

**Lourdes Catholic School – Faith Formation Board**  
**Tuesday December 6, 2016 - 6:30 PM**  
**Location: Lourdes Catholic School Library**  
**Minutes**

Mike Puthoff, Maren Stoflet, Dave Reilly, John Leinart, Donica Mokosak, Chuck Ripley, Rochelle Schrader, Nicki Johnson, Mrs. Paul, Mrs. Mesick, Tyler Edwards, Dave Kaney, Jennifer Alongi, Fr Jason Crossen

- 1) **Called to Order** at 6:31 PM
- 2) **Opening Prayer** offered by Fr Crossen
- 3) **Introduction of Guests** – Mrs. Snyder, Kevin Greenley
- 4) **Approval of Agenda** – Motion offered by Chuck Ripley, second by Tyler Edwards, approved by board
- 5) **Approval of November Minutes** – Motion offered by Chuck Ripley, second by Tyler Edwards, approved by board
- 6) **Open Forum** –
  - a. Mike Puthoff relayed the following by request of Kristin Girkis – during weekend cleanup, it was noticed and recommended the LCS sign in the front of school be painted to refresh and possibly add solar power for lighting. Fr Jason said it should be okay as long as there is no change and that they check with the OLOL parish office to coordinate with and alert maintenance. Next step is to coordinate with Fr Jason and Travis (OLOL Maintenance Director.)
  - b. Chuck Ripley asked about cleanup of the awning at the same time and if power washing would be possible. Mike will write up a request for the above sign painting and light, and will include this as part of the request as well.
  - c. Dave Riley thought that Linda Mosher may be aware of a matching fund for this type of work for Bettendorf schools. Fr Jason said he is aware of a program to support upgrading facades and will check into it.
- 7) **Strategic Initiatives Update (Puthoff, Veit, Reilly, Snyder, Willits)**
  - a. Sharing of Service Plan report – Nicki Johnson and Mike Puthoff
    - i. Mike and Nicki are on the task force and gave an update of the Service Plan Recommendation. First stage was to research and come back to Home and School Association to approve approach. Second stage is to write up the agreed upon recommendation and bring to the board for approval.

Nicki shared it was decided not to make the recommendation a requirement and for now to recommend and encourage additional participation in service hours and SCRIP. 10-15 hours a year is what they are looking to recommend. They are currently deciding what opportunities to volunteer should be included, such as activities during and outside of school. They are also looking at recommending families purchase SCRIP with a profit of \$150-\$200 per family per year.

Discussion:

Chuck asked how to communicate what is expected to families. He suggested whatever decision is made should be communicated early on, and that if the decision is for participation to be recommended and not a requirement it should be followed up with good effort.

Donica suggested small steps before implementing the recommendation as a requirement.

Rochelle asked to clarify if the recommendation is either SCRIP participation, volunteer hours, or both. Mike said the task group is open to options or recommendations as this hasn't been fully decided.

Fr Jason said what he has found to be effective is the investment of time and sitting down with individual families to get to know them. He would like to continue to have personal conversations that go beyond signing up on paper as a member or student family enrolls to understand each family as each one is unique. Participation for contributions might be viewed more favorably if viewed as an incentive to decrease tuition via "scholarship." Structure is important for people to understand cost and the need for additional contribution as the tuition doesn't cover the entire cost per student. Fr suggested giving a clearer picture beyond tuition-rate focused as the participation message comes across differently.

John stated of the 80 people that responded to the survey, 80% were in favor of a service requirement versus SCRIP, and about half replied with comments which were negative overall. He suggested SCRIP may not be as accepted for a requirement.

Ms. Alongi said options could help with this. SCRIP and volunteering time may work differently for different families. Suggested one-on-one conversation may be most effective to get participation up and maybe the FFB could notify families.

Mike summarized that the intent is both looking for contributions and involvement. Hesitant to say it is a requirement, in part because of not having a tracking system in place. He agreed how the recommendation is worded is important.

Dave Reilly agreed with having one-on-one communication with families. Would anticipate workload should decrease after 1<sup>st</sup> year. He is concerned with SCRIP being an "or" with service hours as both funding and volunteer hours are needs.

Nicki said part of volunteering is the expectation of wanting people to be involved. SCRIP is an easy way to fundraise.

Kevin asked about 2 whys – financial and volunteering for engagement to the community. Asked if the two being presented in tandem could confuse the whys, and asked about rolling them out separately.

Ms. Alongi mentioned if people become more involved and around in person, SCRIP involvement could possibly increase on its own.

Tyler said he thinks the recommendation should be split with the two options of volunteer hours and SCRIP. If one can buyout, then maybe volunteer hours aren't viewed as needed. Possible clarification of how SCRIP money is applied to school expenses. He would like volunteer hours to include service hours in the community.

Dave Kaney asked for clarification if volunteer hours at church would count and all were in agreement of yes.

Rochelle suggested a list for service hour ideas and examples be developed.

Dave Kaney suggested a credit for volunteer hours in terms of monetary equivalent to \$150-\$200 might be a positive way to market for involvement.

Donica has been working the SCRIP program this year and thinks there may be better involvement overall by her observation. St John Vianney has increased their participation in SCRIP significantly this year. Thinks maybe SCRIP is on the right track, and suggested to focus on the volunteer aspect for now.

Mike concluded the discussion with offering that he and Nikki would come up with a plan to bring back to the board. Nikki will discuss within the week with Home and School Association.

- ii. Mike – Next Check In Session for Strategic Planning effort has been confirmed with Dan Ebener for January 24<sup>th</sup> at 6:30PM

## **8) Special Interest Group Reports:**

- a. Boosters/AD Report (Alec Clark)
  - i. See report
- b. Home & School Association (Nicki Johnson)
  - i. See report
  - ii. Nicki – second middle school event is planned for January with roller skating at the Eldridge skatepark. An invitation will go to all Catholic Schools. This also serves as a small fundraiser.
- c. Teacher Representative (Amy Paul and Gloria Mesick)
  - i. No written updates due to short time between November and December FFB meetings. K-2<sup>nd</sup> grades went to Flat Stanley at St. Ambrose last week, 8<sup>th</sup> graders to attend Finance Park tomorrow.
- d. Scott County Catholic Schools Advisory Board (Donica Mokosak, Jennifer Alongi)
  - i. No SCCSAB meeting since last meeting
- e. Assumption High School (Kristyn Tjaden)
  - i. Nothing to report
- f. Grant Writing (Rochelle Schrader, John Leinart, Teresa Heden)

- i. Ms. Alongi – SCRA grant for Middle School Science Lab was approved but not for as much as had been asked for. Will seek additional quotes for next step to see where to go or what options there are. Need to spend the grant money by 2017 so will need to get a schedule laid out for summer timing. Nikki said Home and School Association could add the request to this year’s Starry Night fundraiser. Ms. Alongi stated it is also an option to write up an additional grant request for flooring, ceiling and lights to add to the SCRA funding. Mrs. Mesick asked if new flooring, ceiling, and lights are needed. Ms. Alongi responded that it would complete the package and make the science lab a potential attraction for the LCS Middle School.
- g. Pastoral Council Report (Teresa Heden)
  - i. Dave Kaney – Pastoral Council has been continuing to work along. Their recommendation to FFB is to change from Faith Formation Board naming to Board of Education.  
Dave suggested the purpose of the current FFB as a Board of Education entity may be better communicated with such a name change. Next question/step is how to go about making appropriate changes and updates to policies. Maren will consult with someone at the Diocese and work this with Policy and Procedures Committee to figure out the best way.
  - ii. Dave –Pastoral Council will meet again Dec 24<sup>th</sup>.
- h. School Improvement Advisory Committee (Alongi)
  - i. Nothing to report

**9) Religious Education Reports:**

- a. Emily Andes – Director of Faith Formation - see report
  - i. From Emily’s report – dates coming up are highlighted in report. Flyer for First Communion will be added to and sent out soon. Mike asked about tracking for Formed.org. Dave Kaney said signup information is available but not usage information afterward. So far about 80 families have signed up. Rochelle asked about resending information in email so the link is handy for more families to sign up.
- b. Sara Scogland – Youth and Young Adult Ministry
  - i. See report Emily shared as Sara has been busy with St Nicks Workshop (which was well attended,) retreats, etc.

**10) Board Committee Reports:**

- a. Finance
  - i. No report at this time. Will be meeting on December 10<sup>th</sup> to continue work.
- b. Policy & Procedure
  - i. See report/policy attachments
  - ii. 3<sup>rd</sup> readings of 210.1A, B, and C presented by Maren. Motion for 3<sup>rd</sup> readings of Policies 210.1A, 210.1B, and 210.1C by John Leinart, second by Dave Reilly, approved by board. After opportunity for discussion, policies were approved with no additional changes.

- iii. 2<sup>nd</sup> Readings of 210.4A, B, and C, and Hot Lunch Policy (680A) presented by Maren.
  - 1. Motion for 2<sup>nd</sup> reading of Policy 210.4A by John Leinart, second by Tyler Edwards, approved by board. After opportunity for discussion, was accepted with proposed change.
  - 2. Motion for 2<sup>nd</sup> reading of Policy 210.4B by Dave Reilly, second by John Leinart, approved by board. After opportunity for discussion, was accepted with no additional changes.
  - 3. Motion for 2<sup>nd</sup> reading of Policy 210.4C by Donica Mokosak, second by John Leinart, approved by board. There was discussion for clarification when the new appointments to the FFB begin following the May election of officers. The policy was accepted with the inclusion of clarifying wording that at the end of the May meeting, the newly elected officers (Executive Committee) take office.
  - 4. Motion for 2<sup>nd</sup> reading of Hot Lunch Policy (680A) by Rochelle Schrader, second by Chuck Ripley, approved by board. There was discussion for clarification of the responsible offices and was agreed to change the wording to the Business Offices. The policy was accepted with the inclusion of the Business Offices edit to the proposed changes.
- iv. 1<sup>st</sup> Readings of 210.4D and E presented by Maren.
  - 1. Motion for 1<sup>st</sup> reading of Policy 210.4D by Rochelle Schrader, second by Chuck Ripley, approved by board. After opportunity for discussion, policy was approved with no change.
  - 2. Motion for 1<sup>st</sup> reading of Policy 210.4E by Tyler Edwards, second by John Leinart, approved by board. There was discussion regarding ensuring notification of all members for any Urgent Board matter in order for a decision to be made. Policy was accepted with this modification.
- c. Public Relations / Marketing
  - i. See report
  - ii. Chuck – nothing additional
- d. Executive and President's Report
  - i. Executive Committee met prior to this meeting. All topics have been included here.
  - ii. See President's report

## 11) Principal Report

- a. See report
  - i. Recommended 2017-2018 Preschool Tuition Rates: Small tuition increases recommended for 3-yr old Preschool classes. Comparative tuition to area Catholic schools. 4-yr old non-qualifying tuition (including out of state and others) recommended decrease from \$3000. Shared concern that if tuition rate is too high for 4-yr non-qualifying Preschool, it may inadvertently force a family to advance a student to Kindergarten when the student might not be ready. Passed along that Sheryl Lackey is in support of Ms. Alongi's recommendation given the consideration of the possible unintended effect. Chuck said he has some concern over a decrease in tuition. Mike asked about what percentage of students fall into the non-qualifying category. Ms. Alongi said she has more concern that limited financial implications may be driving the

choice versus readiness. Financially this can be a split with tuition and wrap-around care.

Dave Reilly asked how \$2400 (proposed new rate) compares to other area programs. Ms. Alongi said others that have traditional Kindergarten have rates that are lower. Dave asked how the \$2400 (\$600 decrease) was decided and if this is a competitive rate with alternatives in the area. Ms. Alongi said it is a split of the difference from the \$1900 tuition 2 years prior when it was intended to not make it cost prohibitive to have an additional year in the 4-yr old Preschool program. There is difficulty in making a comparison to 4-yr old public school programs as they are filled by state qualified children with no additional slots. LCS has slots open for the cases when a state qualifying slot doesn't come into play. The mission of LCS is the K-8 program and these options help nurture and feed into that program. It was asked what cost effect there was with one of the Preschool teachers going from 5 days in previous years to 4 days this year. Ms. Alongi responded that the 5<sup>th</sup> day this year is for prep time with the significant workload of two required assessments for the statewide Preschool program. Area schools do also have 4-day programs. John noted the increase per day is lower than area comparable rates when broken out by day, and Kevin asked if the cost of care is cheaper for 2 versus 3 days. Ms. Alongi said she is hesitant to recommend too much of a raise at once and that is why the difference is not exactly proportional. Rochelle agreed that families often compare to the prior year and it might be better to gradually increase. Mike said a task force was assigned to this in the past and the same could be done for further analysis. However, there would likely not be time to gather all the required data to look at adjusting the recommended rates in time for the upcoming school year. Ms. Alongi said she feels the rates are competitive and fair. Mike asked to move forward with what Ms. Alongi provided for recommendations and can revisit the approach for the future in March. Ms. Alongi pointed out this also goes to the Parish Finance Council for approval. Motion to accept 3 yr old and 4 yr old Preschool recommended tuition rates made by Rochelle Schrader, second by John Leinart, and approved by board.

- ii. Recommended 2017-2018 K-8 Tuition Rates: K-8 recommended increase is slightly less than 5% at 4.5%, as well as changes to additional children rates. Diocesan Catholic Schools met to coordinate recommendations and this year it was recommended to start decreasing the discount for additional children, with the plan by 2021 to reach 85% for 2<sup>nd</sup>, 65% for 3<sup>rd</sup>, and 10% for 4<sup>th</sup> children and additional. There was concern mentioned within the Diocesan group that ESAs may pass and there was consideration to charge what is truer to cost so that there wouldn't be exclusion from ESAs. Recommended non-parishioner rates are to reflect the true cost per child, and LCS does feel that is how it is currently aligned. Catholic tuition percentage increases are the same for each school, but not necessarily for the non-parishioner rates. Dave Reilly asked if the 4.5% tuition increase is in alignment to the anticipated increase in teacher salaries. Ms. Alongi replied yes. Motion to accept K-8 recommended tuition rates made by John Leinart, second by Dave Reilly, and approved by board.
- iii. Recommended eliminating the discount for 2<sup>nd</sup> child for non-parishioner rates versus the previous 80% rate. When applying for STO, you include what would be paid (80% versus 100%) so there is money available as the increase would be reflected in the potential aid. Dave Reilly asked if other schools are consistent in their per child rate. St. Paul's may give a \$300 discount but also have a separate category for non-parishioner Catholic rate, while others do not for additional

children. Motion to accept \$5600 non-parishioner K-8 recommended tuition rate with no discount for additional children made by Chuck Ripley, second by Donica Mokosak, and approved by board.

- iv. Recommended no change to Lourdes Little Lancer Care and Before and After School Care rates. They are comparative to other area schools. Motion to accept recommendation by John Leinart, second by Donica Mokosak, and approved by board.
- v. Chuck noted the forecast based on family responses for intentions to return would suggest two 1<sup>st</sup> grade classrooms may be needed next year. Ms. Alongi confirmed the anticipated need for two 1<sup>st</sup> grade teachers. She is also watching the 4<sup>th</sup> grade potential class size increase with 29 versus the current 24. Donica asked what grade the typical decline in students occurs, and Ms. Alongi said it is typically 6-7<sup>th</sup> and 7-8<sup>th</sup> grade transitions. She has also been following up with families that haven't responded to the email about whether they intend to return next school year. The responses so far support being able to offer contracts to existing teachers with some shifting of teachers for particular grades, which appears doable. Anticipated class size numbers and feedback in general were discussed.
- vi. Recent water damage from leaking of the roof loosened some of the structure and there has been asbestos found around the beams in the back corner of the library. Phase 1 ?? inspections were done which verified and recommended to leave the area sectioned off in plastic. The previous report from June 2014 from Abatement Specialties will be pulled to see what was reported at that time. Since the exposed asbestos was wet, the procedure is for it to be left alone. There were stuffed animals and bean bags in the area, which have been discarded. Extra precaution was taken to seal the area and teachers were advised and agreed to proceed with it as sealed. More information will be shared as it is found out. Travis (OLOL Maintenance Director) will continue to handle this.

## **12) Father Jason Report**

- a. See report, nothing additional

## **13) Business Manager's Report**

- a. See report

## **14) Old Business or New Business**

- None

**15) Adjourn regular session** - Motion offered by Donica Mokosak, second by Dave Reilly, approved by board at 8:31 PM.

## **16) Closed Session held**

**17) Adjourned** at 8:53 PM

## **18) Future Meetings**

- January 19, 2017
- TUESDAY January 24, 2017 at 6:30 PM – Strategic Initiatives Updates
- February 9, 2017
- March 9, 2017

- April 6, 2017 (Holy Day Apr. 13<sup>th</sup>)
- May 11, 2017
- June 8, 2017

## Executive Committee and President's Report – December FFB

Executive Committee will be meeting prior to full FFB on December 6. Any updates will be provided to full board.

President worked on the following issues this month

- Been in communications with the principal on tuition rates discussion
- Been in communications with the principal about families' indications to return to LCS next year.
- Communications with Nicki Johnson on fundraising for the science lab
- Attended Finance Council meeting on Tuesday November 15, 2016.

Our Lady of Lourdes Faith Formation Board

**Policy 210.4A**

**BOARD OF EDUCATION**

**General Powers and Duties**

The members of the Faith Formation Board will make rules for its own **governance**, and that of the teachers and students, with the approval of the Superintendent of the Diocese, and aid in the enforcement of these rules, and require the performance of duties of said persons imposed by the law, and the rules of the Diocese of Davenport.

**LEGISLATIVE**

The Faith Formation Board represents the people of Our Lady of Lourdes Parish, St. John Vianney Parish, and Our Lady of Lourdes School and will function as a policy making board.

**APPRAISAL**

Appraisal is the function which attempts, through careful examination and study of facts and conditions, to determine the efficiency of the operations of the school, not only in dollars and cents, but in the desirable values of our Catholic faith as the result of instruction based upon our Catholic philosophy of education.

Policy Adopted: November 3, 1988

Policy Revised: March 5, 1992

Policy Revised: June 1, 2006-2007

Policy Revised: April 4, 2013

**Policy 210.4B**  
**BOARD OF EDUCATION**

**Executive**

The Executive Committee of the Faith Formation Board will consist of the pastor of Our Lady of Lourdes, President, Vice President, and Secretary of the Faith Formation Board. This Committee will delegate to the Administrator the authority for carrying out the policies, plans, and administrative details necessary to ensure that all phases formulated by the Board are made effective in the operation of the school.

**President**

The President of the Faith Formation Board is responsible to preside at all meetings. If unable to attend, the Vice President will assume the responsibility of the President at the Faith Formation Board meeting.

**Vice President**

The Vice President of the Faith Formation Board will be responsible to assume leadership when the President is unable to attend meetings.

**Secretary**

The Secretary of the Faith Formation Board will prepare and keep a complete record of all proceedings of each meeting of the Faith Formation Board. **Once approved by the Board,** copies of the complete record will be provided by the Secretary to the school office for posting on the school website.

Policy Adopted: November 3, 1988

Policy Revised: October 2004-2005

Policy Revised: January 7, 2010

Policy Revised: April 6, 2013

**Policy 210.4C**  
**BOARD OF EDUCATION**

**Election of officers**

The Faith Formation Board President, Vice President, and Secretary will be elected in accordance with the Our Lady of Lourdes Constitution. The timing of the election, voting eligibility, and eligibility for the officers is addressed in that document.

The current President of the Faith Formation Board will appoint one of the outgoing voting members to preside over the elections. ~~as the Election Chairman~~. Elections for each office will be conducted at the ~~June~~ **May** meeting and are to occur separately and in succession; first for President, second for Vice President, and then for Secretary. The ballot for each office will be written and confidential. Absentee ballots will be allowed. The ~~Election Chairman and the Pastor (or in his absence, the Associate Vicar)~~ **President** will **designate two non-voting members to** tally the results.

The elections are by written ballot with all voting members of the Board, not including newly elected members, being eligible except in the case where a voting member has already held the office being voted on for two consecutive years. The voting members of the Board may not remove their names from consideration before the first ballot is cast. If an individual is elected who prefers not to assume that role for the next year, they can then withdraw their name from consideration and a second ballot will be cast.

If one elected member of the Faith Formation Board receives a majority of the total votes cast, the election will stand. If one voting member of the Faith Formation Board does not receive a majority of votes, the name of the two nominees with the greatest number of votes will be presented for a second ballot.

Policy Adopted: June 2, 1994

Policy Revised: June 1, 2006-2007

Policy Revised: April 6, 2013

**Policy 680A**

**STUDENT PROGRAMS**

**Hot lunch program**

Lourdes Catholic School (LCS) will administer its own milk and hot lunch program.

**The LCS and Our Lady of Lourdes parish offices are responsible for tracking and taking appropriate action to ensure lunch fund balances are current.**

Policy Adopted: November 3, 1988

Policy Revised: June 1, 2005-2006

Policy Revised: December 16, 2010

Policy Revised: January, 2014

Policy Reviewed: December 2015

Our Lady of Lourdes Faith Formation Board

**Policy 210.1A**

**BOARD OF EDUCATION**

**Board of Education Elections**

- A) Regular Board of Education elections shall be held each May. The Board President shall appoint a Nominating Committee. The Nominating Committee will review each nomination and present recommendations for membership to the full Board for vote at the May Faith Formation Board Meeting.
- B) Notices of this election and request for nominations will be placed in the Our Lady of Lourdes Sunday bulletin and weekly LCS administrator reports for three weeks prior to the election.
- C) The Chairman of the Policy and Procedure Committee or the Board President shall accept nominations and present the slate of candidates for consideration.
- D) The Policy and Procedures Committee or other Board designated person(s) shall contact all nominees and confirm their desire to run for a position on the Board.
- E) A board alternate will be asked to fill any mid-year board vacancies. If needed, additional vacancies will be filled as determined by the executive committee of the board, subject to a majority vote. Alternate members or appointed members will serve the duration of the vacated term. If a Board position needs to be filled after the school year has started, the Alternate will be asked if he/she would like to finish that Board position term. If not, or if there are additional positions to be filled, an immediate notice of the vacant position(s) and request for nominations would be placed in the Our Lady of Lourdes Sunday bulletin and LCS weekly administrator's report every week until filled.

**Policy 210.1B**  
**BOARD OF EDUCATION**

**Term of Office**

All elected members will serve a term of three years. Terms of members shall overlap so that not more than one third of the members' terms expire at the same time.

- A. No member may serve more than two consecutive terms.
- B. The term begins with the first regularly scheduled board meeting following the election.

Policy Adopted: November 3, 1988  
Policy Revised: October 2004-2005  
Policy Revised: February 4, 2010  
Policy Revised: February 21, 2013

**Policy 210.1C**  
**BOARD OF EDUCATION**

**Membership**

The Faith Formation Board will consist of the following:

- \*Pastor of Our Lady of Lourdes Parish (OLOL)
- \*Eleven elected members representing all children attending educational programming, and
- \*One representative from OLOL pastoral council

Any OLOL Parish member 18 years or older or any parent/guardian of a child attending Lourdes Catholic School (LCS) is allowed to serve as a Board member.

Ex-officio members will consist of the following:

- \*Administrator of LCS
- \*President of LCS Home and School Association
- \*Teacher representative from LCS
- \*LCS Athletic Director
- \*OLOL Business Manager
- \*OLOL Director of Faith Formation
- \*OLOL Coordinator of Youth Ministry
- \*Representative from Assumption High School
- \*Representative from St. John Vianney Parish

Policy Adopted: November 3, 1988  
Policy Revised: October 2004-2005  
Policy Revised: February 4, 2010  
Policy Revised: February 21, 2013

Our Lady of Lourdes Faith Formation Board

**Policy 210.4D**

**BOARD OF EDUCATION**

**Meeting Times**

Faith Formation Board meeting dates for the upcoming academic year will be determined in May by the Lourdes Catholic School Administrator and the Faith Formation Board President.

Policy Adopted: November 3, 1988

Policy Revised: October 2004-2005

Policy Revised: October 1, 2009

Policy Revised: November 18, 2010

Policy Revised: April 6, 2013

**Policy 210.4E**  
**BOARD OF EDUCATION**

**Urgent Board Decisions**

Urgent Board decisions can be made via phone, email or video conferencing so long as quorum is attained in doing so. **The urgent Board decision(s) will be captured in the minutes of the next Board meeting.** ~~The content of the process will be provided at the next scheduled Board meeting.~~

Policy Adopted: November 5, 2009  
Policy Revised: April 6, 2013

# Lourdes Catholic School

BUDGET VS. ACTUALS: 2016-2017

November 2016

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>INCOME</b>				
<b>Total Income</b>			<b>\$0</b>	<b>0%</b>
GROSS PROFIT	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>EXPENSES</b>				
<b>Total Expenses</b>			<b>\$0</b>	<b>0%</b>
NET OPERATING INCOME	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>OTHER INCOME</b>				
42000 School Income				
42001 Tuition	29,463	39,798	-10,335	74.00 %
42002 Registration Fees	100	1,431	-1,331	7.00 %
42003 Other Fees (Band)	150	562	-412	27.00 %
42004 Transportation	350	1,500	-1,150	23.00 %
42005 Extended Care Fees	14,556	25,222	-10,666	58.00 %
42006 Gifts and Donations		830	-830	
42006.A Gifts and Donations	25,850	5,916	19,934	437.00 %
42006.B SJV Support	1,304	3,891	-2,587	34.00 %
42006.C Matching Gifts	5,000	791	4,209	632.00 %
<b>Total 42006 Gifts and Donations</b>	<b>32,154</b>	<b>11,428</b>	<b>20,726</b>	<b>281.00 %</b>
42007 Fundraisers (H&S/Beanbag )		1,250	-1,250	
42008 Grants and Funds (EOF/4Yr/FKM)				
42008.A EOF	19,050	5,871	13,179	324.00 %
42008.B 4 Yr Old Preschool Grant	20,224	17,250	2,974	117.00 %
42008.C Health Insurance		1,250	-1,250	
42008.D SCRA		1,500	-1,500	
<b>Total 42008 Grants and Funds (EOF/4Yr/FKM)</b>	<b>39,273</b>	<b>25,871</b>	<b>13,402</b>	<b>152.00 %</b>
42009 Bequests & Memorials	1,245		1,245	
42010 Preschool Tuition - 2 day 3 day	3,958	4,133	-175	96.00 %
42013 Refunds and Reimbursements	4,172	133	4,039	3,137.00 %
42014 Other Instr, Tech, Admn Fee Income	35	895	-860	4.00 %
42018 Pre K Documentation		866	-866	
42019 Before and After Care	3,690	3,291	399	112.00 %
42020 Student Lunch Income	6,431	6,614	-183	97.00 %
42022 Student Activities	212	855	-643	25.00 %
42024 Extended Care Registration	25	0	25	
<b>Total 42000 School Income</b>	<b>135,815</b>	<b>123,849</b>	<b>11,966</b>	<b>110.00 %</b>
42800 Other Associated School Organizations				
42865 Booster Income	815		815	
<b>Total 42800 Other Associated School Organizations</b>	<b>815</b>		<b>815</b>	
<b>Total Other Income</b>	<b>\$136,630</b>	<b>\$123,849</b>	<b>\$12,781</b>	<b>110.00 %</b>
<b>OTHER EXPENSES</b>				
52120 Salary Expense				

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
52121 Administration	16,880	16,385	495	103.00 %
52122 Instructional - Lay	47,600	50,456	-2,856	94.00 %
52124 Instructional - Substitute	1,294	2,222	-928	58.00 %
52125 Operational Wages				
52125.A Building, Equipment & Grounds Wages	150	5,393	-5,243	3.00 %
<b>Total 52125 Operational Wages</b>	<b>150</b>	<b>5,393</b>	<b>-5,243</b>	<b>3.00 %</b>
52126 Employer Tax Expense	7,294	8,338	-1,044	87.00 %
52128 Retirement Benefits	2,276	2,647	-371	86.00 %
52129 Other Benefits				
52129.A Flexible Spending Fee	18	60	-43	29.00 %
<b>Total 52129 Other Benefits</b>	<b>18</b>	<b>60</b>	<b>-43</b>	<b>29.00 %</b>
52131 Food Service Wages	2,885	2,387	498	121.00 %
52134 Other School Personnel	12,195	9,126	3,069	134.00 %
52136 Preschool Wages	9,914	10,331	-417	96.00 %
52137 Extended Care Wages	9,701	18,262	-8,561	53.00 %
52138 Before & After Care Wages	431	1,182	-751	36.00 %
<b>Total 52120 Salary Expense</b>	<b>110,637</b>	<b>126,789</b>	<b>-16,151</b>	<b>87.00 %</b>
52127 Employee Insurance Expense				
52127.A School Employee Insurance Benefits Exp	3,145	6,065	-2,920	52.00 %
<b>Total 52127 Employee Insurance Expense</b>	<b>3,145</b>	<b>6,065</b>	<b>-2,920</b>	<b>52.00 %</b>
52240 School Administration Expense				
52241 Staff Development		125	-125	
52242 Health Expense		42	-42	
52243 Professional Fees	397	119	278	333.00 %
52244 Public Relations		250	-250	
52245 Office Supplies	103	858	-755	12.00 %
52246 Postage		75	-75	
52247 Furnishings		166	-166	
52248 Equipment Maintenance/Repair				
52248.A Copier Lease/Maint. -Xerox & Riso	599	416	183	144.00 %
52248.B Xerox & Riso-Overages		53	-53	
52248.C Water Treatment Program		183	-183	
52248.D Inspection/Testing Fire Extinguishers		41	-41	
52248.E HVAC		855	-855	
52248.F Plumbing Repairs	22	200	-178	11.00 %
52248.G Electrical Repairs	107		107	
52248.H Food Program Equipment Repairs		83	-83	
52248.Z Other	391		391	
<b>Total 52248 Equipment Maintenance/Repair</b>	<b>1,118</b>	<b>1,831</b>	<b>-713</b>	<b>61.00 %</b>
52249 Technology Expenses	888	962	-74	92.00 %
52250 Transportation	2,000	2,500	-500	80.00 %
52255 Other Expense	-125	333	-458	-38.00 %
52258 School Hospitality		70	-70	
52272 LCS Lunch Program Expenses	2,093	4,226	-2,133	50.00 %
52274 Bank Charges		42	-42	
<b>Total 52240 School Administration Expense</b>	<b>6,474</b>	<b>11,599</b>	<b>-5,125</b>	<b>56.00 %</b>
52360 Instructional Expense				
52361 Staff Development		200	-200	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
52362 Student Activities	100	940	-840	11.00 %
52363 Extracurricular Expense		416	-416	
52363.B Music/Band/Choir	35		35	
<b>Total 52363 Extracurricular Expense</b>	<b>35</b>	<b>416</b>	<b>-381</b>	<b>8.00 %</b>
52364 Educational Materials		1,866	-1,866	
52365 Instructional Supplies	382	479	-97	80.00 %
52366 Teaching Supplies/Paper		208	-208	
52367 Media/Library Expense		100	-100	
52369 Before and After Expense		208	-208	
52370 Extended Care Expense	921	5,083	-4,162	18.00 %
52371 4 YR Preschool Expense	761	1,916	-1,155	40.00 %
<b>Total 52360 Instructional Expense</b>	<b>2,200</b>	<b>11,416</b>	<b>-9,216</b>	<b>19.00 %</b>
52480 Plant Operation Expense				
52481 Utilities				
52481.A Gas & Electricity		3,033	-3,033	
52481.B Water	276	208	68	133.00 %
52481.C Sewer		100	-100	
<b>Total 52481 Utilities</b>	<b>276</b>	<b>3,341</b>	<b>-3,065</b>	<b>8.00 %</b>
52482 Telephone	100	140	-40	71.00 %
52483 Custodial Supplies		1,325	-1,325	
52484 Contracted Services				
52484.A Trash & Recycling	185	125	60	148.00 %
52484.B Pest Control		108	-108	
52484.C Lawn Care		208	-208	
52484.D Snow Removal		283	-283	
52484.F Fire Alarm		275	-275	
52484.G Security		108	-108	
52484.H Floors		384	-384	
52484.I Other-Maintenance & Supplies		250	-250	
52484.J Bottled Water		54	-54	
52484.K Credit Card Management		308	-308	
52484.M QB Payment Management	273	275	-2	99.00 %
52484.Z Other-Adminstration		3	-3	
<b>Total 52484 Contracted Services</b>	<b>458</b>	<b>2,381</b>	<b>-1,923</b>	<b>19.00 %</b>
52485 Building Maintenance & Repair	85	2,500	-2,415	3.00 %
52490 Grounds Maintenance & Equipment	28	38	-10	74.00 %
<b>Total 52480 Plant Operation Expense</b>	<b>948</b>	<b>9,725</b>	<b>-8,777</b>	<b>10.00 %</b>
52800 Other Associated School Organization Expense				
52865 Booster Expense	641		641	
<b>Total 52800 Other Associated School Organization Expense</b>	<b>641</b>		<b>641</b>	
<b>Total Other Expenses</b>	<b>\$124,044</b>	<b>\$165,594</b>	<b>\$ -41,549</b>	<b>75.00 %</b>
NET OTHER INCOME	<b>\$12,586</b>	<b>\$ -41,745</b>	<b>\$54,330</b>	<b>-30.00 %</b>
NET INCOME	<b>\$12,586</b>	<b>\$ -41,745</b>	<b>\$54,330</b>	<b>-30.00 %</b>

# FAITH FORMATION BOARD

DECEMBER 6, 2016

BUSINESS MANAGER REPORT

- 1) Financial Statement Update – *please note that bank accounts have not been reconciled yet, all numbers shown are preliminary.*
  - a. November 2016 – total school income \$135,815
    - i. Donation income received from Birdies for Charity \$25,025
    - ii. Matching gift donation received \$5,000
    - iii. Embracing our Future donation received reimbursement 401k 14-15 \$19,000
  - b. November 2016 – total school expenses \$123,403
  - c. Net Income November for School \$12,412
  - d. Income/Expense School Associations as reported to date – net income \$174
  - e. Net Loss for School & Associations \$12,586
- 2) Lunch Program Update
  - a. Notices are sent out weekly, only if balance falls below \$10.00, or a negative
  - b. No change in policy since last meeting
- 3) Account Receivables
  - a. Working on tithing Commitment letters will be sent again December
  - b. Tuition Payment letters to be issued by mid-January 2017
- 4) Finance Committee
  - a. We will meet 12/10/2016
    - i. Working on anticipated tuition income 17-18 school year

## Public Relations/Marketing Report

December 6, 2016

Continuing efforts on the Strategic Planning initiative goals and deadlines.

Website revamp

Demographics

From Kris Girskis:

At our last home and school meeting, it was brought to my attention that there were two LCS Facebook pages. I figured out that since we had not "verified" our FB page, when people "checked in" on fb at Lourdes, there was a generic page generated for all of those check ins. I have since verified our fb page, so you will see a check mark next to our LCS page. Facebook has a glitch in their system, I've reported it to them - we are in the process of merging the two pages. For now, if someone selects the other LCS "check in" page, it automatically redirects them to our verified page.

In the same respect, I noticed that when I googled LCS, our website was not showing up in the result bar where it says "call, share, directions". I needed to verify our business with google. That is done now, so you will see the website option on the bar AND it will move our website up in google results.

SJV update

Signage in lobby

Speaking at Mass during Catholic Schools week

Scrip forms in the bulletin

From Internal Marketing:

Working to inroad ideas into the weekly bulletin.....Donica M

Allocation of budgeted funds

## Faith Formation Report

Emily Andes

12/6/16

- Very successful family event for **RE** on 11/30...celebrated an Advent Mass and enjoyed a craft and fellowship.
- **Adult Faith Formation** opportunity...FORMED.org class with Deacon John Weber meeting Saturdays from 9-10:30 am in the Rectory Conference Room. All are welcome. This would be a great place to start for anyone who has never been in a bible study or small group before!
- **Communication and Community**
  - Weekly one-on-one's with parishioners with the intention of hearing stories of faith and gathering info to "Praise and Polish" OLOL experiences.
  - Meeting with/talking to members of the various committees.
  - Ongoing intentional volunteer care/appreciation through various means of communication.
  - Collaboration with area parishes to develop some best practices for using new and existing programming and ministries tool for effective evangelization in the OLOL community and beyond.
- **Important dates**
  - **Parish wide Advent Communal Penance Service** December 21 (Wed.) 6:30 pm
  - **First Reconciliation Workshop:** March 8 (Wed.) 6-8 pm...Parents and students gather in the church and participate in "centers" to come to an understanding of and appreciation for the sacrament of reconciliation. Bring a white candle to decorate. (See flier to be distributed to all OLOL 2<sup>nd</sup> graders for more info.)
  - **First Reconciliation:** March 23 (Thurs.) 6 pm...2<sup>nd</sup> graders and their parents meet in the church to celebrate the sacrament of reconciliation.
  - **Parish wide Lenten Communal Penance Service** March 29 (Wed.) 6:30 pm
  - **First Communion Workshop:** April 26 (Wed.) 6-8 pm...Parents and students meet in the church and participate in "centers" to come to an understanding of and appreciation for the sacrament of Holy Communion. Families will sign up for the Mass where their 2<sup>nd</sup> grader will celebrate their First Communion. Banners will be due at this time. (See flier to be distributed to all OLOL 2<sup>nd</sup> graders for more info.)
  - **First Holy Communion:** 2<sup>nd</sup> graders will participate in the sacrament for the first time. Professional pictures with Kevin Walker Photography will take place prior to Mass on both days.
    - May 6 (Sat.) 5 pm Mass

**OR**

  - May 7 (Sun.) 10:30 am Mass



Michael Puthoff &lt;puthoffmichaell@gmail.com&gt;

## Agenda and Some Materials for December 6 Meeting

**Alec Clark** <alec.clark@lourdes.pvt.k12.ia.us>

Mon, Dec 5, 2016 at 8:24 PM

To: Jennifer Alongi <jennifer.alongi@lourdes.pvt.k12.ia.us>

Cc: Michael Puthoff <puthoffmichaell@gmail.com>, Amy Paul <Amy.Paul@lourdes.pvt.k12.ia.us>, Bettendorf Our Lady of Lourdes DRE <bettlourdesdre@diodav.org>, Chuck Ripley <cfr0122@reagan.com>, David <kaneydavidj@johndeere.com>, Donica Mokosak Lourdes <dm525@icloud.com>, "Fr. Crossen" <crossenj@diodav.org>, Gloria Mesick <gloria.mesick@lourdes.pvt.k12.ia.us>, Karen Moldt <pkmoldt@msn.com>, Kevin Greenley <kgreenley@me.com>, Kris Derscha <kderscha@gmail.com>, Kristyn Tjaden <kristyntjaden7@gmail.com>, "Leinart John H. Jr." <leinartjohnh2@johndeere.com>, Maren Stoflet <matrstoflet@gmail.com>, Nicholette Johnson <johnson.nicholette@gmail.com>, Reilly David <DavidReilly0125@gmail.com>, Rochelle Schrader <rockyopera@yahoo.com>, Sara Scogland <bettlourdesym@diodav.org>, scott <scott.dyer@risd41.org>, Sheryl Lackey <bettlourdesbiz@diodav.org>, Teresa Heden <mommaheden@gmail.com>, Tyler Edwards <edwardstylerm@gmail.com>

Below is the Athletic Boosters Report for December 2016:

### December 2016 FFB Report - Athletic Boosters

Given that this is a short turn around for meetings, I will highlight the notes for the Athletic Boosters.

#### Volleyball

- New Uniforms were purchased through LogoPro. The jerseys consisted of a new uniform top, uniform shorts, and uniform warm-up jerseys.
- December 6, 2016 will be Pack the Gym Night. All admissions will be donated to the Student Council for the Toys for Tots Drive.
- December 11, 2016 will be the finals of the volleyball tournaments. The 6th grade will be at St. Joes and the 7th and 8th grade tournaments will be at Assumption High School.
- The Pack the Gym Night information has been sent out to the other ADs to inform their parents about this special event.
- This past weekend's volleyball games were cancelled due to the snow. This was a joint decision from all of the ADs in the Diocese.

#### Boys Basketball

We currently have three coaches for basketball - Brian Carber, Anthony Allison, and Steve Weitz. We will have one sixth grade team and one eighth grade team. Options for the 7th graders playing basketball include combining with the sixth grade team and splitting up into two teams or combining with the 8th grade to have one 7th/8th grade team. I am speaking with all three coaches to see which option would be most beneficial for the students. Whatever the decision may be in regards to this would have to be approved by the other ADs in the diocese. The season will begin after the Christmas Break.

#### December Trip

The interest email (2 emails on November 27th was the first email) went out to parents in regards to the trip to Des Moines. The trip is offered to students in grades 4-8 as well as the youth ministry students. An additional informational email will be sent out this week to garner interest from families. Currently, only one student has expressed an interest in going. The main reason for this would be the timing of the trip. In order to get more student involvement, the trip would need to be during the school year, but I will continue to reach out to families to see if there is any other interest. Any ideas about gaining student involvement, I am more than open to.

#### Events Being Planned

- College Football Pick Em Contest will be emailed out this week.
- Selecting dates for the 3 on 3 tournament to be in March around the time of the NCAA March Madness tournament. Again, this tournament will be open to parents and students in grades 5-8 (boys and girls).
- December 19th is the End of the Season Banquet for Girls Athletics. After this banquet, we will have a meeting for anyone interested in finalizing details for the Road Race in March.

I will not be able to attend the meeting. We will be hosting Pack the Gym Night. If there are any questions regarding athletics, please let me know. Have a great rest of your week!

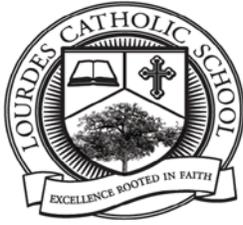
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12/6/2016

Gmail - Agenda and Some Materials for December 6 Meeting

Alec Clark  
Lourdes Catholic School  
Athletic Director



# Lourdes Catholic School

Academics ♦ Faith ♦ Community

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## Principal's Report to the Faith Formation Board December 6<sup>th</sup>, 2016

### 2016-17: (K-8 222; PS-8 319)

K = 37	3 <sup>rd</sup> = 22	6 <sup>th</sup> = 19	3day PS (3-yr) = 16
1 <sup>st</sup> = 22	4 <sup>th</sup> = 29	7 <sup>th</sup> = 28	2day PS (3-yr) = 13
2 <sup>nd</sup> = 21	5 <sup>th</sup> = 25	8 <sup>th</sup> = 19	Prek AM = 34
			Prek PM = 34

### Leadership of School Culture and Instruction:

1. Staff Christmas Party will be December 16<sup>th</sup> after school in the PAC.
2. Iowa Assessments and make up tests have been completed this week in grades 2-8. They will be mailed in for scoring this week.

### Managerial Leadership:

1. No new qualified candidates have applied for the Director of Extended Care, nor for Site Supervisor of Extended Care.
2. Working on staffing scenarios for next year. My best guess is a need for a second 1<sup>st</sup> grade teacher as I anticipate at least 28 1<sup>st</sup> graders next year.
  - Survey emailed "Planning for 2017-18" Nov. 14, Nov. 21, Nov. 22 to Prek parents and to 1<sup>st</sup>-7<sup>th</sup> grade parents.
  - **Prek to Kinder:**
    - 7 Prek parents have not replied;
    - 10 are definitely sending their PreK child to Kindergarten at LCS,
    - 5 parents are leaning towards another year of Prek,
    - 7 parents are "probably" going to send their Prek student to LCS for kindergarten,
    - 33 are probably or definitely not going to send their child to LCS for kindergarten, and
    - 6 parents are still deciding what to do.
  - **Kinder thru 7<sup>th</sup> to 1<sup>st</sup> thru 8<sup>th</sup>:**
    - 13 students (from 11 families) have not replied;
    - 155 students' parents said they will definitely send their children to LCS,
    - 21 students' parents said they are "probably" going to send their kids to LCS,
    - 8 students' parents (from 6 families) said they are probably or definitely not going to send their children back to LCS, and
    - 6 students' parents (from 3 families) said they are still deciding.

3. LCS was awarded **\$35,785** towards our new science lab. This is over \$11,000 less than we had requested. We should be able to proceed with the remodel, but we will not have enough money to include the flooring, ceiling, and lights.

Public Relations/Marketing Leadership:

1. See Chuck's marketing report.

Faith Formation Leadership:

1. Students ages 5-14 have the opportunity to submit an entry for the Knights of Columbus Keep Christ in Christmas poster contest. Due tomorrow, December 7.
2. We would like to schedule a reconciliation service with Fr. Jason and guest priests for grades 3-8 before Christmas, but it may be difficult to schedule.

Closed Session

1. Two items
2. Families not coming back
  - a. They are updating me
- 3.