

OUR LADY OF VICTORY BOARD OF EDUCATION MEETING
6:30 P.M. Tuesday, April 4, 2023, Zoom
Link to Zoom Meeting: <https://kennedy-dav.zoom.us/j/88319238079>

AGENDA OF REGULAR MEETING

1. CALL TO ORDER
 - a. OPENING PRAYER
 - b. ROLL CALL
 - c. Ann Craig, Tom Poston, Chris Fox, Heather Rushenberg, Chad Steimle, Jennifer Boyd, Fr Jake, Fr Andrew, Molly McCarty, Julaine Edwards
 - d. Parish Council:
 - e. Guest: Marry Epping, Karen Youngerman
 - f. Home & School: Allison Arlt
 - g. 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)

Leadership of School Culture and Instruction:

1. Work on becoming a High Reliability School (Level I) through Marzano Resources continues each week:
 - a. We are at the point of finishing documentation and making videos describing our strengths regarding a safe, supportive, and collaborative culture.
 - b. With access now to the details of all five levels of the high reliability framework, we may do the self-assessment work and growth plans associated with one or more additional levels but not all of the work required to acquire and maintain certification.
2. PLC coaching and classroom observation work by Kitty Temming and Ethan Connors continues.
3. Morgan Clark has indicated that she will be moving near her family in Utah at the end of the school year. We have been advertising for a middle school math position for about 6-7 weeks now. There have been six inquires:
 - a. Two are from out of the country
 - b. Two withdrew even before we reached out to them and have not responded to our communications. One of the two did not have a teaching license at all
 - c. One will likely stay in a public school position
 - d. One does not have proper Iowa licensure, and we are working to see how/if there is an option for this person to be a viable candidateAn additional person to whom we reached out needs to remain part-time for at least another year.
4. The eighth grade career fair was in March. We had about 42 business representatives and 150 students. We are considering joining with JA for their new 8th grade career fair. Their new career fair was a held over two days with about 50 businesses and a total of 1,500 8th graders from the QC. With the press that JA's program received this year, I thought it might make more sense to combine to do one. However, after seeing the numbers now, I am not as convinced.
5. Dianne Siefers have continued to work on the computer science standards and means to address them. We have unplugged and plugged activities in the three grade strands K-2, 3-5, and 6-8. We have used Title IV federal funds to help purchase materials for the plugged activities.

1. Below are the pre-registration numbers as of 3/31/2023

Grade	Completed the Online Pre-Registration	Possible new students Several had previously attended JFK	“Rollover” Counts	Percentage of current students for whom pre-registration was completed	Potential Enrollment as of 3/31/2023 and assuming 95% retention
K	44				44
1	31	4	34	79% (27 of 34)	36
2	35	6	38	76% (29 of 38)	42
3	30	2	34	82% (28 of 34)	34
4	29	4	32	78% (25 of 32)	34
5	21	2	33	58% (19 of 33)	33
6	26	2	34	71% (24 of 34)	34
7	33	3	38	79% (30 of 38)	39
8	29	0	41	71% (29 of 41)	39
Total K-8	278		284	74% (211/284)	335
T/Th 3 yr old no wraparound	8		Total in the room on T/Th	18	
T/Th 3 yr old PT wraparound	1				
T/Th 3 yr old FT wraparound	0				
MWF 3 yr old no wraparound	2		Total in the room on MWF	12	
MWF 3 yr old PT wraparound	1				
MWF 3 yr old FT wraparound	0				
MWF 3 yr old PM (set up error in the system)	2				
M-F 3 yr old no wraparound	3		Total pre-registered for 3 yr old	21	

M-F 3 yr old PT wraparound	0				
M-F 3 yr old FT wraparound	6				
4 yr old am SWVPP	25		Total pre-registered for 4 yr old am	43 State cap: 40	
4 yr old am SWVPP PT wraparound	3				
4 yr old am SWVPP FT wraparound	12				
5 yr old	1		Cannot have a spot if there are 4 yr olds waiting		
IL	1				
Additional staff child	1				
4 yr old pm SWVPP	11		Total pre-registered for 4 yr old	54	
Wraparound PT	5				
Wraparound FT	18				
Potential Total in room for wraparound at a time	23				

JFK's and ASCS' pre-registration rates are less than SPS' and LCS' rates. JFK's rate does not surprise me, given our history of slow returns of tuition contracts as well. Over the last four years, we have averaged only 74% of tuition contracts returned by the May board meeting. SPS and LCS also have school office staff members who have been trying to make contact with families. We have office staff members who are trying to run a Gala and do accounting.

Decisions are being made using pre-registration numbers. For example, waiting lists are being developed, and the number of sections per grade level are being determined, which also determines staffing needs. Currently, the issues are whether or not to go from one section to two or two sections to three.

Several of the "new" students listed above are siblings of students currently in the building and students who had left due to financial reasons in the past.

I predict that there will be far less volatility in our kindergarten numbers than in the past. Typically, although the *number* who came to round-up was fairly consistent with the *number* who enrolled by August, they were not always the same students. Several would come to round-up but then determine that they couldn't actually afford to attend JFK. ESAs for kindergartners will eliminate the financial barriers.

2. The registration process now looks like it will have three parts this year:
 - a. Pre-registration: Decisions regarding wait lists and who receives tuition contracts will be based upon pre-registration information this year. This information is also being used to determine the number of sections needed at each grade level, which also impacts staffing needs. Pre-registration is ongoing.
 - b. Online registration: This process will take the place of completing paper student information sheets toward the end of summer. The online app is now expected to be available no earlier than April 20th or so. Next year, the online registration may be able to replace a pre-registration process entirely.
 - c. Online tuition contracts: An online tuition contract will be sent to families around mid-May to establish payment methods. Payments will begin in July.
3. ESAs, tuition rates, and financial assistance:
 - a. The administrative rules for the ESA legislation are not yet available.
 - b. There is hesitancy to finalize K-8 tuition rates until the ESA rules are available. It is expected that K-8 tuition rates will not rise by more than 5%, which has been the historical increases for K-8 tuition rates.
 - c. FTP: Returning families who believe they will not qualify for ESAs according to 300% of poverty are encouraged to still apply for FTP now.
 - d. I may be in Ankeny April 20-21 for meetings regarding ESAs.
4. We are trying to determine what can be done with the gym scoreboard and/or who we can contact to give us guidance. The currently malfunctioning scoreboard was donated about 7-8 years ago at a cost of about \$3,000-\$4,000. A comparable new unit without installation is about \$4,600-\$7,000 today. Neither H & S nor JFK has that amount budgeted for such an unexpected expense this year.
5. Brick work around the exterior of the gym walls, the west windows, and the exterior northeast corner of the school/cafeteria will be completed this summer. The gym fan will also be removed. Finance Council approved the work not to exceed \$55,000.
6. School safety initiatives from the Governor's office, utilizing federal funds:
 - a. \$50,000 federal grant available for capital improvements for safety: Must be linked to the assessment. We have begun to talk to vendors and an architect. While the money is available, the process to access it is daunting. The \$50,000 also won't go very far.
 - b. Radio for direct communication with first responders (free): These radios are slowly starting to be shipped to schools. (I believe the figure was 1200-1500 schools signed up, and they've shipped 78-84 units so far.)
 - c. Safe+Sound Reporting System (free): Dangers and threats can be reported through an anonymous, if one would like, website, app, or via text/voice. State intake specialists will be able to communicate with the person making the report and route the information to the appropriate school officials and/or local agencies. We will roll it out at JFK shortly.
 - d. Critical Incident Mapping (free): Digital mapping of schools will be conducted. These maps would be available to first responders.
7. Playground:
 - a. A document for generating discussion was created and shared with staff, student council officers, and Home & School representatives. Their input was used to edit the document. The document describes our current state, budget, parameters for a new playground, and preferences for the *types* of equipment in which people are interested.
 - b. The edited document has been shared with one vendor now. It is also linked here: [Playground document](https://docs.google.com/document/d/1zBtCho19jiku8KegLf02JKkTuGYk5W7Ndhb4Sf6EA9E/edit?usp=sharing). The url is the following, if it needs to be copy/pasted into a browser: <https://docs.google.com/document/d/1zBtCho19jiku8KegLf02JKkTuGYk5W7Ndhb4Sf6EA9E/edit?usp=sharing>
 - c. We did not have hard cost estimates and quotes to be able to apply for a grant by SCRA's April 1st deadline. We'll apply for the fall cycle. The timing is probably fine as we had anticipated, and at least this one vendor confirmed, that they are designing playgrounds now and this summer for installation in spring/summer of 2024.

Leadership in Diocesan/Parish Context:

1. SCCS: Fr. Jake, as trustee and board member, can provide a better update
 - a. See above on ESAs, pre-registration and registration.
 - b. Lease agreements are almost finalized.
 - c. I am in discussion with Nikki Gartner, SCCS finance and human resources director, regarding parts of the JFK budget that were passed by the SCCS board. Dramatic cuts were made to technology and building maintenance and repairs, in what had been at one time, described as a need to create more equity among the schools.
 - d. Nikki Gartner has made presentations regarding benefits to the staffs of each building. Some adjustments were made due to feedback.
 - e. There may be some liabilities that SCCS does not take on such as accumulated sick time and outstanding debt in relation to the schools.
 - f. Nikki Gartner met with Meredith Ash to review the operations of the federal lunch program. It now appears that JFK and ASCS will operate their NSLP programs as separate entities with the accounting done by SCCS.
 - g. The issuance of employment contracts to teachers has been delayed as they attempt to even out how years of experience were utilized in the past at each of the schools.
 - h. Andy Craig visited with JFK staff members regarding SCCS.
 - i. A “first peak” open meeting regarding ESAs in Scott County was held at AHS.
 - j. The structure of SCCS will be set up slightly different than at one time proposed. At one time, it was proposed that the corporation of SCCS be set up, and the schools would be parts of it but not legal entities unto themselves. Assumption and ASCS are currently separate legal corporations, but JFK, SPS, and LCS are not separate legal entities from their parishes. For legal reasons, the corporation AHS and the corporation ASCS could not cease to exist. It was then determined that a legal corporation for just the schools each of JFK, SPS, and LCS might be beneficial and would be created. The five schools would then be legal corporations set up as subsidiaries or divisions of the parent corporation, SCCS. JFK will, thus, from a legal perspective, cease to exist as the parish school of OLV and become a legal entity unto itself as a subsidiary/division of SCCS.
 - i. The articles of incorporation for the new JFK corporation are being drawn up by an attorney. They will likely say something about the advisory boards at each school. That means it may impact board membership and elections.
 - k. Fr. Jake, Megan Masterson, Ann Lotspech, and I have begun to meet weekly as we start closing in on the accounting transition from JFK as part of OLV to JFK as part of SCCS.
2. I attended pastoral administrative staff, Finance Council, and parish council meetings.
 - a. A new sign was installed on the southwest part of the building. Portable signs have been purchased for new procedures on days when school is in session and there is a funeral luncheon.
 - b. Finance Council continues to have discussions about how the school accounting is closed at the end of June and what happens to outstanding payments still due for tuition, fees, etc.

4. PASTOR’S NOTES (Fr. Jake G.)

5. COMMITTEE REPORTS AND COMMUNICATIONS

- a. Finance Committee (Chad S., Lisa, Courtney) (Discussions to be held at board meeting)
 - i. n/a
- b. Nominating Committee (All board members)
 - i. Need the number of new board member
- c. Policy Committee (Chad S., Molly, Tom) (Spring 2023)
 - i. n/a
- d. Strategic Planning Committee (Chad S., Chris, Ann) (Discussions to be held at board meeting as needed)
 - i. n/a
- e. School Improvement Advisory Committee (Chad S., Lisa, Ann, Chris F.)

- i. n/a
- f. Marketing/Public Relations Committee (Chad S., Julaine, Tom, Heather)
 - i. Waiting for the next round of marketing materials.
- g. Grant Writing Committee (Chad S., Chris)
 - i. n/a
- h. Parish Council (rotating per schedule) 4th Thursday of each month 7:00 pm
 - i. At Parish Council the transition of pastors was discussed.
 - ii. They have the lease agreement to resolve

2022	2023
August 23 - Tom September 23 - Julaine October 28 - Heather November 24 - Lisa	January 26 - Chris February 23 - Ann March 23- Molly April 27 - Jenifer May 25 - Tom

- i. Finance Council Rep (Courtney, Heather)
 - i. talked about the brick house
 - ii. Working on getting more pledges
 - iii. The different projects that are needed to be completed.
- j. Home & School Association (Zoom meeting)
 - i. Wrapping up the year
 - ii. Teacher's appreciation is coming up
 - iii. funds to go toward the playground
 - iv. Looking for new members and co-officers to take the place of current leadership.
- k. Band and Music Boosters
 - i. n/a
- l. Assumption High School Rep. (Pat Archer)
 - i. n/a

6. ITEMS FOR BOARD ACTION

- a. Start date
 - i. I move that the start date for the 2023-24 school year for K-8 students be August 23, 2023.
 - ii. 2nd
 - iii. Passed
- b. Hours vs. Days
 - i. I move that the official instructional time for students be based upon hours for the 2023-24 school year.
 - ii. 2nd
 - iii. Passed
- c. School calendar

- i. I move that JFK adopts the unified SCCS elementary academic calendar for K-8 as presented.
 - ii. 2nd
 - iii. Passed
 - d. 4 Yr Old PS times
 - i. I move that the 4/5 year old regular preschool schedule be the same on Monday-Friday.
 - ii. 2nd
 - iii. passed

7. ITEMS NEEDING DISCUSSION, BUT NOT NECESSARILY BOARD ACTION

- a. None

8. COMMENTS FROM AUDIENCE and OPEN FORUM

9. CLOSED SESSION NEEDED?

- a. Yes, discussion regarding safety/security

10. CLOSING PRAYER

Additional Documents/Files to be Sent:

[SCCS elementary calendar](#)

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

<u>2022</u>	<u>2023</u>
August 2	January 3
September 6	February 7
October 4	March 7
November 1	April 4
December 6	May 2
	June 13