

Lourdes Catholic School – Faith Formation Board
Thursday February 9, 2017 – 6:30 PM
Location: Lourdes Catholic School Library
Agenda

Mike Puthoff, Jennifer Alongi, Dave Reilly, Teresa Heden, Nicki Johnson, Chuck Ripley, Tyler Edwards, Karen Moldt, Sarah Snyder, Gloria Mesick, Shannon Heck, Rochelle Schrader, Kris Derscha, Fr Crossen, Dave Kaney, Sheryl Lackey, Donica Mokosak, Maren Stoflet

- 1) **Called to Order** at 6:32 PM
- 2) **Opening Prayer** offered by Fr Crossen
- 3) **Introductions around the room** - Kris Derscha has agreed to and is now a voting member of the Faith Formation Board (serving out the term previously held by Scott Dyer.)
- 4) **Approval of Agenda** – with addition to discuss the Service Plan Draft (under Strategic Initiatives Update section.) Motion offered by Teresa Heden, second by Karen Moldt, approved by board.
- 5) **Approval of January Minutes** - Motion offered by Teresa Heden, second by Chuck Ripley, approved by board.
- 6) **Open Forum** -
 - a. Mike shared around the room a thank you letter from Mrs. Volden to the FFB for their support.
- 7) **Strategic Initiatives Update (Puthoff, Veit, Reilly, Snyder, Willits)**
 - a. See updates sent from January 24th Check-In Session
 - i. No additional discussion
 - b. Service Plan
 - i. Mike - Feedback from family surveys and FFB was incorporated in the draft. The Service Plan asks each family for 10 service hours per year. It describes what, where to volunteer, and how to submit hours.
 - ii. Nicki - aims to recognize involvement, encourage new interaction and provide examples for possible types of involvement. Logging of hours is done by self reporting, and will need to include follow-through to ensure participation.
 1. Overall feedback on the presented draft from the FFB is agreement in the approach. Suggestions for improving the document and making it easier to understand quickly were to state directly the main points up front, and then include the additional descriptive information below.
 2. Mike offered a motion to the FFB to accept the Service Plan for implementation next school year 2017-2018.
 - Rochelle asked if it was decided if church or other outside volunteer hours would count toward the service hours. Ms. Alongi and Sheryl voiced agreement that it be all inclusive to involve church and school.
 - Teresa suggested recognitions be made often enough to keep momentum going.

- Second to the motion by Karen Moldt, approved by board.

8) Father Jason Report

- a. Visited classrooms during Catholic Schools week. Been busy with many marriage preparations, and also the final push for the Annual Diocesan Appeal.

9) Special Interest Group Reports:

- a. Boosters/AD Report (Alec Clark)
 - i. See report
- b. Home & School Association (Nicki Johnson)
 - i. Nicki encouraged Starry Night participation, and to pass along ideas of any additional potential donors.
 - 1. Dave K. asked about selling Starry Night raffle tickets after masses.
 - Fr Crossen offered for anyone wanting to speak about Starry Night at masses.
 - Description of Starry Night could help at St John Vianney and Our Lady of Lourdes to advertise and sell raffle tickets – Donica, Karen, Nicki will coordinate with Chrissy Hayes.
 - ii. SCRIP update - gross sales of \$188,653 and net profits of \$12,92. Nearing the end of school year goal.
- c. Teacher Representative (Amy Paul and Gloria Mesick)
 - i. Mrs. Mesick shared report (see report)
- d. Scott County Catholic Schools Advisory Board (Donica Mososak, Jennifer Alongi)
 - i. No SCCSAB meeting since last FFB meeting.
- e. Assumption High School (Kristyn Tjaden)
 - i. No report and no meeting since last FFB meeting.
- f. Grant Writing (Rochelle Schrader, John Leinart, Teresa Heden)
 - i. No new work, will be prepping for upcoming grant submissions.
 - ii. Karen - Mentioned she heard about a potential opportunity via a trust fund in the QCTimes for promoting education and childrens activities.
 - 1. Teresa volunteered to look into this as part of the Grant Writing committee.
 - iii. Alcoa (now Arconic) and Busch foundations were suggested as other potential grant source opportunities by Dan Ebener.
 - 1. Kris gave some background information about Alcoa/Arconic grants - they are typically on the order of \$2,500 and may donate to parochial schools if the funding is for school (and not religious) related purposes.
 - iv. Mike – encouraged looking into having a team attend a grant writing workshop for training, and possibly plan and budget for the cost to support attendance.
- g. Pastoral Council Report (Teresa Heden and Dave Kaney)
 - i. Dave – No meeting since last FFB, but work continues.
 - ii. Dave - Parish Council had discussion with Dan Ebener Jan 31st and will follow-

up with March 25th meeting.

1. Ministry Fair not likely to be held April 1-2, due to reorganization.
- iii. Suggested LCS take on heading up donut Sunday for involvement/visibility, maybe once per month and could rotate through classes.
 1. School involvement at masses for Catholic Schools Week were a success with students dressed in uniform.
- iv. Also brought up a service possibility that school could look at being involved with serving at the food pantry.
 1. There was some discussion about what ages would be appropriate to do so, potential financial commitment it might require as far as providing food, could look at serving at the Salvation Army as another option. Nicki will look into this as a potential Home & School Middle School event. Home & School has organized two Middle School social events and could potentially do this as a service event. It could also include OLOL Religious Education middle school students to make the school and parish connection.
- h. School Improvement Advisory Committee (Alongi)
 - i. SIAC will meet in April or May to set goals for the upcoming 2017-2018 school year that will be reviewed in September.

10) Religious Education Reports:

- a. Emily Andes – Director of Faith Formation
 - i. See report
- b. Sara Scogland – Youth and Young Adult Ministry
 - i. See report

11) Board Committee Reports:

- a. Finance
 - i. Budget presented to FFB - Sheryl highlighted some of the items, and explained those with comments in the “notes” column.
 1. Income - There was some discussion about contributions from St John Vianney. Fr Crossen asked if there has been continued and open discussion with SJV since last year. No one was aware of recent meetings or discussions, however Kevin Greenley has recently been designated as the SJV representative to the FFB and has attended some of the FFB meetings. Karen and Mike asked if the FFB Finance committee and OLOL Finance Council would be most appropriate to be involved in these types of discussions. It was asked if we should be sharing the budget numbers with SJV for awareness. It was agreed that they are made available once finalized and can be shared – Sheryl will share but needs to know who the appropriate SJV contact would be. Mike will follow-up and go through previous notes to check in and re-group on this topic.
 2. Middle School science lab - Sheryl sees it do-able to approach the Catholic Endowment for financial support of a portion of the Middle School science lab remodel if the firmed up cost comes in lower (as currently anticipated) as the full contract gets set up.
 3. Expenses - some wages should be split to separate school and parish

work. There is a shift of some that had not been previously allocated to the school and are not to more appropriately represent school related work. Exact teacher wage increase TBD, so Sheryl included 2.7% for now to be conservative. Addition of some other employee benefits is also included in the budget now that had not been previously.

4. Parking lot expense is unknown due to uncertainty in the City of Bettendorf construction plans.
5. Shortfall - OLOL parish subsidy is tied to a percentage of tithing from the parish (parish budget has not been determined yet.) Target is in the 30% range (the 25% is a different number from the school side.)
6. New sub accounts are influencing some of the shifting numbers. They have been moved to different (more representative) categories since Sheryl has taken over responsibility and organization.
7. Motion to approve budget offered by Karen Moldt, second by Donica Mokosak, approved by board to send to Finance Council.

b. Policy & Procedure

- i. 3rd Reading of Policy 210.4E presented by Maren.
 1. Motion offered by Rochelle Schrader, second by Teresa Heden, approved by board. Policy approved with no additional changes.
- ii. 2nd Reading of Policy 212.A presented by Maren.
 1. Motion offered by Teresa Heden, second by Tyler Edwards, approved by board. Policy accepted with no additional changes.
- iii. 1st Readings of Policies 412A and 414A presented by Maren.
 1. Motion for 1st reading of 412A offered by Chuck Ripley, second by Dave Reilly, approved by board. Policy approved with no changes.
 2. Motion for 1st reading of 414A offered by Chuck Ripley, second by Donica Mokosak, approved by board. Chuck asked for clarification to be sure there is adequate timing from when letters of intent are returned to when staffing decisions need to be made. Ms. Alongi said yes this has been adequate and typically March is the timing for jobs to open at area schools. Policy was accepted with no additional changes.
- iv. Motion to change from Faith Formation Board naming to Board of Education naming. This will include a swap of wording in the Policies, website, literature, etc. where FFB is stated. Motion offered by Chuck Ripley, Mike added the change to start July 1st, second by Teresa Heden, and approved by board.

c. Public Relations / Marketing

- i. Chuck - See report, committee is moving along in efforts and is open to suggestions.

d. Executive and President's Report

- i. See report
- ii. Seeking volunteers for Nominating Committee for 2017-2018 FFB/Board of Education - contact Mike.

12) Principal Report

- a. Another registration is coming up for 2-Day Preschool. Pre-Kindergarten AM is full, some openings remain for PM.
- b. 2 letters of intent from teachers are yet to be returned. All that have been returned state

- intent to return next 2017-2018 school year.
- c. CEW handout for upcoming Men's CEW weekend was shared.

13) Business Manager's Report

- a. (Budget presented earlier in meeting, 11a)
- b. See report
 - i. Sheryl - Notices were sent for negative lunch account balances, and will be following up with phone calls.
 - ii. Letters to non-tithing (about 50) families were sent and have heard back from a handful of them to speak to Fr Crossen.
 - iii. Lourdes is part of a Catastrophic Insurance Claim due to the water damage and asbestos clean up in the back corner of the library. This includes new carpet in the library, and will also cover a new roof for the school (in addition to the church) and gutters. Awnings are not included but could be an auction item for funding at Starry Night.

14) Old Business or New Business - none

- 15) **Adjourn regular session** - Motion to adjourn offered by Teresa Heden, second by Rochelle Schrader, approved by board at 7:54 PM.

16) Closed Session held

- 17) **Adjourned** at 8:26 PM

18) Future Meetings

- March 9, 2017
- April 6, 2017 (Holy Day Apr. 13th)
- May 11, 2017
- June 8, 2017

**LOURDES HOME AND SCHOOL
REPORT FOR FAITH FORMATION BOARD
FEBRUARY 2017**

Mission Statement: It is the mission of the Home and School Association of Lourdes Catholic School to support the school and all of those within through fundraising, volunteer coordination, and parental and parish involvement.

Community Development:

Upcoming Events:

- Lourdes Starry Night –6:30 Saturday, March 4th at Tanglewood Pavilion - Please buy your tickets now and bring friends and family!
- Trivia night being planned for May – being organized by the teachers.

Administrative/Communication/Staff Support:

- Planning for Board Elections – the following positions are open
 - President – planned President is relocating with her family
 - Vice President (2 years service) becoming President the following year
 - Volunteer Coordinators (co-chair position) need 2
 - Hospitality Coordinators (co-chair position) need 1
 - New Family Ambassadors (co-chair position) need 2
 - Treasurer – planned Treasurer is going to be too busy with work to commit to the position
 - Treasurer Elect (2 years service) becoming Treasurer the following year

Fundraising:

- Scrip Update:
 - YTD Gross Sales \$188,653 and net profit of \$12,972. The net profit for the month of December was a little over \$4,000.
 - SCRIP Sales goal is \$500,000 and profit goal is \$15,000.
- Lourdes Starry Night Fundraiser:
 - Looking for business owners and sponsors.
 - Planning well underway.
 - Have started selling raffle tickets and taking donations.
- Amazon Smiles is being implemented to replace Target's fundraising money. Very soon you will be able to go in and select Lourdes Catholic School for your non-profit.

Volunteering:

- Always looking for volunteers. Opportunities to volunteer can be found on the school website. http://www.lourdescatholic.org/Page/Parent_Volunteers.aspx?nt=21
- We're especially looking for volunteer leadership. Board members and Service Chairs are important positions to fill.

Hospitality:

- Finished Buddy lunch and Teacher luncheon for Catholic School's week.

Room Parents:

- Planning Valentine parties.

Family Ambassadors:

- Hosted Monkey Joe's night for K-8 during Catholic School's week.

Publicity:

- Working on Service Day and/or Service Club.
- Working on Mom's Group.
- Continuing FB, newsletter and variety of other communications.



Lourdes Catholic School

Academics ♦ Faith ♦ Community

Principal's Report to the Faith Formation Board February 9, 2017

2016-17: (K-8 225; PS-8 322)

K = 38	3 rd = 23	6 th = 19	3day PS (3-yr) = 16
1 st = 22	4 th = 30	7 th = 28	2day PS (3-yr) = 13
2 nd = 21	5 th = 25	8 th = 19	Prek AM = 34
			Prek PM = 34

2017-18:

1st-8th = 14 enrolled so far
Kindergarten = round up next week; no enrollment yet
PS 2day = 14 out of 16 spots taken
PS 3day = 15 out of 16 spots taken
PreK AM = 32 out of 32 spots taken (FULL)
PreK PM = 12 out of 48 taken

Leadership of School Culture and Instruction:

1. Staff will have a bridal shower for Miss Johnson February 16
2. I am working on determining the best staffing arrangements for next year.

Managerial Leadership:

1. We have recommended Marquise Williams to be full-time Site Supervisor for LLL Care. This should bring us up to acceptable staffing levels.
2. Letters of Intent were distributed and are due back **Feb. 17**. So far:
 - 3 teachers have not returned theirs yet; the rest intend to return
 - 3 hourly school staff have not returned theirs, 1 is not returning (Christy Rivera – moving to Ohio), and the rest intend to return
 - 11 LLL/BASC have not returned theirs yet; 1 is not returning (Allyson Schwendinger – new job); the rest (four) intend to return

Public Relations/Marketing Leadership:

1. Tours.....
 - January:
 - Kinder, 2nd, 4th for 17-18 (Catholic school Dubuque)
 - PS for 17-18 (now registered)
 - PK for 17-18 (now waitlist for AM PK)
 - Kinder for now (now attending, and also 3rd grade brother)
 - February:

- PS for 17-18 (now registered)
- 7th for 17-18 (from St. Paul)
- 4th for now (now attending)

Faith Formation Leadership:

1. Reminder that March 23rd we will have a reconciliation service for students. It will begin at 9:00 AM.
2. Womens CEW was last weekend and it was a wonderful success. Several LCS parents were in attendance. Mens CEW is Feb 17-19 and there is still room available. I will bring registration forms to our FFB meeting.
3. Principals Retreat in Iowa City all day tomorrow (Feb. 10).
4. I am working with Fr. Jason to plan mini-masses (“class mass”) for each homeroom or grade next year. This would be in addition to the school masses on Wednesdays and would be a smaller, more intimate service.

Faith Formation Report

Emily Andes

2/9/17

- **Religious Ed**
 - Current K-8 enrollment for RE program is 113
 - On-going training/care for catechists and volunteers.
 - Looking to recruit a DRE to train and be on board to begin 2017-2018 RE year.
 - Pennies for Peru follow up...presentation and pictures of the Christmas celebration and gifts made possible by the money collected by RE families.
 - Cookies and Valentine's for homebound
 - Collaborating with LCS for Sacramental prep...planning First Reconciliation Workshop for Wed. 3/8
- **Adult Faith Formation**
 - FORMED.org promotion parish wide
 - Small group scripture study with Deacon John Weber meeting Saturdays from 9:15-10:30 am.
 - Family Small Groups using FORMED.org materials. Two groups currently (Sunday and Tuesday evenings)
 - Recruiting leadership to begin a FORMED women's group. Hoping to begin during Lent.
 - Receiving lots of positive feedback from individuals as well as various Bible Study groups in the community who are using the FORMED materials.
 - Called and Gifted
 - Intentional recruitment of volunteers based on charisms.
 - Prep for fall 2017...collaborate with leaders from OLOL and SJV
 - "Forming Intentional Disciples" book study group to begin in late February.
 - Mom's Morning group...building leadership, surveying the community and forming a plan.
 - RCIA
 - Prepping for upcoming Rite of Sending and Rite of Election
 - We have 2 Catechumens who will receive Baptism, Confirmation and Eucharist for the first time and 5 Candidates who will be Confirmed.
 - CEW promotion
 - Info sent home with all RE and school families
 - Still have openings for the Men's weekend!
- **Youth Ministry**
 - See Sara Scogland's YM Report
- **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 and ministries.
- Ongoing intentional volunteer recruitment/care/appreciation through various means of communication.
- Collaboration with area parishes to develop best practices for using new and existing programming and ministries tool for effective evangelization in the OLOL community and beyond.
- Researching potential tools to improve parish wide communication.
- Wi-Fi installed in the FFR and GS! We now have the ability to access FORMED and other online materials for various groups using those spaces for meetings, faith sharing, and study.
- Photo release forms distributed to RE families...this allows us to use photos from events on the parish website and Facebook page as we work to create an improved online presence for the purposes of communication, community building, and evangelization.
- **Important dates**
 - **Ash Wednesday:** March 1 (Wed.) 6 pm Mass
 - **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 2nd graders for more info.)
 - **First Reconciliation:** March 23 (Thurs.) 6 pm...2nd graders and their parents meet in the church to celebrate the sacrament of Reconciliation.
 - **LCS Reconciliation:** March 23 (Thurs.) 9 am...3rd-8th graders celebrate the sacrament of Reconciliation.
 - **Bettendorf wide Lenten Communal Penance Service** March 28 (Tues.) 6:30 pm Parishioners from OLOL and SJV will celebrate the sacrament together at OLOL.
 - **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 2nd grader will celebrate their First Communion. Banners will be due at this time. (See flier to be distributed to all OLOL 2nd graders for more info.)
 - **First Holy Communion:** 2nd graders will participate in the sacrament for the first time. Professional 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 <puthoffmichaell@gmail.com>

Agenda for Thursday's FFB Meeting

Kaney David J <KaneyDavidJ@johndeere.com> Thu, Feb 9, 2017 at 5:50 AM
 To: Michael Puthoff <puthoffmichaell@gmail.com>, Alec Clark <alec.clark@lourdes.pvt.k12.ia.us>, Amy Paul <Amy.Paul@lourdes.pvt.k12.ia.us>, Bettendorf Our Lady of Lourdes DRE <bettlourdesdre@diodav.org>, Chuck Ripley <cfr0122@reagan.com>, Donica Mokokak Lourdes <dm525@icloud.com>, "Fr. Crossen" <crossenj@diodav.org>, Gloria Mesick <gloria.mesick@lourdes.pvt.k12.ia.us>, Jennifer Alongi <jennifer.alongi@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." <LeinartIVJohnH@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>, Sheryl Lackey <bettlourdesbiz@diodav.org>, Teresa Heden <mommaheden@gmail.com>, Tyler Edwards <edwardstylem@gmail.com>

LOL Parish Council Update to LCS FFB/ BOE – February 2017

Last Regular Parish Council Meeting: 17January2017

- Have not met since last FFB meeting – No Updates

Parish Council Working Meetings & Other Activity:

- PC Working meeting held: 23January2017
 - o Setting up PC Google Drive for sharing documents
- Parish Strategic Planning Discussion: 31January2017
 - o Met with Dan Ebener with representatives from different areas of the parish
 - o Dan Ebener will facilitate sessions:
 - Initial Session: 25March (Saturday) @ 9AM in the Gathering Space
 - Follow-Up Session: 8April (Saturday) @ 9AM in the Gathering Space
- Attended Stewardship Meeting: 1February2017
 - o Ministry Fair Tentatively planned for 1-2April; Will be delayed to allow time to re-organize documentation around new commission structure naming convention

- Ministry Fair will focus on the top needs. Top needs / focus areas discussed by PC:
 - Chairperson for Church Life Commission
 - Fall Festival Leadership, New Member Welcome
 - Chairperson for Family Life Commission
 - Leader for Altar Server Ministry
 - Additional Sacristans for 8:30 & 10:30 Mass
 - Additional focus areas to be determined at strategic planning session

Ideas for Parish / School Collaboration:

- Donut Sunday
- Churches United Meals (Lent)

Upcoming Meetings / Activities:

- 28Feb17: PC Working Meeting (Rectory Conference Room @ 6:30PM)
 - Parish Constitution Revision Review
- 25 March: Strategic Planning Session #1 (Gathering Space @ 9:00AM)
- 28March: Regular PC Meeting (PAC @ 7:00PM)
 - Parish Constitution Revision Review
- 8April: Strategic Planning Session #2 (Gathering Space @ 9:00AM)
- Other Activities over next few months
 - Need to reserve date for Fall Festival
 - Ministry Fair TBD

From: Michael Puthoff [mailto:puthoffmichaell@gmail.com]

Sent: Monday, February 06, 2017 9:22 PM

To: Alec Clark <alec.clark@lourdes.pvt.k12.ia.us>; Amy Paul <Amy.Paul@lourdes.pvt.k12.ia.us>; Bettendorf Our Lady of Lourdes DRE <bettlourdesdre@diodav.org>; Chuck Ripley <cfr0122@reagan.com>; Kaney David J <KaneyDavidJ@JohnDeere.com>; Donica Mokosak

Lourdes <dm525@icloud.com>; Fr. Crossen <crossenj@diodav.org>; Gloria Mesick <gloria.mesick@lourdes.pvt.k12.ia.us>; Jennifer Alongi <jennifer.alongi@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. <LeinartIVJohnH@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>; Sheryl Lackey <bettlourdesbiz@diodav.org>; Teresa Heden <mommaheden@gmail.com>; Tyler Edwards <edwardstylem@gmail.com>

Subject: Agenda for Thursday's FFB Meeting

Attached you will find our agenda and the Executive Committee and President report.

[Quoted text hidden]

 **LOLOL PC Update to LCS BoE_February2017.docx**
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LOLO Parish Council Update to LCS FFB/ BOE – February 2017

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Parish Council Working Meetings & Other Activity:

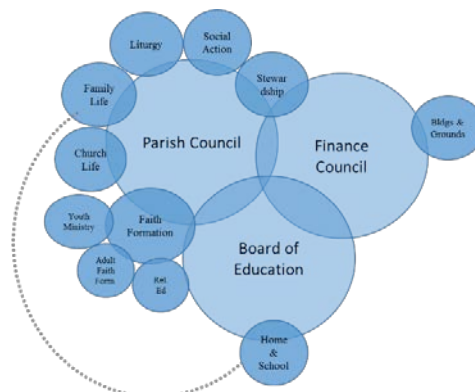
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- Other Activities over next few months
 - o Need to reserve date for Fall Festival
 - o Ministry Fair TBD



Executive Committee and President's Report – February FFB

Executive Committee

- No formal meetings since the last full FFB meeting
- Informed about a confidential student issue from Ms. Alongi
- Informed about a parent issue from Ms. Alongi
- Informed about a student who is planning to leave next year from Ms. Alongi.

President worked on the following issues this month

- Followed up with Ms. Alongi, John Leinart and Marketing Committee about Geofencing. Encouraged us to move forward with this strategy.
- Conducted parent and teacher/staff feedback surveys on Ms. Alongi. Results will be shared with FFB members in closed session.
- Communicated a parent's question about Voweletics to Ms. Alongi. Confirmed the school will still have access to the program once Mrs. Volden retires.
- Suggested to Sheryl Lackey that \$800 is put in next year's budget to pay for a team of volunteers to attend a grant writing workshop.

Policy 210.4E

BOARD OF EDUCATION

Urgent Board Decisions

Urgent Board decisions can be made via phone, email or video conferencing so long as all members are notified and a quorum is attained. The urgent Board decision(s) will be captured in the minutes of the next Board meeting.

Policy Adopted: November 5, 2009

Policy Revised: April 6, 2013

212A - Formulation/Revision/Amendment of Policy

BOARD OF EDUCATION

Formulation/Revision/Amendment of Policy

Recommended new policies, as well as revisions or amendments of existing policies, can be submitted by any Faith Formation Board member and are subject to a first, second and third reading prior to voting. Existing policies are to be reviewed on the following schedule that will allow each section of the handbook to be reviewed at least every five years. If a policy is reviewed and the Faith Formation Board votes to make no revisions, after one reading the policy will be labeled on the bottom as “Policy Reviewed: date reviewed” and no further readings are necessary.

2016-2017

- All 200 Policies
- All 400 Policies

2017-2018

- All 100 Policies
- All 800 Policies

2018-2019

- All 300 Policies
- All 500 Policies

2019-2020

- All 600 Policies
- All 700 Policies

2020-2021

- All 200 Policies

2021-2022

- All 400 Policies

2022-2023

- All 100 Policies
- All 800 Policies

2023-2024

- All 300 Policies
- All 500 Policies

Policy Adopted: November 3, 1988

Policy Revised: October 2004-2005

Policy Revised: January 7, 2010

Policy Revised: February 2014

Policy Revised: January 2015

Policy 412A
STAFF PERSONNEL

School Calendar

The administrator of Lourdes Catholic School shall develop an official calendar to be recommended to Faith Formation Board for approval and adoption.

The Faith Formation Board has the authority to amend the school calendar in the best interests of Lourdes Catholic School.

Policy Adopted: November 3, 1988

Policy Revised: January 10, 2013

Policy 414A
STAFF PERSONNEL

Letter of Intent- Staff

A letter of intent to indicate desire for continued employment for the following school year shall be given by the Administrator to all staff the first week of February, to be returned to the school office the Administrator by the third Friday of February.

Policy Adopted: November 3, 1988
Policy Revised: December 2004-2005
Policy Revised: June 3, 2010
Policy Reviewed: September 2014

Service Plan for Families at Lourdes Catholic School February 8, 2017

Submitted by Nicki Johnson and Mike Puthoff to Faith Formation Board and Home and School for Approval. Implementation of this plan would begin in the 2017-2018 academic year.

Our Lady of Lourdes Parish and Lourdes Catholic School have a long history of families who have given of their time, talent, and treasures to ensure Catholic education is a reality in Bettendorf. Our school provides high quality faith based instruction in a caring community that cannot be found anywhere else in the Bettendorf area. As a community, our families have understood that we all need to contribute beyond our tuition payments so we can fulfill our mission of Excellence Rooted in Faith.

Volunteering is a vital way to support our community. Volunteers help support teachers in the classroom, plan fundraisers for the school, give our children memorable experiences through extracurricular activities, and do various behind the scenes activities. Volunteering engages families in our school and builds a sense of community. When someone volunteers at Lourdes Catholic School, they typically find the experience energizing and fulfilling.

Based on recommendations from the Lourdes Catholic School strategic planning session in the summer of 2016 the Lourdes Catholic School Home and School Organization and Board of Education have created the below guidelines on volunteering. This is meant help families understand what is needed at our school to ensure we can continue to thrive. Each family is asked to complete at least 10 hours of volunteering at the school.

This can include a range of activities from volunteering in the classroom, lunchroom duty, helping with fundraisers, serving on boards, or helping at school sporting events. There are currently a wide range of volunteer opportunities available during the school day, in the evening, and on the weekends to meet families' availability. Volunteer opportunities will be communicated by our Home and School Organization and the school teachers and administration. The expectations will be per family. The hours should be divided between parents in separated families with a reduction for single parent families.

At the end of each school semester, Home & School will send out a form requesting families to self-report their volunteer hours. There will be rewards and recognition to families who have met their expectations and gone above and beyond the regular expectations. There will be no penalties or fines if families do not meet their 10 recommended service hours.

We hope all families will reflect on their abilities to volunteer at the school. Each family has unique situations and will need to consider what they can do. Some families will be able to meet and exceed these recommendations and others will not have the abilities to give more than a few hours. If each family does what they can, our school will continue to be able to fulfill our mission of Excellence Rooted in Faith.

Summary of Strategic Planning Session Check-In Session
Tuesday January 24, 2017 – 6:30 PM – 7:30 PM
Lourdes Catholic School Library

Attendees:

- Jennifer Alongi
- Emily Andes
- Dan Ebener
- Tyler Edwards
- David Kaney
- Sheryl Lackey
- Karen Moldt
- Lee Morrison
- Mike Puthoff
- Dave Reilly
- Sarah Snyder
- Lindsey Veit
- Cayleah Willits

On January 24, 2017 the Lourdes Catholic School Strategic Initiatives were reviewed and updated. The attached document summarizes the updates. Another check-in session will be planned for the summer.

2016-2017 Lourdes Catholic School Strategic Initiatives

Updated on February 4, 2017

Below are the initiatives that were written during the Summer of 2016 for Lourdes Catholic School. An update has been provided for each initiative. Check-in sessions were held on October 25, 2016 and January 24, 2017 to review our progress with Dan Ebener.

1. Finances and Budgeting

1.1. Lourdes Catholic School will create a funding plan to sustain and grow our school.

1.1.1. Bring in a fundraising professional to help develop a capital campaign

1.1.1.1. Complete by December 2016

1.1.1.2. Fr. Crossen

UPDATE – On hold until Church goes through Strategic Planning. This is scheduled in March

~~1.1.2. Review and consider special events to address fundraising.~~

REVISED – Increase family involvement during all fundraising activities.

1.1.2.1. Complete by December 2016

1.1.2.2. Home and School (Nikki Johnson) and Faith Formation Board (Mike Puthoff)

UPDATE – Fundraising is a constant goal of H&S. Efforts on underway to continue to promote Starry Night and SCRIP purchases. All families were asked to purchase/sell a certain amount of raffle tickets for Starry Night.

1.1.3. Increase our efforts to obtain grants for the school

1.1.3.1. Complete by December 2016

1.1.3.2. Faith Formation Board, Kristyn Tjaden

UPDATE – The Faith Formation Board Grants Committee continue to work on new grants. SCRA grant obtained for Science Lab. Have applied to other grants this year. The Church and School will look into sending a team of volunteers to a Grant Writing Workshop to strengthen our ability to gain grants. Dan Ebener suggested looking into grants with the Bush Family Foundation and Alcoa.

1.2. Lourdes Catholic School and Our Lady of Lourdes will create a facilities improvement plan.

1.2.1. See 1.1.1

1.2.2. Identify top capital needs.

1.2.2.1. Complete by October 2016

1.2.2.2. Mike Puthoff, Greg Adamson, Roger Perk, John Leinart.

UPDATE – On hold until after Church Strategic Planning

1.2.3. Prioritize our top five capital needs

1.2.3.1. Complete by October 2016

1.2.3.2. Mike Puthoff, Greg Adamson, Roger Perk, John Leinart.

UPDATE – On hold until after Church Strategic Planning

- 1.3. Create a financial planning system to make the funding of the school clear to constituents
 - 1.3.1. Sharing of quarterly financial statements to parishioners and school families.
 - 1.3.1.1. Complete by December 2016
 - 1.3.1.2. Sheryl Lackey, Mike Puthoff
UPDATE – This was done last quarter. Plan to continue to do this. More detailed report given to FFB by Business Manager than in previous years.
 - 1.3.2. Revise and clarify the class size policy
 - 1.3.2.1. Complete by December 2016
 - 1.3.2.2. Mike Puthoff, Maren Stoflet
UPDATE – This is being worked on by the FFB Policies and Procedures Committee. The policies will include recommendations for teachers and teachers' aide.
 - 1.3.3. Create an ongoing formal budgeting process for the school
 - 1.3.3.1. Complete by October 2016
 - 1.3.3.2. Karen Moldt, Sheryl Lackey, Greg Adamson.
UPDATE – This is being done by the FFB Finance Committee

2. Community and Communications

- 2.1. Set clear expectations on involvement at school and parish.
 - 2.1.1. Create family service hours plan that will start in 2017-2018 and communicate the plan to families.
 - 2.1.1.1. Complete by December 2016
 - 2.1.1.2. Emily Andes, Anne Camarena
UPDATE – A Service Plan is being developed and the final proposal will be presented to H&S and FFB in February. The decision would be to keep this more as an expectation than a requirement.
 - 2.1.2. Hold a mandatory family orientation at the start of the academic year.
 - 2.1.2.1. Hold first event in August 2016
 - 2.1.2.2. Mike Puthoff, Donica Mokosak
UPDATE – Done, archive and will report next year.
 - 2.1.3. Define specific expectations for pastor, administrator, teacher and staff involvement and participation in school and parish related events.
 - 2.1.3.1. Complete by December 2016
 - 2.1.3.2. Cayleah Willits, Sarah Snyder
UPDATE – Research into what is being done at other public and Catholic Schools has been done. This has to be worked on how the expectation is delivered. If we

expect teachers to come to graduation and it is required, must put in their contracts. Father Crossen schedules visits, then another event comes up and he has to cancel. These things can't be planned for always. May need to write up a list of expectations and ideals for all these individuals and not make it required. Would still need to figure out where to publish or list these.

2.2. Improved connection and collaboration with Our Lady of Lourdes and St. John Vianney to promote parish unity for Catholic Education.

2.2.1. Faith Formation Board will adjust membership policy to include a voting member from St. John Vianney leadership

2.2.1.1. Complete by December 2016

2.2.1.2. Dave Reilly

UPDATE – This is on the to do list for the FFB Policies and Procedures Committee.

2.2.2. Pastoral Council representative on Faith Formation Board, Faith Formation Board representative to report to pastoral council.

2.2.2.1. Complete by October 2016

2.2.2.2. Sarah Leinart

UPDATE – Done. Parish Council is also working on a restructuring of how all the leaders at the Parish interact and share.

~~2.2.3. Increase involvement/communication between parish and school.~~

~~2.2.3.1. Complete by October 2016~~

~~2.2.3.2. Karen Moldt, Donica Mokosak~~

UPDATE – This has revised into the below two new initiatives

2.2.3a - Share information about LCS in the OLOL and SJV Parish Bulletin

2.2.3.1 – complete by January 2017

2.2.3.2 – Dave Reilly, Linda Mosher, Ms. Alongi

UPDATE - Ms. Alongi continues to send these updates to the Parishes. Linda Mosher and Dave Reilly will continue to work with Fr. Vrba to identify the best way to do this. Catholic Schools Week information is being actively shared. This is one that is needs to be moved the list of regular activities, not an initiative anymore.

2.2.3b - Plan another joint school and Parish activity

2.2.3.1 – Complete by May 2017

2.2.3.2 – Sarah Snyder

UPDATE – Another Trivia Night is in the planning phases. CEW is being promoted across school families and throughout the Parish.

2.3. Improve communication regarding discipline and conflict management

2.3.1. Review and consider revision of our current discipline policy.

2.3.1.1. Completed in July 2017

2.3.1.2. Lindsey Veit, Dave Reilly

UPDATE – Discipline management process at LCS was highlighted at Curriculum Night and during Principal communications with families in beginning of year.

2.3.2. Communicate discipline policy at family orientation

2.3.2.1. Complete by August 2016

2.3.2.2. Jennifer Alongi, Mike Puthoff.

UPDATE – Done

2.3.3. Establish a parent and staff training session regarding discipline and conflict management. Work in conjunction with the AEA.

2.3.3.1. Complete by February 2017

2.3.3.2. Dave Reilly

UPDATE – Ms. Willits has worked with Mrs. Johnson, School Counselor, to discuss options. Mrs. Johnson has a process in place to share information. She also has ideas to better get resources out to families. She will work to implement some of these ideas in conjunction with the Building Leadership Team (BLT) of the school. There have been low attendance as some of these events in the past.

3. Marketing and Enrollment

3.1. Communicate unique value of Catholic education.

3.1.1. Develop and deploy signage and advertising to promote LCS

3.1.1.1. Complete by October 2016

3.1.1.2. Nikki Gartner, Maren Stoflet

UPDATE – Done

3.1.2. Develop a calendar of events to showcase Catholic education after masses at OLOL and SJV.

3.1.2.1. Complete by October 2016

3.1.2.2. Kris Derscha, Susan Smith

UPDATE – Still working towards this.

3.1.3. Increase social media campaign and sharing of school updates.

3.1.3.1. Complete by October 2016

3.1.3.2. Andy Burman, Chuck Ripley.

UPDATE – Done, archive and continue working on this.

3.2. Promote stronger internal communication to retain current students.

~~3.2.1. Create and promote the top three stories of the week~~

~~3.2.1.1. Complete by October 2016~~

~~3.2.1.2. Andy Burman, Chuck Ripley, Karen Moldt~~

UPDATE – This initiative was archived because we are promoting a multitude of items each week, not just three.

3.2.2. Strengthen the current ambassador program for new families.

3.2.2.1. Complete by March 2017.

3.2.2.2. Jenny Grobstich, Nicki Gartner

UPDATE – Met per H&S Representatives.

3.2.3. Create an ambassador program for 4th-5th grade families to showcase our middle school and Assumption High School

3.2.3.1. Complete by March 2017

3.2.3.2. Kris Derscha

UPDATE – Not met, still working toward assessing. Dr. Morrison brought up the efforts at the Regina in Iowa City and their ambassador program. This might be something to look into.

3.3. Strengthen engagement of OLOL Parish and school.

3.3.1. Grow membership and activity of the Catholic Identity Committee.

3.3.1.1. Complete by March 2017

3.3.1.2. Tony Lemek

UPDATE – Met

3.3.2. Regular (quarterly to monthly) meal and tours of school after mass

3.3.2.1. Complete by October 2016

3.3.2.2. Amanda Little

UPDATE – One such event was planned earlier this year. Had to be cancelled due to water damage in library. Another one is planned for Catholic Schools Week.

3.3.3. Increase school/parish wide events ~~such as Trunk or Treat~~

3.3.3.1. Complete by October 2016

3.3.3.2. Nikki Gartner

UPDATE – Trunk or Treat was a success. Will continue to look into doing other activities.

3.3.4. Strengthen youth group/religious education connection with school.

3.3.4.1. Complete by July 2017

3.3.4.2. Emily Andes, Sara Scogland, Jennifer Alongi

UPDATE – Some action on this through sharing of activities and events. This is one that could use more focus and efforts in the coming months.

Teacher Report for February 2017

Kindergarten-Anna Johnson

In our classroom we have been celebrating Catholic Schools Week. (Of course)! The kids have been so happy and excited this week. Our room is decorated and ready for Valentine's Day coming up. Yesterday we discussed Groundhog's Day and did a Scholastic Reader over the topic. A few weeks ago, we discussed our new president, followed it up with a Scholastic Reader too. Finally, we have been working through our curriculum as well. In math we are working on recognizing and counting items up to 20. We are finishing up our winter FAST screener as well. I am so proud of my class!

First Grade-Margaret Miller, long-term substitute

Social Studies- We learned about what schools were like 100 years ago. I brought in some actual items from then. I also brought in pictures of a desk I own that would have been in a one-room school house. We are starting a new unit on Family. They are going to make their own family tree.

Math - Just took a test on diagraming with rods (tens) and ones. Learned about counting to 100 hundred by ones and then how much faster we can count by 10's. We are starting a new lesson on greater than, less than, and equal to - how we compare numbers.

Writing - Starting next week the children are going to get the opportunity to take our class bear, Coco, home. He/She will get to change the bear's outfits, take it on adventures, and then write about it in the class composition book. When the writing project is over, we will have 23 stories/adventures in the book.

Religion - Learning about the Holy Spirit and how Jesus wants us to go out and share his good news.

Second Grade-Amy Paul

We are studying Black History Month and really enjoying it. In January, we spent a whole week just learning about MLK, Jr. So far we have talked about him briefly, Ruby Bridges, and Harriet Tubman. Next up we will learn about George Washington Carver and Rosa Parks.

In Science, we are starting some work with STEM (Science, Technology, Engineering and Math) projects this week. The kids are very excited to see what kinds of things we are going to be doing with our STEM challenge boxes. I am excited to see the sparks ignite for my students.

In Math, we are working on measurement after our recently finished unit about money and time.

Finally, starting this month, we will have two separate observation students coming into our classroom from Upper Iowa University and Scott Community College.

Third Grade-Gloria Mesick

In science the children are working on the states of matter. They got to make a substance called Oobleck. It is an interesting substance that has properties of both a solid and a liquid. In math we have started to work on fractions.

Fifth grade-Danielle Behnke

We are centered around Black History Month in class right now. In ELA we are reading a play about Ruby Bridges and in Social Studies we are learning about the Civil War along with slavery.

Starting this week we will have two practicum students from St Ambrose joining us for ELA and Science!!

Guidance Counselor-Leigh Johnson

The Scott County Catholic Schools 8th grade Career Fair is on Friday, Feb. 10 at SAU. 8th graders from LCS, St. Paul, JFK and All Saints will come and learn about a wide variety of occupations. This year we have 44 individuals representing 30 different careers who will be attending.