

OUR LADY OF VICTORY BOARD OF EDUCATION MEETING
6:30 P.M. Tuesday, May 4, 2021 via Zoom

AGENDA OF REGULAR MEETING

1. CALL TO ORDER
 - a. OPENING PRAYER
 - b. ROLL CALL
 - i. Tom Poston, Fr Jake, Fr. Scott Foley, Chad Steimle, Kaye Meyers, Evan Brankin, Julaine Edwards, Chris Fox, Lucas Roth, Peter Schuster, Lisa Snider, Ann Craig, Chad Hagerman, Courtney Mau
 - ii. Guest: Dianne Siefers, Kim Burken, Allison Arlt
 - iii. Parish Council: Steve Frank
 - c. ACCEPTANCE OF AGENDA
 - i. Accepted
2. READING AND APPROVAL OF MINUTES OF past meetings
 - a. March and April minutes approved
3. COMMENTS FROM AUDIENCE and OPEN FORUM
4. ADMINISTRATIVE REPORTS (Written reports pre-submitted)

a. Principal of JFK (Chad)

Facilitator of Faith Community:

1. We are making plans for one graduation Mass. It will include a livestream option, and we're training a staff member who can help with livestreaming school Masses.
2. Planning for school Masses next year includes a return to all school Masses as we think we can fit the whole student body in the church with three feet of social distancing and face coverings, if necessary.

Ethical Leadership:

1. Our EANS plan with free outside counseling/therapy sessions for students for two years was approved.

Leadership of School Culture and Instruction:

1. ELA textbook selection:
 - a. We are meeting with representatives from Houghton Mifflin Harcourt and McGraw-Hill.
 - b. Initial cost proposals, which included all the bells and whistles, were far, far greater than what we budgeted. They were in the neighborhood of \$120,000 - \$160,000. We budgeted about \$53,000 and had about \$33,000 more approved in our EANS application.
 - c. Options:
 - i. We still need to determine what we really need vs. what is nice to have.
 - ii. We will determine what we need in hard copy and what we want digitally or are able to print ourselves. For example, what kept our price down the last time we purchased ELA materials was to print our own leveled reading books. The cost of the leveled readers, for example, is about \$170 per student while all the rest of the ELA materials are about \$130-\$140 per student.
 - iii. Better enrollment figures will be utilized. The initial estimate was 40 students per K-8 grade level.
 - iv. A couple of years ago, one of the publishers allowed us to split the costs between two budget years.
 - v. With the timing of our textbook subscriptions, we may be able to split into K-5 for next year and 6-8 the following year.
2. Students in grades 3-8 took the Iowa Statewide Assessment of Student Progress (ISASP) in late April. Students in grades K-2 took the Iowa Assessments. We are just doing make ups and our long-term remote learners now. Student engagement with the assessments seemed lower this year than previous years. For example, the ISASP is technically untimed, but schools are to allow at least an hour for the initial administration. There seemed to be more than the usual number of students who were finished in 15-20

minutes. Quick finishes were particularly observed in the writing section with students writing a few sentences rather than a few paragraphs.

3. In May, we will do FAST spring screenings in reading and math. There should also be a follow up SEL screener with 6th-8th grade students.
4. Currently, we have four teachers not returning next school year: Kim Burken, Elisha Kubalsky, Mary Wahlig, and Rachael Whelchel. Billie Inskeep has been hired for a K-6 position, and grade level teaching assignments have not been finalized. She has prior teaching experience and has subbed for us for about 1 ½ years. Morgan Clark has been hired for middle school. She has endorsements in ELA and math and has taught math at both the high school and middle school levels. Bristy Potter has also been hired for middle school. She has endorsements in middle school language arts and social studies. She has been teaching at a Catholic school across the river and has also been involved in its drama program. We have not made much progress on finding someone with the requisite science endorsements, and I have talked with a representative from the Iowa Board of Educational Examiners (Iowa's licensing body) multiple times. Our search has included reaching out to colleges and universities in Iowa, Illinois, and Wisconsin. (I even asked my daughter at KU to talk to her friends who are education majors!)
5. Three sessions of Leaps & Bounds have been added to the calendar. With EANS providing the funding through a 3rd party provider, we can offer it free to families for two years.
6. 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. While Scott County has improved over the past month, it stubbornly stays near the bottom in comparison to other counties in Iowa. On Sunday, Scott County was again in the bottom ten counties in Iowa with a test positivity rate nearly double the state average and higher than the other more urban counties in Iowa.
 - ii. On the other hand, the numbers in Scott County are also starting to return to where they were in October and early November, and JFK's numbers are looking as good as they ever have.
 - iii. We will start relaxing some mask wearing requirements, beginning with socially distant outdoor activities in PE and other subjects. This does not yet include recess as we went to face coverings during recess because it is in these less controlled environments, in particular, that we cannot keep kids apart from one another. Too many kids *of all ages* at recess are practically crawling on top of one another, hanging on each other, being in each others' faces, etc. throughout the whole recess. In fact, nearly half or more of our situations where we've had to have kids quarantine due to exposure to a positive case at school have involved recesses.
 - iv. I anticipate that it won't be too long before we move back to face coverings being recommended but not required.
 - v. It is hoped that a measured loosening of mitigation strategies will not drive more families to change their children to long-term remote learning. We are down to eleven long-term remote students from a high of 35. We began the school year with 14. Some of the students who started the year as long-term remote learners have come back, but other students became long-term remote learners.

Managerial Leadership:

1. HVAC:
 - a. A rebate application was submitted with Mid-American. The rebates available now for this type of project are not what they used to be, we were told, as what we're doing is becoming more "industry-standard" rather than innovative.
 - b. Electrical work will begin as soon as Mid-American can begin. It will likely cause some disruption to our use of the fields for recesses for at least a week.
 - c. Chimney removal will also begin as soon as possible.
2. Our final Emergency Assistance for Non-Public Schools application for funds from the December COVID relief legislation was approved after some back and forth with a DE representative. The final amount in this round was about \$356,000, nearly \$88,000 more than had been originally estimated for us. The spreadsheet is shared with the board. The biggest changes from our original application were to extend some of the services for students by third party providers to two years, which had been what we wanted to do before adjustments were made to fit the original funding estimate.
3. Megan Masterson will be starting in the office on May 3rd. The Masterson's have a daughter who graduated from JFK, one child in kindergarten, and a younger one as well.

4. We had two families with seven children start at JFK this week.
5. The Welcome Tuition Grant has been approved by the boards of JFK, St. Paul's, and All Saints and the pastor of Lourdes. A donation of \$25,000 has been accepted to help with the marketing of our Catholic schools, including the transfer program. Common materials and a way of implementing the grant program will be developed. The tuition grant program would be for those families not receiving other forms of tuition assistance.
6. Tuition contracts:
 - a. The discounted registration deadline has passed. At this point in time, the return rate of tuition contracts is lower than it has been at least the last two years. We are at about 60% of all possible right now, which is a lower rate than the last two years for this time of year. We were at about 84% in 2019, and around 79% in 2020. On the other hand, we have only heard from two families so far that are not returning next year.
 - b. Contracts have been withheld for 13 families with 20 students due to tuition payment issues.
 - c. The good news is that our "possible students" figure is higher than we had thought it was going to be. We have a total "possible" enrollment at this time of 344 K-8 students. If we realize 95% of these students, we'd have enrollment of 327. We budgeted 314.
7. If the Iowa Department of Education applies and is approved by the federal government, lunches can be free for all students next year as well.

Public Relations Leadership:

1. We are working with Victory Enterprises to develop a Google 360 degree "inside view" of JFK. We are also going to attempt to do something better with our outside views than Google's Streetview.

Leadership in Diocesan/Parish Context:

1. I attended the Finance Council meetings. Major items approved were the following:
2. Legislative update:
 - a. Iowa HF487 was passed by the Senate with several amendments and is returned to the House for debate. The bill is rather extensive and includes the following, which might be of most interest to us:
 - i. Increases the tuition and textbook tax credit to 25% of the first \$2,000 rather than \$1,000, which raises the actual amount from \$250 to \$500 per child.
 - ii. Increases the tax deduction for teachers that purchase classroom supplies from a maximum of \$250 to \$500.
 - iii. Requires all schools to have flagstaffs displaying the US and Iowa state flags. JFK's flagstaff has never flown an Iowa flag. Currently, the flagstaff has been broken for some time and requires a bucket lift to allow someone to fix it.
 - iv. Authorizes any principal to allow students to attend school without face coverings regardless of federal, state, county, or city recommendation, regulation, or order.
 - v. Increases the STO tax credit from 65% to 75%
 - vi. Increases the STO cap in calendar year 2022 from \$15 million to \$20 million. Eliminates the requirements that a certain amount has to be raised each year before the cap may be increased.
 - vii. Restricts the number of charter schools in a geographic area to one elementary, middle school, and high school per every 10,000 public and non-public students within the geographic area.
 - viii. Loosens open enrollment guidelines.

b. Faith Formation/Religious Education Coordinator (Kaye)

- We will have our final Faith Formation class on May 12, 2021. Attendance has continued to be good. Some conflicts with baseball and softball schedules.
- Faith Formation classes participated in the Uplift Your Priest Campaign on April 21 with each class saying special prayers for Fr. Jake and Fr. Scott. Students prayed in their classrooms, by the Mary statue outside of church and in the Rosary garden.
- Faith Formation students will be creating "Thank you for being our neighbor." baskets and delivering these to the front doors of the residences around OLV/JFK property on May 5, 2021. Baskets will also be created for our Parish Nurses to deliver to homebound parishioners.
- 34 students received First Holy Communion on April 25; 1:00PM or 3:00PM.

- Created the online registration form for 2021-2022 Faith Formation.
- Created online registration for a 2 day in-person VBS on July 15 & 16, 2021. There will also be a presentation on Sunday, July 18 along with a family social following the 11AM Mass. We will be using the church and parish center as the school building will not be available for use due to HVAC work being completed.
- Created a volunteer online signup for adults and students completing 5th - 12th grades who want to help with Vacation Bible School.
- Completing recommendations from Diocese regarding Safe Environment audit.
- Met with other Faith Formation staff to complete a budget proposal for 2021-2022.
- Document monthly expenses and income to the Faith Formation budget.
- Participate in Confirmation Revisioning meetings
- 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.
- Prepare weekly lessons for Kindergarten Family Faith Formation.

c. Faith Formation/Adult Faith Formation (Jennifer)

- I am taking part in the newly formed Faith Formation Committee and participating in those meetings.
- The Adult Faith Formation opportunity: *Jesus: The Way, the Truth, and the Life* is currently underway. It 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*, is scheduled for August 15-17, more information will be provided as the date approaches.
- RCIA began Sunday September 20. Four people were initiated into the church at the Easter Vigil. RCIA will continue to meet through Pentecost.
- I am still working weekly with one fourth grader in preparation for him to receive his sacraments in a few weeks. We have been working together since the fall of 2019.

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 be like?

- Our first discernment workshop focusing on the question of identity went well. A couple juniors attended, and gave some great feedback. We offered round 2 on Wednesday, April 21st, and will offer round 3 on Friday, May 7th.
- The Diocese has decided to send staff to NCYC, so we're full speed ahead on planning.
- We have a total of 26 signed up for NCYC – 20 youth, 6 adults. Payments will be due by the end of May.
- We will continue to send out care packages, run Alpha groups, and find other effective ways of reaching teens on the margins.
- All our Freshmen, Sophomores, and Juniors (for whom we have accurate address info) have now received care packages this Spring

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 – On April 29th, our seminarians joined us to share their vocation stories while competing in minute-to-win-it style games and events. This May we're inviting women of all stages and walks of life to be part of a panel for Theology on Tap.

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.

Confirmation Coordinator's Report:

Revisioning Confirmation:

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."

Our Confirmation date was April 17th and we had 43 candidates confirmed in total. We do have a couple students who still need to receive the Sacrament, who never submitted any forms, or decided to hold off this year. We'll continue to work with them to help them receive the Sacrament.

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

a. N/A

6. COMMITTEE REPORTS AND COMMUNICATIONS

a. Generations of Faith Committee (Julaine, TBD)

i. n/a

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

i. One person interested.

ii. May 22/23 will be the election weekend

1. If an election is needed, we will have one; otherwise, if there are three running for three spots, they will be announced as the board members for next year

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

i. Date is not set

ii. Volunteers have committed

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
 - i. Vocation ministry should be absorbed in Parish Council
 - ii. The number of council members has been decreased from 2 to 9
 - iii. Cozi TV through June for masses

| 2020 | 2021 |
|------------------------|----------------------|
| 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) – April 26
 - i. Capital campaign.
 - 1. There will be a bridge loan to compensate until all contributions come in
 - ii. We are \$50,000 in the black for budget.
 - 1. Note we cut \$150,000 from budget
 - 2. Still waiting for the offertory to get back to normal
- k. Home & School Association
 - i. Plant sale pickup was April 29 and 30
 - ii. Would like to see a BOE member at the H&S meeting
- l. Band and Music Boosters
 - i. n/a
- m. Assumption High School Rep. (Pat Archer)
 - i. Enrollment looks good
 - ii. Graduation at the end of the month
- 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
 - 2. This committee has been disbanded
 - ii. Teacher Support Committee (Peter, Chris, Julaine)
 - 1. Will not meet until next Fall

7. OLD BUSINESS

- a. Scott County Catholic Schools K-12 Regionalized Education System
- b. EANS funding spreadsheet

8. NEW BUSINESS

9. ITEMS FOR BOARD ACTION

- a. Motion Staff salary increases approximately 2%
 - i. 2nd
 - ii. Passed
- b. Motion to move June BOE meeting Monday, June 21st
 - i. 2nd
 - ii. Passed

10. ITEMS NEEDING DISCUSSION, BUT NOT NECESSARILY BOARD ACTION

- a. Potential referral tuition discount
- b. Staff salary increases
- c. Home and School by-laws
 - i. Carry over to June meeting
- d. Home and School potential fee
- e. June BOE meeting timing is June 21 at 6:30 pm to allow for budget preparation
- f. Board Election

11. 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 21 – Revised for budget availability