

## **Lourdes Catholic School – Faith Formation Board**

**Thursday, August 11, 2016 -  
6:30 PM for FFB Orientation (Open Session)  
7:00 PM – Start of regular business  
Location: Lourdes Catholic School Library**

Mike Puthoff, Dave Reilly, Teresa Heden, Maren Stoflet, Jennifer Alongi, Chuck Ripley, Scott Dyer, Donica Mokosak, Karen Moldt, Tyler Edwards, Sheryl Lackey, Fr Jason Crossen, Nikki Johnson, Alec Clark

### **1) Orientation Time – 6:30-7:00 PM**

Highlights:

- How do we determine if something should be a policy and included in the policies and procedures? Some guidance included in handbook, suggested to look at what other area Catholic schools have, and other Diocesan policies can help.
- Overview of Committees
- Importance of visibility of FFB members

### **2) Called to Order – at 6:56 PM**

### **3) Opening Prayer – offered by Fr Jason Crossen**

### **4) Introduction of Guests in Attendance – Lindsey Veit, Danielle Behnke, Sara Snyder**

### **5) Approval of August Agenda - motion offered by Karen Moldt, second by Dave Reilly, and approved by board**

### **6) Approval of June FFB Minutes – motion offered by Teresa Heden, second by Karen Moldt, and approved by board**

### **7) Open Forum**

- a. Trivia Night, Sara Snyder - (Danielle Behnke, Angie Gustafson), and Sara Snyder would like to plan and host a trivia night for LCS and OLOL. Not a fundraiser, but would charge a small amount to cover costs and any additional funds could be applied to benefit the school/church. Prefer a date/time in the fall – Friday, Sep 30 or Oct 7 are dates when Mr. Trivia is available to run the trivia event. This would be after the Fall Festival and there are no Assumption games or LCS sporting events scheduled at this time. It was asked whether children would be invited and thought probably would keep to adults only. However Ms Alongi mentioned that a student trivia event could potentially be held during the day at a school assembly. Karen offered that Home and School Association could help with collecting and distributing the money if needed. Sheryl also offered that church could help with the logistics for the money.
- b. Breakfast/Dinner after masses, Lindsey Veit – asked about continued interest for parish & school breakfast after morning masses and/or a spaghetti dinner after evening masses. Charging about \$5 would help cover the food cost. Sheryl agreed and said it would be good to get parishioners involved for helping. Could start with organizing a volunteer team first,

estimate the cost, and check for church schedule/availability. Nikki suggested middle schoolers could help serve as well.

- c. Volunteer list, Mike – part of strategic initiatives – would be good to have an ongoing volunteer list for future involvement as other events and efforts are suggested.

#### **8) Review of Committee Members**

- a. See attached list
- b. Finance Council is meeting next week. Mike will check for someone to be a representative to the FFB Finance Committee from the Finance Council.

#### **9) Strategic Initiatives Update**

- a. Accountability Session and presentation to the community
  - i. Dan Ebener offered to revisit in October. Would start with a community meeting for estimated a half hour, followed by an estimated half hour accountability session. Proposed Sunday October 9 at 11:45 am, right after Sunday mass. There was discussion on when to hold the meeting and the group consensus was for an evening time to hold this follow-up. Mike will check with Dan for additional availability.
- b. See attached strategic initiatives report
  - i. Mike asked the Catholic Integrity Committee to coordinate a schedule and possible topics for student presence at weekend masses – Danielle Behnke volunteered that this committee would look into this.
  - ii. Mike mentioned the mandatory parent service hour idea that had been brought up previously. St Paul the Apostle was mentioned as an example. Karen thought there is a need for at least a volunteer task force. A Volunteer Committee could explore this, and is a good opportunity to open participation to the whole school and parishes community. Nicki volunteered to assist in the committee. Mike will mention about this when he is at the H&S meeting next week.
  - iii. Mike – address looking at class size policy. ACTION for Policy and Procedure Committee to explore for updating.
- c. Plan for sub-committee and future work – Implementation Committee to work in between meetings and report back to FFB.

#### **10) Special Interest Group Reports: (If not listed or attached, no reports or current activity.)**

- a. Boosters/AD Report (Alec Clark)
  - i. See report
  - ii. Alec – Gave overview of proposed new policy with requirements for sports eligibility. OLOL now has a membership with the Iowa Athletic Junior High Boys and Girls Association. Policy includes grade performance, requirements to move student athletes up to play with a higher grade level, and a medical information form. The medical information forms are now to be accessible (such as in a binder) in a locked location, preferably in the gym storage closet for coach use in case of emergency. Sheryl suggested having a locked filing cabinet to ensure it is secure. Coaching training would remain the same as last year, and Alec would like to add a sportsmanship course that is free. Athletic fees remain the same. Would like to add a requirement for parents of student athletes to volunteer for concessions, as times were hard to fill last year.  
Would also like to add a flyer to OLOL bulletin to open involvement. Mention of public school student involvement and parent coaches. Sara offered this might also be

an opportunity for home-schooled students. Ms. Alongi suggested the flyer could be sent home with Religious Education students. There was a short discussion and consensus that the policy should reside in the student handbook (vs. as a policy and procedure.) Motion for including sports eligibility policy in the Student Handbook – motion offered by Teresa Heden, second by Donica Mokosak, and approved by board. ACTION for Policy and Procedure Committee to add reference in FFB Handbook that the sports eligibility policy is included in the Student Handbook. Dave asked about including students at SJV. Alec would like to and will take ACTION to ask agreement from other Athletic Directors at his upcoming meeting.

- iii. Would like 2 officials to staff Volleyball games, and 3 for Basketball games – some issues last year with overworking officials
- iv. Road Race – looking at Nov 12, and the timing company is available then. Will need volunteers for handing out water, after-race, etc. Suggested that Volunteer Committee could take the lead on coordinating volunteers. Would like to do T-shirts with sponsors. Knights of Columbus, Endowment group, others? might want to be involved . Teresa volunteered to help.

b. Home & School Association (Nikki Johnson)

- i. See report
- ii. Nicki – some upcoming events include New Family Orientation, Unpack the Backpack, Welcome Back coffee, help with Curriculum Night/Open House
- iii. Correction to report – profit goal is \$15,000. SCRIP, Starry Night, Amazon are the main fundraisers. Karen will email final H&S budget, FFB can look over and virtually approve (as H&S will need to spend on a couple items before next FFB meeting.)
- iv. There will be sign-up opportunities for parents to volunteer for various activities at Unpack the Backpack.

c. Teacher Representative (Amy Paul) – No written report. Mrs. Behnke stated she has new tables in her classroom.

d. Scott County Catholic Schools Advisory Board (TBD, Jennifer Alongi) – No meeting since our last meeting. Donica will be the FFB representative at the next meeting. Ms Alongi will provide date/time.

e.

f. Assumption High School (Kristyn Tjaden) – No report

g. Grant Writing – No report

h. Pastoral Council Report – No report. See Executive Committee report for conversations with Pastoral Council president.

i. School Improvement Advisory Committee- - No report

**11) Religious Education Reports:**

- a. Sara Scogland – Youth and Young Adult Ministry

- i. Sheryl - Sara is the Youth Minister Director. OLOL still looking for a volunteer Religious Education Coordinator. Emily Andes has been hired as Part-Time Religious Education Coordinator. Mike asked, Sheryl and Fr Crossen agreed Emily should be involved with and provide report to FFB.

## **12) Board Committee Reports:**

- a. Finance – No report
- b. Policy & Procedure – will start reviewing policies in next month.
- c. Public Relations / Marketing
  - i. Chuck wanted to follow-up with who agreed to be on the committee. Mike will check and touch base with Chuck.
- d. Executive
  - i. Mike – spoke with Roger Perk. Roger will be rotating off the OLOL Pastoral Council soon. Once a new president is in place of the Pastoral Council, they will appoint a representative for the FFB. Pastoral Council is also open to having a FFB representative on theirs (will be Teresa.) Fr Crossen – Parish Pastoral Council has had a recent orientation and is undergoing some reorganization.

## **13) Principal Report**

- a. See report
- b. Preschool class size proposal – Ms. Alongi proposed increasing the 4-year old Pre-Kindergarten class size to 17. The 4 sections of 4-yr Pre-K are currently enrolled at the maximum of 16 students. This is full following the class size recommendation. There are 4 students not yet placed, and they would be placed in the afternoon slots. Teresa asked if this was okay with the families, and Ms. Alongi shared that this was their preference. Scott asked if there is a full-time aid, and Ms. Alongi affirmed. Dave asked if the 4-yr Pre-K teachers were on board, and Ms. Alongi affirmed yes, she has spoken with them and has discussed their feedback. Dave inquired if any there are any other full Pre-K classes at other schools in the area for potential additional students. Ms Alongi has contacted all 35 from the Bettendorf waiting list. Other private schools are experiencing similar lower enrollment this year. Proposal to increase 4-yr Pre-K class size to 17 – motion offered by Karen Moldt, second by Teresa Heden, and approved by board. Motion carries.
- c. Jill Trannel resigned as Director of the Little Lancer House. The job announcement has been posted online, and Ms. Alongi will be checking with Heidi from the State for interim path forward.

## **14) Father Jason Report.**

- a. Update on Faith Formation Director search (covered above in 11) Religious Education Report)
- b. Fr. Crossen stated it is a building year for the Parish Council.

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

- a. Profit and Loss report from 2015-2016 - Sheryl passed along that profit/loss reports will be shared this weekend at all masses. Grant money is down \$24,000 compared to last year (last year had 68 qualified students, which is the maximum; this year there are 58.)

Sheryl pointed out that State will only pay Preschool teachers during the school year. This has resulted in LCS having to pay salary the other months – may want to consider a change to this next year to maximize use of state funding.

Grant money information communication issue has been fixed. Will be allowed to carry over some of the amount with a 1-time approval.

- b. Overdue lunch accounts. The lunch program account is negative \$300. Sheryl asked for input how this should be handled (as attempts to contact and collect the balances from the families have not been successful.) There was discussion if it should it be written off, allowed to a certain amount, a deposit required at the beginning of the school year? Invoices have not been consistent - OLOL office has taken over lunch accounts so this should improve. Consensus was to send a notification or report when families reach a balance of \$10 or less. ACTION – Policy and Procedure Committee to look at and develop a policy to address. Sheryl has some examples that might help with a start.
- c. A few families have been billed increase tuition to the out of parish rate as they have not been meeting the tithing recommendation and have been unresponsive for contact. Fr Jason has continued attempts to contact the families.

#### **16) Old Business or New Business**

- a. Dave - including bullet points for orientation could help explain what FFB board is/is not. Mike recently included 5 questions/answers that will be in future H & S newsletter. Webpage for FFB could be updated – ACTION for Marketing Committee.

**17) Adjourn regular session** - Motion offered by Teresa Heden, second by Karen Moldt, and approved by board at 8:46 pm

**18) Closed Session** – began at 8:45 pm

**19) Adjourned** – 9:25 pm

#### **20) Future Meetings**

- September 8, 2016
- October 13, 2016
- November 17, 2016 (PT Conf. on Nov. 10<sup>th</sup>)
- TUESDAY December 6, 2016 (Holy Day Dec. 8)
- January 12, 2017
- February 9, 2017
- March 9, 2017
- April 6, 2017 (Holy Day Apr. 13<sup>th</sup>)
- May 11, 2017
- June 8, 2017



## **August 2016 Faith Formation Board Meeting Report - Athletics**

During the summer, multiple objectives were accomplished regarding athletics at LCS. Instead of going into a long paragraph format, I will try to break this down into objectives and be able to answer any questions that may arise at the board meeting tomorrow night.

- Eligibility Policy
  - This has been sent out to each board member and if approved, these policies would go into effect for the 2016-2017 school year.
  - A question arose regarding why P.E., Music, and Art are not included in eligibility requirements. Beginning this summer, Lourdes is now a member of the Iowa High School Athletic Association. Our page on the IHSAA website can be seen here: <https://www.iahsaa.org/secure/jrhighpublic.php>. The cost for this membership was free because we are umbrellaed under Assumption's membership. Regarding the non-core courses and eligibility, the IHSAA handbook allows principals and athletic directors to set their own policies regarding eligibility. Given that these courses were not included in years past and this year is a new policy, we are seeing how the policies work regarding core courses first and in the future if the board wishes or if necessary, we will add these courses into the eligibility requirements. There are also statements about a case-by-case basis and if a student is consistently underperforming in a non-core course, Ms. Alongi or myself may make adjustments regarding game eligibility.
  
- Memberships
  - As stated above, LCS is now accredited with the Iowa High School Athletic Association - this is the boy's association regarding athletics.
  - Beginning with the 2016-2017 school year, Lourdes Catholic School is also accredited with the Iowa Girls High School Athletic Union. These memberships allow us to be recognized by both associations as well as allow LCS to receive news updates regarding rule changes, coaches courses, Our application was sent to the IGHSAU Board of Directors back in July and was approved.
  
- Road Race Update
  - The date is looking to be November 12th. The date has been reserved by the church as well on their calendar. There will be a 5K run and a 1 mile run. The two projected routes can be seen by visiting these links:
    - <https://www.plotaroute.com/route/264648>
    - <https://www.plotaroute.com/route/264644>
  - I am meeting with the sheriff's office next week regarding the finalization of these routes as well as the date for the event.
  - The timing company for the race has been tentatively booked for the race, but will not finalize until the sheriff's company can ensure that everything is a go. We will be using the pulltag system and will need a minimum of four volunteers to help run this. The timing company will be Wayzata Results.
  - Once both of these major "hoops" are passed through, registration forms will be made available online as well as available at the church and school. Registration forms will be sent out to the board via email before sending out to parents. Here are the proposed entry fees  
5K fees:
    - \$25 for the public and non-parish members •

\$20 – for LCS families, LCS parish members, St. John’s Parish members  
1 Mile Fun Run \$10 – Flat Rate for All Students • •  
Hill Race • \$10 per team

- Logo Pro will be providing the T-Shirts for the race.
- Purchases for Athletic Department
  - From the Starry Night Fundraiser, the following items were purchased:
    - Volleyball Net
    - 2 Volleyball Pads
      - The pads are currently being logoed with the Lourdes Lancers words written on them as well as the LCS school logo through LogoPro. (\$84.00)
    - Soccer Cones for Intramurals
    - Two Referee Line Judge Flags
    - Two Volleyball Net Antennas
    - 1 Volleyball Ball Cart
    - A new Safe Security Box for money with a pin code for cash at athletic events.
      - All expenses will be worked through the church office for purchases for the boosters account. (\$30.00)The new cash box was purchased to assist with the transition from the night of the event to get to the church office for deposit.
- Changes for 2016-2017 Season
  - For volleyball games, we will be moving away from the one referee system and will be using two referees. This move was made due to feedback from referees, parents, and coaches and was approved through Ms. Alongi. The hope is to provide an improved experience for our student-athletes and to prepare them for a game-like scenario at the high school level. \$12 per referee per game. We will also have line judges for the games as well for volleyball. These will need to be parent volunteers or athletes that are not participating in the matches, but would prefer parent volunteers.
  - For basketball games, two officials will remain for sixth and seventh grade basketball games. For eighth grade games, three officials will be used similar to high school contests. During last year’s games, there were multiple instances across the diocese regarding officiating. The goal of making this move is to allow officials to work mechanics that are similar to the high school level as well as provide better coverage and consequently, a better game for our student-athletes. \$25 per official per game.
    - Both of these changes will run for a trial year and if this proves to be successful, we will need to take a look at changing the athletics fee from \$30 to \$35.

Athletic Forms: We will be adding some medical information forms to the required paperwork for athletes. These documents will be locked and stored away and if needed, will be available during athletic competition if a medical need arises.

Squad Numbers: I have emailed many sixth grade parents regarding going out for sports to ensure our numbers for next year. I will be emailing the board in the next week in regards to numbers as well as coaches. All coaches will undergo VIRTUS training as well as a NFHS concussions course, which are both free.



All referees for the 2016-2017 school year have been confirmed. All referees are IGHS AU/IHSAA certified.

There are a few other events and changes that may be forthcoming, but will be bringing those to you as they develop. If there are any questions, please let me know. I will be at the board meeting tomorrow night.

Respectfully,

Alec Clark



# Lourdes Catholic School

Academics ♦ Faith ♦ Community

## Principal's Report to the Faith Formation Board August 11<sup>th</sup>, 2016

### 2016-17 registration: (K-8 219; PS-8 315)

K = 37	3 <sup>rd</sup> = 21	6 <sup>th</sup> = 19	3day PS (3-yr) = 16 (full)
1 <sup>st</sup> = 22	4 <sup>th</sup> = 29	7 <sup>th</sup> = 26	2day PS (3-yr) = 16 (full)
2 <sup>nd</sup> = 20	5 <sup>th</sup> = 25	8 <sup>th</sup> = 19	Prek AM = 32 (full)
			Prek PM = 32 (full unless open third classroom); 3 add'l registered but no placement

### Leadership of School Culture and Instruction:

1. I am working with a mentor through St. Ambrose, Becky Furlong. A draft of my Professional Growth Plan will be completed before the September FFB meeting.
2. Proposal is attached for revision of maximum class size for prek classes. **Approval** requested.

### Managerial Leadership:

1. Abby Tumlin has been hired as a kindergarten aide for 2016-17.
2. Lee Morrison believes that Lourdes Catholic School is not owed any Title dollars from the other school districts besides Bettendorf that have students enrolled here, namely Davenport and PV.
3. Policy 612.3A – School Improvement Advisory Committee (SIAC) – Tentative date for first meeting is **September 7<sup>th</sup>, 4:30-5:00 in LCS Library.**

### Public Relations/Marketing Leadership:

1. In addition to Lourdes Facebook and website, Kris Girskis was kind enough to post on QC Mom Blog regarding openings for prek.
2. Marketing opportunity for Northpark Mall
3. Tours since June 9 meeting:
  - June 14 – 8<sup>th</sup> grader family (registered!)
  - June 15 – prek family (?)
  - June 16 – kinder family (?)
  - June 17 – kinder family (registered!)
  - July 1 – 2<sup>nd</sup> & 5<sup>th</sup> family (?)
  - July 7 – prek family (registered!)
  - July 22 – prek family (registered!)

### Faith Formation Leadership:

1. Scott Foley interned as a seminarian at OLOL this summer. He gifted 400 Miraculous Medals to our school, blessed by Pope Francis. The medals will be distributed to all students through a prayer buddy activity for K-8, a preschool and prek center activity, and Faith Fridays for prek attendees.
2. Several parents and other stakeholders assisted with **spreading mulch on the Big Toy playground** Saturday, August 6<sup>th</sup>. The task was complete in just three hours instead of the anticipated four hours!
3. OLOL will have **Back to School Blessing for All Students at every mass on the weekend of August 20-21.** Please plan to attend with your family. I will attend 8:30 and/or 10:30 on Sunday, August 21.

# Lourdes Catholic School

## BUDGET VS. ACTUALS: BUDGET 2015-2016 - FY16 P&L

July 2015 - June 2016

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>INCOME</b>				
<b>Total Income</b>			<b>\$0.00</b>	<b>0.00%</b>
GROSS PROFIT	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>EXPENSES</b>				
<b>Total Expenses</b>			<b>\$0.00</b>	<b>0.00%</b>
NET OPERATING INCOME	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>OTHER INCOME</b>				
42000 School Income				
42001 Tuition	494,623.18	528,362.00	-33,738.82	93.61 %
42002 Registration Fees	20,064.36	17,250.00	2,814.36	116.32 %
42003 Other Fees (Band)	6,468.64	7,050.00	-581.36	91.75 %
42004 Transportation	2,300.00	5,500.00	-3,200.00	41.82 %
42005 Extended Care Fees	239,895.94	220,000.00	19,895.94	109.04 %
42006 Gifts and Donations	11,075.00	100,568.00	-89,493.00	11.01 %
42006.A Gifts and Donations	71,284.82		71,284.82	
42006.B SJV Subsidy	46,711.11		46,711.11	
42006.C Matching Gifts	9,500.00		9,500.00	
Total 42006 Gifts and Donations	<b>138,570.93</b>	<b>100,568.00</b>	<b>38,002.93</b>	<b>137.79 %</b>
42007 Fundraisers (H&S/Beanbag )	20,000.00		20,000.00	
42008 Grants and Funds (EOF/4Yr/FKM)	0.00	324,930.00	-324,930.00	0.00 %
42008.A EOF	86,517.00		86,517.00	
42008.B 4 Yr Old Preschool Grant	164,148.11		164,148.11	
42008.C Health Insurance	8,200.00		8,200.00	
42008.D SCRA	14,746.00		14,746.00	
42008.G Friendly House	743.00		743.00	
Total 42008 Grants and Funds (EOF/4Yr/FKM)	<b>274,354.11</b>	<b>324,930.00</b>	<b>-50,575.89</b>	<b>84.43 %</b>
42010 Preschool Tuition - 2 day 3 day	60,074.41	67,499.00	-7,424.59	89.00 %
42013 Refunds and Reimbursements	6,107.45	1,600.00	4,507.45	381.72 %
42014 Other Instr, Tech, Admn Fee Income	7,606.23	8,755.00	-1,148.77	86.88 %
42016 School Development	3,503.32		3,503.32	
42017 Yearbook	348.15		348.15	
42018 Pre K Documentation	7,355.00	3,375.00	3,980.00	217.93 %
42019 Before and After Care	38,441.00	13,800.00	24,641.00	278.56 %
42020 Student Lunch Income	82,266.79	75,125.00	7,141.79	109.51 %
42022 Student Activities	11,996.06	9,400.00	2,596.06	127.62 %
42023 Before/After Care Registration	1,682.50	1,250.00	432.50	134.60 %
42024 Extended Care Registration	305.00	2,275.00	-1,970.00	13.41 %
42025 Scholarships	1,000.00		1,000.00	
42026 Scrip	18,106.65		18,106.65	
Total 42000 School Income	<b>1,435,069.72</b>	<b>1,386,739.00</b>	<b>48,330.72</b>	<b>103.49 %</b>
42800 Other Associated School Organizations				
42860 H & S Checking	49,233.68		49,233.68	
42861 H & S Savings	0.79		0.79	

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
42863 School Fundraiser Inc	72,008.68		72,008.68	
42865 Booster Checking	4,982.21		4,982.21	
42866 Booster Savings	0.56		0.56	
Total 42800 Other Associated School Organizations	<b>126,225.92</b>		<b>126,225.92</b>	
<b>Total Other Income</b>	<b>\$1,561,295.64</b>	<b>\$1,386,739.00</b>	<b>\$174,556.64</b>	<b>112.59 %</b>
<b>OTHER EXPENSES</b>				
52120 Salary Expense				
52121 Administration	197,970.86	212,179.00	-14,208.14	93.30 %
52122 Instructional - Lay	751,570.23	684,310.00	67,260.23	109.83 %
52124 Instructional - Substitute	22,399.45	20,000.00	2,399.45	112.00 %
52125 Operational Wages	0.00	60,295.00	-60,295.00	0.00 %
52125.A Building, Equipment & Grounds Wages	19,707.32		19,707.32	
52125.B School Custodial Wages	44,203.25		44,203.25	
Total 52125 Operational Wages	<b>63,910.57</b>	<b>60,295.00</b>	<b>3,615.57</b>	<b>106.00 %</b>
52126 Employer Tax Expense	98,824.09	100,705.00	-1,880.91	98.13 %
52128 Retirement Benefits	32,788.99	27,191.00	5,597.99	120.59 %
52128.B Retirement Benefits	524.62		524.62	
Total 52128 Retirement Benefits	<b>33,313.61</b>	<b>27,191.00</b>	<b>6,122.61</b>	<b>122.52 %</b>
52129 Other Benefits	440.71	1,520.00	-1,079.29	28.99 %
52129.A Flexible Spending Fee	129.00		129.00	
52129.B Continuous Education Reimbursement	900.00		900.00	
Total 52129 Other Benefits	<b>1,469.71</b>	<b>1,520.00</b>	<b>-50.29</b>	<b>96.69 %</b>
52130 Iowa Catholic Conference	5,606.96	3,761.00	1,845.96	149.08 %
52131 Food Service Wages	26,940.50	32,364.00	-5,423.50	83.24 %
52134 Other School Personnel	75,728.68	115,336.00	-39,607.32	65.66 %
52136 Preschool Wages	93,963.32	118,484.00	-24,520.68	79.30 %
52137 Extended Care Wages	152,334.58	133,305.00	19,029.58	114.28 %
52138 Before & After Care Wages	6,113.57	14,986.00	-8,872.43	40.80 %
Total 52120 Salary Expense	<b>1,530,146.13</b>	<b>1,524,436.00</b>	<b>5,710.13</b>	<b>100.37 %</b>
52127 Employee Insurance Expense				
52127.A School Employee Insurance Benefits Exp	51,788.00	54,865.00	-3,077.00	94.39 %
52127.B School Custodian Insurance Benefits Expense	2,086.80		2,086.80	
Total 52127 Employee Insurance Expense	<b>53,874.80</b>	<b>54,865.00</b>	<b>-990.20</b>	<b>98.20 %</b>
52240 School Administration Expense				
52241 Staff Development	263.27	1,500.00	-1,236.73	17.55 %
52242 Health Expense	419.10	500.00	-80.90	83.82 %
52243 Professional Fees	1,511.25	1,430.00	81.25	105.68 %
52244 Public Relations	2,056.20	4,000.00	-1,943.80	51.41 %
52245 Office Supplies	2,712.77	10,300.00	-7,587.23	26.34 %
52246 Postage	288.00	900.00	-612.00	32.00 %
52247 Furnishings	2,791.94	2,500.00	291.94	111.68 %
52248 Equipment Maintenance/Repair	0.00	20,000.00	-20,000.00	0.00 %
52248.A Copier Lease/Maint. -Xerox & Riso	7,785.17		7,785.17	
52248.B Xerox & Riso-Overages	636.40		636.40	
52248.C Water Treatment Program	2,186.25		2,186.25	
52248.D Inspection/Testing Fire	484.79		484.79	

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Extinguishers				
52248.E HVAC	16,920.67		16,920.67	
52248.F Plumbing Repairs	2,415.18		2,415.18	
52248.G Electrical Repairs	5.92		5.92	
52248.H Food Program Equipment Repairs	940.58		940.58	
52248.Z Other	503.38		503.38	
<b>Total 52248 Equipment Maintenance/Repair</b>	<b>31,878.34</b>	<b>20,000.00</b>	<b>11,878.34</b>	<b>159.39 %</b>
52249 Technology Expenses	51,116.87	11,271.00	39,845.87	453.53 %
52250 Transportation	20,412.23	16,920.00	3,492.23	120.64 %
52255 Other Expense	9,162.40		9,162.40	
52256 Refunds and Reimbursements	6.24		6.24	
52257 Interest Expense	208.07		208.07	
52258 School Hospitality	629.24	700.00	-70.76	89.89 %
52259 Yearbook Expense	417.35	500.00	-82.65	83.47 %
52260 Graduation Expense	217.05		217.05	
52261 Classified Ad	150.00		150.00	
52262 Scholarship Expense	55.00		55.00	
52272 LCS Lunch Program Expenses	42,640.29	42,761.00	-120.71	99.72 %
52273 Tuition Bad Debt Expense	174.52	1,200.00	-1,025.48	14.54 %
52274 Bank Charges	131.64	500.00	-368.36	26.33 %
<b>Total 52240 School Administration Expense</b>	<b>167,241.77</b>	<b>114,982.00</b>	<b>52,259.77</b>	<b>145.45 %</b>
52360 Instructional Expense				
52361 Staff Development	1,858.65	2,000.00	-141.35	92.93 %
52362 Student Activities	10,482.57	9,400.00	1,082.57	111.52 %
52363 Extracurricular Expense	2,529.02	5,150.00	-2,620.98	49.11 %
52363.B Music/Band/Choir	25.70		25.70	
52363.D Awards	67.50		67.50	
52363.Z Other	405.00		405.00	
<b>Total 52363 Extracurricular Expense</b>	<b>3,027.22</b>	<b>5,150.00</b>	<b>-2,122.78</b>	<b>58.78 %</b>
52364 Educational Materials	6,490.34	27,400.00	-20,909.66	23.69 %
52365 Instructional Supplies	5,997.49	5,750.00	247.49	104.30 %
52366 Teaching Supplies/Paper	2,450.46	2,200.00	250.46	111.38 %
52367 Media/Library Expense	1,117.60	1,230.00	-112.40	90.86 %
52368 Other Expense	29.75		29.75	
52369 Before and After Expense	1,744.88	2,350.00	-605.12	74.25 %
52370 Extended Care Expense	19,142.83	53,100.00	-33,957.17	36.05 %
52371 Preschool Expense	28,712.63	25,000.00	3,712.63	114.85 %
<b>Total 52360 Instructional Expense</b>	<b>81,054.42</b>	<b>133,580.00</b>	<b>-52,525.58</b>	<b>60.68 %</b>
52480 Plant Operation Expense				
52481 Utilities	0.00	40,100.00	-40,100.00	0.00 %
52481.A Gas & Electricity	26,448.65		26,448.65	
52481.B Water	2,033.02		2,033.02	
52481.C Sewer	1,168.58		1,168.58	
<b>Total 52481 Utilities</b>	<b>29,650.25</b>	<b>40,100.00</b>	<b>-10,449.75</b>	<b>73.94 %</b>
52482 Telephone	1,560.00	1,680.00	-120.00	92.86 %
52483 Custodial Supplies	7,779.71	15,000.00	-7,220.29	51.86 %
52484 Contracted Services	84.00	28,000.00	-27,916.00	0.30 %
52484.A Trash & Recycling	1,698.57		1,698.57	
52484.B Pest Control	1,292.99		1,292.99	

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
52484.C Lawn Care	2,576.42		2,576.42	
52484.D Snow Removal	6,852.50		6,852.50	
52484.F Fire Alarm	3,351.23		3,351.23	
52484.G Security	1,295.76		1,295.76	
52484.H Floors	4,615.00		4,615.00	
52484.I Other-Maintenance	9,080.59		9,080.59	
52484.J Bottled Water	663.55		663.55	
52484.K Credit Card Management	5,056.16		5,056.16	
52484.M QB Payment Management	3,324.23		3,324.23	
52484.Z Other-Adminstration	38.00		38.00	
<b>Total 52484 Contracted Services</b>	<b>39,929.00</b>	<b>28,000.00</b>	<b>11,929.00</b>	<b>142.60 %</b>
52485 Building Maintenance & Repair	9,158.34	30,000.00	-20,841.66	30.53 %
52486 Extraordinary Repairs	61,262.20		61,262.20	
52490 Grounds Equipment		500.00	-500.00	
<b>Total 52480 Plant Operation Expense</b>	<b>149,339.50</b>	<b>115,280.00</b>	<b>34,059.50</b>	<b>129.55 %</b>
52800 Other Associated School Organization Expense				
52860 H & S Expense	58,022.68		58,022.68	
52861 H & S Savings Expense	1,000.00		1,000.00	
52862 Scrip Expense	16,568.47		16,568.47	
52863 School Fundraiser	83,780.53		83,780.53	
52865 Booster Expense	4,685.32		4,685.32	
<b>Total 52800 Other Associated School Organization Expense</b>	<b>164,057.00</b>		<b>164,057.00</b>	
<b>Total Other Expenses</b>	<b>\$2,145,713.62</b>	<b>\$1,943,143.00</b>	<b>\$202,570.62</b>	<b>110.42 %</b>
<b>NET OTHER INCOME</b>	<b>\$ -584,417.98</b>	<b>\$ -556,404.00</b>	<b>\$ -28,013.98</b>	<b>105.03 %</b>
<b>NET INCOME</b>	<b>\$ -584,417.98</b>	<b>\$ -556,404.00</b>	<b>\$ -28,013.98</b>	<b>105.03 %</b>

**LOURDES HOME AND SCHOOL  
REPORT FOR FAITH FORMATION BOARD  
AUGUST 2016**

**H&S Objective:** fundraising, communication, administration/staff support, volunteerism, community development.

**Budget:** Review proposed 2016-17 budget for FFB approval (will provide copies to those in attendance at the meeting).

**Administrative:**

School Supply Kits:

- 114 kits were sold (\$228 will go back to H&S)

**Community Development:**

Lourdes New Family Welcome Event – Thu. 8/18 at 6:30 PM – LCS Library

- New event scheduled for the 2016/2017 for all K-8 families new to Lourdes
- Ms. Alongi, H&S Board and FFB will give an overview of LCS, answer questions, provide a tour of the school
- Goal is to make all families feel welcome to the LCS community
- New Family Ambassador Chairs overseeing event

Unpack Your Backpack – Mon. 8/22 from 4-6 PM - LCS Gym /Classrooms

- K-8 Families
- Volunteer Chairs overseeing event

Welcome Back Teacher/Staff Luncheon – Fri. 8/19 from 12-1:30 PM – LCS Cafeteria

- Hospitality Committee is overseeing event

Parent Welcome Back Coffee – Tue. 8/23 at 8:30 AM – Church Gathering Space

- Hospitality Committee is overseeing event
- All parents and their children (not yet in school) are welcome

LCS Open House Night – Mon. 9/12 from 6-7 PM in LCS Gym / Classrooms

- Mandatory event this school year.
- School organizing this event, H&S assisting.

Fall Festival – September 17<sup>th</sup>

- Working with Pastoral Council to participate and make this school as well as church event.

**Fundraising:**

- Scrip Update - This year's goal is to sell \$30,000 in SCRIP. Will be providing monthly updates throughout the year.

- Lourdes Starry Night Fundraiser - Chrissy Hayes is chairing the event with the help of several sub-committee chairs.
- In process of registering for Amazon Smile which is an Amazon.com program that donates 0.5% of sales back to the non-profit of choice. This will replace the Target program which has been discontinued.

**Other:**

- Service chairs – There are several chair positions that have not been filled. In the process of adding a volunteer sign-up to the school website along with having sign-up sheets available at Unpack Your Backpack.



## **Proposal: Revise 4-year PreK Homeroom Max**

Challenge: **Prekindergarten #s** - lower at this point than expected.

Proposal: **Raise max prek class size to 17 if 10 additional prek students do not register by Friday, August 12th.**

We have 4 students not placed in a class yet because each class is now maxed out at 16. The four students not placed are students we anticipate would stay for the K-8 education at Lourdes, so we do not want to turn them away.

### **Current:**

PK Winter AM = 16

PK Winter PM = 16

PK Gustafson AM = 16

PK Gustafson PM = 16

**Plus 4** registered students who are not placed.

We would want 10-12 more students in addition to these four in order to open the third PK PM classroom for Mrs. Robinson to teach.

If we do not get 10 students by Friday, we would:

- Move a Winter PM student to Winter AM, making her AM total 17.
- Move a Gustafson PM student to Gustafson AM, making her AM total 17.
- Place two of the four not <yet> placed students with Winter PM, making her PM total 17.
- Place two of the four not <yet> placed students with Gustafson PM, making her PM total 17.

### **Result:**

PK Winter AM = 17

PK Winter PM = 17

PK Gustafson AM = 17

PK Gustafson PM = 17

I will inform all prek parents of the change, couched in the understanding that

- We still reduced class size from 20 down to 17,
- 17 students is not a big difference from 16, and
- We did not wish to turn away children who would otherwise not have a prekindergarten placement.

*\*Note: 16 is still the maximum class size allowed in Mrs. Robinson's classroom due to DHS regulations about square footage (her classroom is smaller in size than both Miss Winter's room and Mrs. Gustafson's room.)*

## **Executive Committee Updates – August Faith Formation Board Meeting**

Executive Committee (Puthoff, Moldt, Stoflet, Crossen, Alongi) met on August 9 at 7:10 AM to review the following topics and prepare for full board meeting.

- Board Member Orientation Topics
- Preschool class size discussion
- Athletics policy discussion
- Scheduling of Dan Ebener’s accountability session
- Sharing of feedback from families who left LCS. – Decision to share the report in closed session due to personal nature some of families’ comments.

The president of the FFB has been working on the following topics over the last month.

- Wrote an article for H&S Newsletter
- Communication with Alongi and Lackey about preschool numbers
- Communication with Roger Perk about better collaboration and communication between the school and parish
- Conversation with Becky Furlong, Jennifer Alongi’s mentor.
- Communication with Dan Ebener about accountability session
- Work with Marketing Committee to start aspects of the strategic initiatives
- Communication with Fr. Vrba to get a St. John Vianney rep on Faith Formation Board

### Results of Discussion with Roger Perk – Pastoral Council

Roger agrees we need to increase communication and work. For example, in a follow up communication he brought us the issues of the Big Toy clean up. Why don’t we call it a parish playground, why is it only a school playground? Why wasn’t it a full grounds clean up, could of the rest of the property had mulch spread and there may have been more parish buy-in. A way to get school families thinking beyond the playground and parishioners not at school to feel more connection to the school.

Roger is rotating out as president. Once a new president is appointed, they will get a rep on FFB. He is also working with Fr. Crossen to better define the work of Pastoral Council.

## Strategic Goals and Strategies – Chronological Order

August 2016

Action	Implementation Strategy	Updates
2.1.2. Hold a mandatory family orientation at the start of the academic year. 2.1.2.2. Mike Puthoff, Donica Mokosak	July 2016 – This should be like a parent night. Talk about the school, FFB, H&S, volunteer work, finances, discipline, uniform, curriculum	Open House/Curriculum Night is scheduled on September 12, 6-7 PM

October 2016

Action	Implementation Strategy	Updates
<p>1.2.2. Identify top capital needs. 1.2.2.2. Mike Puthoff, Greg Adamson, Roger Perk, John Leinart.</p>	<p>July 2016 - Parish Needs to go through a planning session.</p>	<p>We will be putting on hold the larger initiatives of capital needs assessment. This is a whole parish task. Fr. Crossen will initiative this in the future.</p>
<p>1.2.3. Prioritize our top five capital needs 1.2.3.2. Mike Puthoff, Greg Adamson, Roger Perk, John Leinart.</p>		
<p>1.3.3. Create an ongoing formal budgeting process for the school 1.3.3.2. Karen Moldt, Sheryl Lackey, Greg Adamson.</p>	<p>July 2016 - Have the finance committee head this one up. Want an easy way to separate out school from Little Lancer House from Preschool programs.</p>	<p>Business Manager report has been added to the agenda.</p>
<p>2.2.2. Pastoral Council representative on Faith Formation Board, Faith Formation Board representative to report to pastoral council. 2.2.2.2. Sarah Leinart</p>	<p>Mike Puthoff will reach out to Pastoral Council president and set this up.</p>	<p>Mike had a conversation with Roger Perk. He is transitioning out of the president role of Pastoral Council. Once a new president is selected they will appoint someone to come to FFB meetings. Pastoral Council is also working with Fr. Crossen to redefine/update their role and tasks within the Parish. More info to come later.</p>
<p>2.2.3. Increase involvement/communication between parish and school. 2.2.3.2. Karen Moldt, Donica Mokosak</p>	<p>July 2016 – We should work to have a section in the bulletin once a month. Alongi and Marketing Committee can do this.</p> <p>We need to promote the Fall Festival with school families. Invite parish to participate in Family Bingo nights. Meals served after mass</p>	<p>Marketing Committee is working on bulletin.</p> <p>Faith Formation Director is being interviewed</p>

	<p>by school children could be another way.</p> <p>We need better connection with Religious Education families. This year both the religious education and school will use the same faith curriculum. Megan Rutledge and Sara Scogland worked together on this.</p> <p>Faith Formation Director – Will be hiring a Faith Formation Director to unify</p> <p>Ask Parish Council rep for ideas and ways to do things.</p>	
<p>3.1.1. Develop and deploy signage and advertising to promote LCS 3.1.1.2. Nikki Gartner, Maren Stoflet</p>	<p>Marketing Committee with take this on. Build upon the preschool success</p> <p>Linda -</p>	Marketing Committee
<p>3.1.2. Develop a calendar of events to showcase Catholic education after masses at OLOL and SJV. 3.1.2.2. Kris Derscha, Susan Smith</p>		
<p>3.1.3. Increase social media campaign and sharing of school updates. 3.1.3.2. Andy Burman, Chuck Ripley.</p>	<p>Marketing Committee – Kris Girkliis, Miranda Lawrence</p>	Marketing Committee
<p>3.2.1. Create and promote the top three stories of the week 3.2.1.2. Andy Burman, Chuck Ripley, Karen Moldt</p>	<p>Top Three Stories of the week – Pull from the weekly newsletter from teachers. Marketing to work on this. LCS posting of journals or writings.</p>	

3.3.2. Regular (quarterly to monthly) meal and tours of school after mass 3.3.2.2. Amanda Little		
3.3.3. Increase school/parish wide events such as Trunk or Treat 3.3.3.2. Nikki Gartner		

December 2016

Action	Implementation Strategy	Updates
1.1.1. Bring in a fundraising professional to help develop a capital campaign 1.1.1.2. Fr. Crossen		
1.1.2. Review and consider special events to address fundraising. 1.1.2.2. Home and School (Nikki Johnson) and Faith Formation Board (Mike Puthoff)		
1.1.3. Increase our efforts to obtain grants for the school 1.1.3.2. Faith Formation Board, Kristyn Tjaden		
1.3.1. Sharing of quarterly financial statements to parishioners and school families. 1.3.1.2. Sheryl Lackey, Mike Puthoff		
1.3.2. Revise and clarify the class size policy 1.3.2.2. Mike Puthoff, Maren Stoflet	<ul style="list-style-type: none"> <li>• Ms. Alongi and teacher representatives will make recommendation based on educational best practice.</li> <li>• Sheryl Lackey will help develop a financial model that shows “break even” points in class sizes</li> <li>• FFB will revise policy as needed, Policies and Procedures Committee will make appropriate changes.</li> </ul>	

<p>2.1.1. Create family service hours plan that will start in 2017-2018 and communicate the plan to families.  2.1.1.2. Emily Andes, Anne Camarena</p>		
<p>2.1.3. Define specific expectations for pastor, administrator, teacher and staff involvement and participation in school and parish related events.  2.1.3.2. Cayleah Willits, Sarah Snyder</p>		
<p>2.2.1. Faith Formation Board will adjust membership policy to include a voting member from St. John Vianney leadership  2.2.1.2. Dave Reilly</p>	<ul style="list-style-type: none"> <li>• Policies and Procedures will revise FFB membership policies</li> </ul>	



February 2017

Action	Implementation Strategy	Updates
2.3.3. Establish a parent and staff training session regarding discipline and conflict management. Work in conjunction with the AEA. 2.3.3.2. Dave Reilly		

March 2017

Action	Implementation Strategy	Updates
3.2.2. Strengthen the current ambassador program. 3.2.2.2. Jenny Grobstich, Nicki Gartner		
3.2.3. Create an ambassador program for 4th-5th grade families to showcase our middle school and Assumption High School 3.2.3.2. Kris Derscha		
3.3.1. Grow membership and activity of the Catholic Identity Committee. 3.3.1.2. Tony Lemek		

July 2017

Action	Implementation Strategy	Updates
2.3.1. Review and consider revision of our current discipline policy. 2.3.1.2. Lindsey Veit, Dave Reilly		
3.3.4. Strengthen youth group/religious education connection with school. 3.3.4.2. Jennifer Lynch, Sara Scogland, Jennifer Alongi		