adapt to a ministry year following the diocesan recommendations for completely non-gathered ministry. To this end we’re planning a multi-pronged approach to ministry with four main areas of focus: Our website, social media/youtube, care packages, and Alpha online. More on this below. Part of how we plan to accomplish these tasks is developing ministry teams to handle them.

I have been redesigning the entirety of the youth ministry portion of the website to serve as a central hub for our online ministry efforts with interactive resources of several kinds for families to use.

Jacob Menster, one of our youth ministers, received an award from the Newman Center of Iowa City of \$500.00 for youth ministry at OLV. He is looking to become more involved in the digital aspect of ministry with social media and communication, and we will be building a team to help create more of that content. The award money we received will help purchase equipment for creating higher quality content, particularly for audio. In addition, Hieu Nguyen will be joining that team, and we have a couple teens interested at this time as well. Their goal is to evangelize and catechize to, for, and with OLV youth via communication technology.

Our Care Package team will be lead by Kathy Peterson, who created the college care package ministry. Their goal is to minister to every high school youth in the parish by reaching them with mailings and/or packages each semester, which include things like scriptural quotes, inspirational messages, candy, or other gifts.

We completed our Alpha weekend this past weekend for our Summer Alpha. It went very well, and we are looking at collaborative options for Alpha online with other youth ministries as we begin the school year. Our goal would be to offer a variety of opportunities for Alpha for youth throughout Davenport with other parishes. Our Alpha team is set to become our Evangelization team, whose focus would be on relational, evangelistic ministry to the youth of our parish community.

What about fundraising and trips this year?

Fundraising this year looks like it will be dramatically reduced – we may not be able to hold many of our usual events. We will complete our Ave of Flags as usual if possible, but at this time we don’t have a plan for our St. Nick’s fundraiser. We will explore an online trivia night event, but it would be free will offering only. And we will look at how to accomplish a “Sweetheart To Go” Valentine’s dinner depending on pandemic levels in 2021.

Our next Ave of Flags event is Labor Day, and we are again looking for more participants to help keep things safe for everyone.

Right now we can’t effectively plan for Steubenville or NCYC 2021. We will wait to see how the situation develops with reference to the pandemic, and the Diocese’s

plans. All major conferences and events in 2020, including Holy Fire, and the Iowa Catholic Youth Conference, have been cancelled.

Where does that leave us? We must still resolve at least one fundamental question:

“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.

-Some of our ministry teams have launched. Others we would like to develop include a stronger prayer team, and a cheer team to support teens at their various events.

-If the ministry teams we develop during the pandemic are effective, we will continue them after the pandemic has ended, while looking for ways to transition to at least some in person ministry as well. There's no reason to discontinue sending postcards and care packages, or to stop engaging with youth in the digital space. But we could potentially move Alpha to an in person format very easily once it becomes safe to do so.

What about parish college students and young adults?

We are still offering monthly Theology on Taps for young adults – including one on August 13th featuring Fr. Scott Foley and a virtual pilgrimage to Rome. If possible, we will host that live at OLV, social distanced and outdoors.

We also continue to offer more social engagements for emerging adults, including a float trip on the Maquoketa river on August 29th.

We have developed a facebook presence to engage young adults in ministry and promulgate event information.

When the pandemic calms down and we can resume longer, in person meetings, we will explore how to develop small groups for emerging adults in the Quad Cities in conjunction with other local parishes.

Confirmation Coordinator's Report:

Revisioning Confirmation: The visioning process for Confirmation we are using comes from the Center for Ministry Development (CMD), and training in it was part of my certification process for youth ministry. We continue to meet to work on the strategic planning portion of this process.

Core Values:

Love of the faith

Transformational relationship with God

Developing faith-filled relationships

Sharing God's gifts through service.

Core Purpose:

God desires a relationship with each of us as His children. Preparing for Confirmation helps Christians discern and develop this relationship to fully live the grace of the Sacrament throughout their lives.

BHAG:

“100% of Confirmandi involved in ministry at their parish 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.”

On June 16th we established new dates for Confirmation masses (August 9th, 16th, and 23rd). I sent out sign-ups for our new Confirmation mass times on June 17th. All but five families accounting for 45 out of about 50 candidates have participated so far. We will not have pictures or a practice session.

Strategic planning for how to achieve our goal following our values and purpose is almost complete, with a special segment dedicated to a COVID-19 response. We’ve met several times via zoom and at this point are looking at concrete planning for the coming year.

Our NET retreat for 8th grade in 2020 has been cancelled due to pandemic concerns, and as a result of a lack of funding from the Gala. Normally the confirmation retreats are funded by the FF portion of Gala money, which we didn’t have last year. The Holy Fire Chicago conference, our retreat option for 7th grade in 2020 has officially been cancelled by the Archdiocese of Chicago. We don’t yet have another retreat option for 7th grade. The diocese may not require retreats as it usually does this year, but part of our new strategic plan suggests the development of a youth retreat at the parish for Confirmation which is similar to a CEW in format. We will begin developing this retreat in an attempt to offer at least part of it to our youth as an option.

We have submitted dates to the Diocese for next year’s Confirmation, but do not have one set yet.

13. PASTOR’S NOTES (Fr. Jake G.)

Nothing at this time

14. COMMITTEE REPORTS AND COMMUNICATIONS

- a. Generations of Faith Committee (Julaine, ???)
 - i. n/a
- b. Finance Committee (Chad S., Peter, Lisa, Luke)
 - i. Discussions to be held at board meeting
- c. Nominating Committee (All board members)
- d. Policy Committee (Chad S., Luke, Tom)

- i. Alternate meeting options and dates TBD
- e. Strategic Planning Committee (Chad S., Chris, Ann)
 - i. Discussions to be held at board meeting as needed
- f. School Improvement Advisory Committee (Chad S., Lisa, Ann, ???)
- g. Marketing/Public Relations Committee (Chad S., Julaine, Tom, Chad H.)
- h. Grant Writing Committee (Chad S., Chris)
- i. Parish Council (rotating per schedule) 4th Tuesday of each month 7:00 pm

<u>2020</u>	<u>2021</u>
August 25 - Tom	January 26 - Lucas
September 22 - Julaine	February 23 - Chad H
October 27- Ann	March 23 - Peter
November 24 - Lisa	April 27 - Chris
	May 25 - Courtney
	June 22 - Peter

- j. Finance Council Rep (Peter)
 - i. Cozy TV may go away depending cost and availability
 - ii. Ended fiscal year in the black
 - iii. Budget looks good
 - iv. Online giving is increasing a little.
 - v. Mail in giving is maintaining.
 - vi. School and Parish Budgets have been cut to reflect the situation
 - vii. Used some PPP money to get Parish truck
- k. Home & School Association
 - i. n/a
- l. Band and Music Boosters
 - i. n/a
- m. Assumption High School Rep. (Matt Henning)
 - i. n/a
- n. Scott County Catholic School Advisory Board Rep, 2nd Monday every other month @ St. Vincent (Chad S, Peter)
 - i. Suspended
- o. Ad Hoc Committees
 - i. HVAC Funding Committee (Fr. Jake, Chad S, Jen, Jennifer V, Pat, Luke, Peter)
 - 1. Suspended
 - ii. Teacher Support Committee (Peter, Chris, Juliane)
 - 1. n/a

15. UNFINISHED BUSINESS

- a. Scott County K12 Regionalized Education System
 - i. n/a

16. OLD BUSINESS

- a. Updates on Masses, activities, meetings
 - i. Going as good as can be expected. Around 400 people going to mass a weekend. Pre-Covid there was around 1200. Most activities are off until this Covid situation improves
- b. Discussion on Return to Learn planning

17. NEW BUSINESS

- a. Welcome to Kaye

18. ITEMS FOR BOARD ACTION

- a. Review and approval of adjusting school day start and stop times as necessary to accommodate busing provided by Davenport Community School District
 - i. Motion to accept above adjustments to school schedule
 - ii. 2nd
 - iii. Approved
- b. Approval of updates to school policies
 - i. **ADDED** - School and parish administrators have the authority to suspend and/or adjust the application of school policies and procedures in the event of an emergency, including situations related to a pandemic
 - ii. Policies update: 430, 541.0, 541.15, 565.1, 540.1, 615.10, 540.1
 1. Motion to approve policy changes as written
 2. 2nd
 3. Approved

19. ITEMS NEEDING DISCUSSION, BUT NOT NECESSARILY BOARD ACTION

- a. Formation of an ad hoc committee to review the BoE Constitution and By-Laws (“at least in every year divisible by five”)
 - i. Members: Chad S, Lisa, Peter
 - ii. Google docs to be available for review and comments

20. COMMENTS FROM AUDIENCE and OPEN FORUM

21. CLOSING PRAYER

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

2020

August 4

September 1

October 6

November 3

December 1

2021

January 5

February 2

March 2

April 6

May 4

June 1