

OUR LADY OF VICTORY BOARD OF EDUCATION MEETING
6:30 P.M. Tuesday, April 6, 2021 via Zoom

AGENDA OF REGULAR MEETING

1. CALL TO ORDER
 - a. OPENING PRAYER
 - b. ROLL CALL
 - i. Fr Jake, Chad Steimle, Kaye Meyers, Evan Brankin, Julaine Edwards, Chris Fox, Peter Schuster, Lisa Snider, Ann Craig, Chad Hagerman, Courtney Mau
 - ii. Guest: Alison Arlt, Kim Burken, Diane Siefers
 - iii. Parish Council: Jennifer Stratman
 - c. ACCEPTANCE OF AGENDA
 - i. Accepted
2. READING AND APPROVAL OF MINUTES OF past meeting
 - a. To be approved at next meeting
3. COMMENTS FROM AUDIENCE and OPEN FORUM
4. ADMINISTRATIVE REPORTS (Written reports pre-submitted)
 - a. Principal of JFK (Chad)

Ethical Leadership:

1. We are pulling a few students from non-core classes in order to make up work so they can be promoted to the next grade without doing a summer plan. Our policy says that if students have a failing grade in the same subject for more than one quarter, they must complete a summer plan before being promoted. Various research reports suggest the following regarding grade retention:
 - a. Students who are retained are nearly three times as likely to drop out of high school.
 - b. Students who are retained are 60% more likely to drop out of high school.
 - c. Grade retention is one of only 17 interventions from a list of 252 that has a negative effect on student achievement.

Leadership of School Culture and Instruction:

1. Teachers are examining sample materials and reading information from EdReports.org regarding K-8 ELA materials. We are probably down to two publishers.
2. Four teachers have indicated that they will not be returning for next school year, including multiple teachers in the middle school grades: Kim Burken, Elisha Kubalsky, Mary Wahlig, and Rachael Whelchel. One retired, one took a position in the district into which she recently moved, one is moving out of the area and will take a position out of teaching, and one has no immediate plans. With a teacher shortage already in Iowa and new federal funding allowing both public and nonpublic schools to hire, it will be even more difficult to find teachers. In 7th/8th grades, there is also the requirement that teachers be subject area endorsed. Finding teachers with the right combinations of endorsements, especially when including shortage areas, is particularly challenging. With three middle school teachers leaving, we need three teachers with four subject area endorsements plus the ability to teach religion. That could all too easily become having to hire four teachers for three positions and finding a way to pay for it. We have been advertising and contacting people to help get the word out about our job openings through both conventional and non-conventional means, at least for education jobs. We have also already begun to consider what the options might be if we cannot find new teachers with the subject area endorsements needed for 7th/8th grades.
3. We are looking at a master schedule adjustment with particular impact in the upper grades. Since WIN (What I Need) reading instruction was implemented in K-2, we've talked on and off about something similar for middle school students. The schedule changes we are considering would add a WIN instructional time for middle school students that would not be limited to reading, more band time (which would, however, also take the place of some of the WIN time for those involved in band), possibly open up additional time for foreign language, and make study halls instructional time. One of the drawbacks is that it might reduce overall math time for some band students, which, of course, is also countered with research indicating that students in band do better in math, particularly when the band programs are more robust.

Any change to the master schedule could also be impacted by or impact staffing, including the challenges identified in (4) above.

4. We are looking to team with Marzano Resources to become nationally certified as a High Reliability School. We have done a good deal of work with pieces of the research from Robert Marzano and his research team, including work with PLCs and research-based instructional strategies. The High Reliability School framework will help tie things together more tightly and will serve as a good review for returning staff and integration of new staff. More information is below from the Marzano resources website. Each level begins with surveys of staff and community. We would be working on levels I and II this coming school year. Federal Title IIA funds would be used for this professional development:
5. COVID:
 - a. Scott County and JFK data in graphic form is being shared weekly with our community through a link in the Principal's Post.
 - i. As of Friday, April 2, 2021, only three counties in Iowa had higher positivity rates than Scott County. Scott County's 7 day positivity rate was about 11%, more than double the state's 4.7% rate.
 - ii. The percentage of staff and students absent due to COVID or COVID symptoms this past week was at its highest level since the beginning of February.
 - a. We had gone six weeks without a positive case among the study body. Our previous longest stretch without a positive case among students was about four weeks between late September and late October.
 - b. There has not been a positive case, however, among staff since early February.
 - b. Our PDT/Building Leadership Team (BLT) continues to discuss COVID mitigation strategies as CDC, state, and other guidelines are adjusted. Most often the conclusion is to stay the course as what we are doing at school seems to be working.
 - c. The PDT/BLT has begun to discuss things that we've done during this COVID year that warrant discussion for the future, if/when COVID precautions are not needed. A few topics are listed below:
 - i. Arrival/dismissal procedures
 - ii. PE/recess
 - iii. Lockers
 - iv. Classroom arrangements/furniture
 - v. Lunches/snacks
 - vi. Restroom usage
 - vii. Dots in the hallways
 - viii. Remote learning for some particular situations
 - d. We continue to have discussions regarding some of our special activities yet coming up this year:
 - i. Special activities on our more than 12 acre campus that could take the place of some grades' end of the year field trips.
 - ii. Finding some special activities for 8th graders:
 - a. An outdoor activity/activities in lieu of the typical big field trip
 - b. A driveway concert or other socially distant music venue for 8th grade band students
 - c. Manners Unit at the Outing Club in as safe of a way as we can make it
 - d. One graduation ceremony:
 - a. The survey suggests it may be difficult to accommodate the varying number of family members that may attend for each student
 - b. Perhaps limiting the number of family members to 4-6 per student
 - e. 8th grade vs. staff VB game
 - iii. Band performances, likely being virtual
 - iv. Preschool "graduation"
 - v. Field day

Managerial Leadership:

1. Finance Council, Parish Council, and the Diocesan Building Commission approved our HVAC project. A separate PPT is attached and will be reviewed with the board.
 - a. We are currently exploring rebate possibilities with Mid-American.

- b. An SCRA multi-cycle grant application was submitted for a total of \$150,000. I was invited to give a less than five minute presentation to the full SCRA board. We should learn of the results in mid to late May.
2. I attended numerous meetings regarding the use of Emergency Assistance for Non-Public Schools funds from the December COVID relief legislation. The amount that JFK can apply for initially is \$267,755. This figure will increase sometime in April, it is believed. There were numerous restrictions regarding the use of these funds. A detailed spreadsheet will be shared with the board. It is believed that there will be an equal amount available from the March COVID relief legislation, but no details are yet available.
3. Noelle Myers has left her position in the kitchen. Emily Sanderson is looking to switch from a school office position to a kitchen position when we have a replacement for her. Her office position has been readjusted to reflect that most of her work is actually as a bookkeeper than school secretary.
4. Pastors and principals in Scott County Catholic schools are talking about a Welcome Tuition Grant. In other places around the country, these grants, which are basically a tuition reduction, have worked to increase enrollment. Most discussion has been around a \$1,000 tuition discount for the first year of a transfer student in grades 1-7 and a \$500 discount for the second year. **These grants apply to those families not receiving other forms of tuition assistance.** We need something that will disrupt the declining trend in enrollment. Below is a graph of the enrollment history of JFK. Enrollment on the graph had its first peak in the 1994-95 school year. It then began a ten year decline. This decline was interrupted by the Embracing Our Future capital campaign soon followed by the state's School Tuition Organization tax credit program. These two initiatives increased financial assistance and provided for large marketing campaigns. JFK's second peak was in the 2015-16 school year. Enrollment has now been on a decline for the last five years, and I anticipate the potential for the decline to continue for possibly six more years due to the following:
 - i. At OLV, there are 56 kindergarten eligible children for 21-22. Historically, about 75%-90% of OLV children are at JFK. Our incoming kindergarten so far, however, is not in that range and is less than our outgoing 8th grade class (35 vs. 41).
 - a. A "sweet spot" is about 36-44 per grade level, with a building-wide average of 40. Our projected building wide average for next year is 35. Between about 28-34 is very challenging because it's almost too many for one section but not enough for two.
 - ii. At OLV, there are 39 children eligible for four year old preschool for 21-22.
 - iii. At OLV, there are 38 children eligible for three year old preschool for 21-22.
 - iv. Birth rates declined during the pandemic.

We need another initiative to disrupt the trend, and it may be wise to try something even before we become a regional school system.

In the Welcome Tuition Grant situation, every new transfer student brings in 75% of the normal income. If these transfer students are only replacing students who leave the school, we need 1.25 transfer students for every student who leaves in order to be fiscally neutral. On the other hand, if we have no new transfer students then the loss is, indeed, 100%. The discussion among the schools is that if we do a Welcome Tuition Grant program, everyone needs to do it the same way.

Another option to consider is a referral discount. A referring family has a reduction in tuition. A figure often discussed is a \$250 tuition reduction.

5. Tuition contracts were mailed at the end of spring break for K-8 being prepared. Fifteen families initially did not receive contracts as they needed to communicate with Fr. Jake first regarding their tuition payments. These are not the only families behind on tuition payments. As of late March, there were approximately 45 families that were behind with the payments agreed to in their contract. To fulfill their entire tuition obligations, these families owe us \$134,400. Most will make full payments, but there is always concern about cash flow.
6. Federal/state funds in support of childcare are being received monthly. The first three checks were for \$2,000 each. They should increase to \$5,000. The funds are being recorded alternately as revenue for aftercare and ECLC.

Public Relations Leadership:

1. I communicate regularly with Home & School officers. I attended their March meeting.
 - a. They are still talking about wanting a fee of about \$50 per family, which would the board have to approve. Below are some things for the board to consider, and Allison Arlt will likely be at our board meeting again this month.

- i. The elementary schools have moved to eliminate mandatory fees the last two years and included higher tuition rates to do so. JFK wasn't quite able to do so but reduced mandatory fees to a \$20 per K-8 student fee for technology insurance.
 1. So far this school year, we have spent an average of about \$11 per K-8 student on parts to repair machines. For several types of repairs, we attempt to collect a \$10 "deductible" or "co-pay."
- ii. Attached is a draft of the fee sheet that may be used at the beginning of next school year.
- iii. There is no interest in most of the elementary schools to eliminate the optional band fee or athletic fee.
- iv. As of 2019-20, the following was information regarding H & S fees. I am awaiting updated information:
 1. JFK: no H & S fee
 2. ASCS: No H & S fee
 3. LCS: \$50 per family
 4. SPS: \$200 per family or 20 hours of volunteering
- v. Questions for consideration:
 1. Is a H & S fee mandatory or voluntary? Who collects it and pursues families that don't pay it? What is the consequence for non-payment?
 2. If it's voluntary, will it generate the needed funds?
 3. If it's a buy-out, from what are people buying out as buy-outs only tend to work when there is something corresponding that is mandatory?
 4. Would there still be any H & S fundraisers? Which one/ones would be eliminated?
 5. Does a new mandatory fee counter our efforts to reduce fees?
 6. How does H & S maintain its budget without fundraising or fees? Over the last several years, there have been significant cuts to its budget:
 - a. Three \$500 scholarships for 7th, 8th, and 9th grader were eliminated, but the parish picked up these scholarships.
 - b. For many years, H & S was giving each teacher \$300 to spend as they wanted in the classroom. That was reduced to \$150 each or about \$3,800 total this year. (National survey data reveals that teachers spend \$500 or more of their own money on school supplies and materials.)
 - c. While not cut, H & S, which absorbed Athletic Club, continues to pay the athletic director and assistant athletic director salaries as now its largest expense at about \$4,700 per year.

Leadership in Diocesan/Parish Context:

1. I attended the Finance Council meetings. Major items approved were the following:
 - a. School HVAC
 - b. Blower for the church HVAC
 - c. Sound system for the church
2. Fr. Jake, Ann Lotspeich, and I attended meetings regarding accounting transitions needed for regionalizing Scott County Catholic schools to a new chart of accounts by July 1st. While those developing the new chart of accounts would like to see our 2020-21 financials converted before the end of the fiscal year to a transitional chart, Fr. Jake and I have told them repeatedly that it is unrealistic without additional time/personnel. It is more likely that we will be able to start the fiscal year on July 1st with the new chart of accounts. The final new chart of accounts is not yet even available.
3. The articles of incorporation and constitution and by-laws for the new Scott County Catholic Schools system were approved by the bishop and pastors, who are the trustees. Fr. Jake might be able to provide more information, including his role as the first trustee that will be on the new board of directors.

b. Faith Formation/Religious Education Coordinator (Kaye)

Faith Formation classes continue to have great attendance.

Preparing for First Communion on April 25; 1:00PM or 3:00PM.

Prepared documentation for Safe Environment audit.

Prepare lessons and work with two 8th grade students at JFK weekly who will be receiving their First Holy Communion along with Confirmation.

c. Faith Formation/Adult Faith Formation (Jennifer)

The **Walking Toward Eternity Engaging the Struggles of Your Heart Part 2** concluded March 14 and March 16 respectively.

The next Adult Faith Formation opportunity: *Jesus: The Way, the Truth, and the Life* is a 10-week study where we will learn how Jesus is God Incarnate, fully divine and fully human. We'll experience his intimacy with the Father, his revelation of the Father's love, and his gift of the Holy Spirit to each of us. Most importantly, our encounter with Christ will empower us to know and love him in a new and life-changing way. Virtual sessions are held on Sunday's from 4:00-5:00pm and began March 21 and will conclude June 6. Currently 8 people are participating virtually. In person sessions began on Tuesday March 23 from 6:30-8:00pm in the Parish Center and will end May 25. Currently 15 people are participating in person.

The **Masterclass** (training for leaders for *The 99 Experience*) began Thursday January 28 and ended March 25. The next *The 99 Experience*, will be held at a later date than the originally scheduled March dates. From the first *99 Experience*, several small groups are continuing to meet, each deciding which materials their group wants to use.

RCIA began Sunday September 20. Four people were initiated into the church at the Easter Vigil.

d. Youth Ministry and Confirmation Coordinator (Evan)

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."

We want to send youth to NCYC still, and Steubenville if possible.

- On March 1st, the Diocese had an informational meeting on NCYC – included were some projected upper level costs, some sense of dates and payment schedules, and some of the hurdles that still need to be surmounted to attend.
- I've met with many of our interested families to get their take on the information released from the Diocese. All of them were still interested in participating.
- The Diocese announced before Easter that they will be sending their team, and managing NCYC as usual.
- I hope to have more details after today's Youth Ministry Leader's Gathering.
- We will continue to send out care packages, run Alpha groups, and find other effective ways of reaching teens on the margins.
- We began distributing Freshman, Sophomore, and Junior care packages in the weeks before Easter.
- We will take advantage of Diocesan resources and look to further innovations in ministry to keep moving forward.

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.

What about parish college students and young adults?

We are still offering monthly Theology on Taps for young adults

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.

We also launched a group of young adults in Alpha in October, they have finished Alpha, but want to continue meeting as a small group. Our first non-Alpha meeting for them is this Thursday.

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.”

I am continuing to contact those families who did not participate in the Confirmation masses to help their youth move forward in their faith – of three families who didn’t respond at all, I have now reached two. One will confirm with next year’s class, the other needs to start their paperwork and we’ll see what options are available when they’re ready. We were able to offer optional pictures to those who wanted them, a few families participated in that.

Our retreat went well in early March.

Chase the Chill: We collected a large amount of fleece as well as scarves and other winter weather gear, 8th graders in JFK and FF have made their scarves, and we had some high schoolers who distributed them to the Center on Brady Street. In total we provided 231 scarves, 7 blankets, 37 pairs of socks or gloves and 19 hats.

Our Confirmation date is April 17th, mass at 10:30am. Our practice will be April 16th, at 6pm, in the Gathering space. As the pandemic situation hasn’t completely ended yet, we approached the Diocese to add another Confirmation mass to better facilitate social distancing. It will be on the same date, at 1:30pm, and the Bishop will still preside.

5. PASTOR’S NOTES (Fr. Jake G. / Fr. Scott Foley)

6. COMMITTEE REPORTS AND COMMUNICATIONS

a. Generations of Faith Committee (Julaine, TBD)

- b. Finance Committee (Chad S., Peter, Lisa, Luke)
 - i. Discussions to be held at board meeting
 - c. Nominating/Elections Committee (All board members): January 2021 starts
 - d. Policy Committee (Chad S., Luke, Tom): Spring 2021
 - i. Approximately 30 policies have been identified for review
 - 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, TBD): Summer 2021
 - 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) – March 22 and March 28
 - i. Offertory looks good
 - ii. Easter ~750 people total at all five liturgies
 - iii. Capital campaign – how to close strong
 - iv. School HVAC, blower for church HVAC, sound system for church; all approved
 - k. Home & School Association
 - i. Discussion on fundraisers, potential fee at registration
 - l. Band and Music Boosters
 - m. Assumption High School Rep. (Pat Archer)
 - i. Freshmen 105, Sophomores 114, Juniors 118, Seniors 122, Total 459
 - n. Scott County Catholic School Advisory Board Rep @ St. Vincent (Chad S, Peter)
 - i. Suspended
 - o. Ad Hoc Committees
 - i. HVAC Funding (Fr. Jake, Chad S, Jen, Jennifer V, Pat, Luke, Peter)
 - 1. Suspended
 - ii. Teacher Support Committee (Peter, Chris, Julaine)
 - iii. BoE Constitution and By-Laws (“at least in every year divisible by five”) (Chad S, Lisa, Peter)
 - 1. Google doc drafted and provided
7. **OLD BUSINESS**
- a. Scott County Catholic Schools K-12 Regionalized Education System
 - i. Slide deck reviewed
8. **NEW BUSINESS**
- a. EANS funding spreadsheet
 - i. Items for submittal were reviewed
9. **ITEMS FOR BOARD ACTION**
- a. BoE Constitution and By-Laws
 - i. Motion was made to approve updated BoE Constitution and By-Laws. Motion was seconded and unanimously approved.

b. Welcome Tuition Grant

- i. Motion was made to approve a Welcome Tuition Grant. Motion was seconded and unanimously approved.

ITEMS NEEDING DISCUSSION, BUT NOT NECESSARILY BOARD ACTION

- c. Potential Welcome Tuition Grant and/or Referral
d. Home and School By-Laws for May vote
e. Home and School potential fee

10. CLOSING PRAYER

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

<u>2020</u>	<u>2021</u>
August 4	January 5
September 1	February 2
October 6	March 2
November 3	April 6
December 1	May 4
	June 1