

Lourdes Catholic School – Faith Formation Board
Thursday January 19, 2017 – 6:30 PM
Location: Lourdes Catholic School Library
Agenda

Mike Puthoff, Jennifer Alongi, Fr Jason Crossen, Teresa Heden, Kristyn Tjaden, Dave Kaney, Tyler Edwards, Karen Moldt, Rochelle Schrader, John Leinart, Sheryl Lackey, Maren Stoflet, Kevin Greenley, Alec Clark

- 1) **Called to Order** at 6:32 PM
- 2) **Opening Prayer** offered by Fr Crossen
- 3) **Introduction of Guests** – Mrs. Snyder, Mrs. Heck, Ms. Willits
- 4) **Approval of Agenda** – Motion offered by Tyler, seconded by Karen, approved by board
- 5) **Approval of December 2016 Minutes** – Motion offered by Teresa Heden, second by Karen Moldt, approved by board
- 6) **Open Forum** - nothing offered
- 7) **Strategic Initiatives Update (Puthoff, Veit, Reilly, Snyder, Willits)**
 - a. Mike - Workgroup met Tuesday afternoon, January 17th. A revised progress and activities report is planned to be sent out this weekend, with the intent to be built on at the next Strategic Planning check-in session. An invitation will follow for the upcoming check-in session with Dan Ebener.
 - i. **Next Check-In Session – January 24, 2017 at 6:30 PM**
 - b. Updates on Service Plan – Nicki Johnson and Mike have been working on drafting the Service Plan. After input from surveys and last FFB meeting, will be moving forward with a recommendation/expectation for volunteer work and service hours. Kristyn asked how the information will be shared to make sure all are aware. It was also asked if it will be included in the handbook. **Mike said after the service recommendation is finalized and approved by Home & School and FFB, it will be shared with families via email.** Ms. Alongi suggested it be included in the student/parent handbook as an appendix. Karen also suggested it be put up on the website.
- 8) **Father Jason Report**
 - a. Working with Emily Andes (OLOL Director of Faith Formation) on preparation for upcoming sacraments.
 - b. Will be meeting with Dan Ebener for OLOL church strategic planning on January 31st.
- 9) **Special Interest Group Reports:**
 - a. Boosters/AD Report (Alec Clark)
 - i. See report
 - ii. Sheryl asked about portion of Athletic Director expense that is being paid to All Saints Catholic School and what it covers. Will work with Ms. Alongi to find out

what this includes as far as who pays for shared Athletic Director responsibilities and if it should be coming from OLOL/church or LCS/school funds.

- b. Home & School Association (Nicki Johnson)
 - i. See report
 - ii. Karen encouraged all to support the upcoming Starry Night fundraiser and get the word out. Kristyn asked how support is going from sponsors. Karen responded that the larger sponsors remain in place from prior year, and preparation continues to progress.
 - iii. Update not available yet for SCRIP sales numbers for December, but will provide an update next month.
 - iv. Sheryl gave an update that Amazon Smiles setup continues. They have run into a couple kinks, but continue to work through them and it is expected to be fully in place and searchable soon.
 - v. Karen shared that the first Home & School installment to OLOL church is planned to be paid next month.

- c. Teacher Representative (Amy Paul and Gloria Mesick)
 - i. See update

- d. Scott County Catholic Schools Advisory Board (Donica Mokokak, Jennifer Alongi)
 - i. Ms. Alongi – mentioned multiple students per family discount rate change plan. The Diocesan plan by 2021 is to reach 85% for 2nd child, 65% for 3rd, and 10% for 4th and additional children. Karen asked if the discount applies if children attend different Diocesan Catholic schools, ex. Students at Assumption and LCS. Ms. Alongi said that it does not. Tuition assistance does take this into account. Educational Savings Accounts (ESAs) may be good opportunities for families to afford education, and they are similar in nature to a voucher. Efforts are underway with the proposal for creation of ESAs in Iowa. She encouraged families to learn more and they can support the ESA proposal. Teresa asked how the school receives the money. Ms. Alongi said the details are yet to be determined, but it may be where names/addresses are sent in to claim or receive reimbursement per student, possibly similar to the Statewide Preschool Program. The multiple student per family discount rate change will bring tuition closer to true cost per student, ex. \$3000 per child voucher.
 - ii. Fr Jason mentioned for awareness that Rivermont Collegiate recently launched a \$6 million capital campaign. There was mention that Rivermont's niche may be their international draw.

- e. Assumption High School (Kristyn Tjaden)
 - i. Kristyn – highlights from Assumptions recent board meeting on Tuesday that 446 students are currently enrolled at Assumption. February 17th is Assumption's early bird registration, so no new numbers yet for anticipated enrollment next year. The 8th graders night organized by Assumption was well attended.

- f. Grant Writing (Rochelle Schrader, John Leinart, Teresa Heden)
 - i. Rochelle and Ms. Alongi shared that the Rotary Technology grant for gym lighting was not approved. However, a donor has offered money to cover the cost. Ms. Alongi will work with Sheryl Lackey as this will need to be run through the Diocese if it is over \$5000.

1. Alec asked about removing the sound barriers that are hanging in disrepair from the gym ceiling. Sheryl and Ms. Alongi gave an update that there is a work order in for Dean Lackey to obtain a lift to get up to take them down.
 - ii. Spring SCRA application period is coming up. It was suggested that it may be a good approach to include a wish list to Starry Night where part of the costs for new laptops and/or desktops would be covered by grant money if awarded.
- g. Pastoral Council Report
- i. Dave - OLOL Parish Council continues working through their constitution and looking for ways to increase efficiencies. Will work to change Faith Formation Board naming to Board of Education once the change is coordinated and in effect.
 1. Mike and Maren gave an update on the pending name change for the Faith Formation Board (FFB.) Maren spoke with Dr. Lee Morrison at the Diocese of Davenport regarding changing the (LCS) Faith Formation Board naming to (LCS) Board of Education as recommended previously. Dr. Morrison was supportive of this change and shared that the Diocese is planning to undergo a similar naming change to the Board of Education in July. He emphasized the importance of keeping good communication between the school Board of Education and church Faith Formation Board. He also offered that while both boards are based on a faith foundation, the focus of each board is different. The Policy and Procedures Committee will discuss a strategy to accomplish the name change (likely after the current school year is complete) and how to communicate it to families as well.
 - ii. Family Life Commission will work in joint efforts with Home & School events. Church Life group is working with the Stewardship Council on the upcoming ministry fair. Sheryl suggested the opportunity for selling SCRIP during the ministry fair.
 - iii. January 31st meeting scheduled to work with Dan Ebener on OLOL strategic planning.
 - iv. Ms. Alongi gave an update that OLOL active parishioners can now enroll children in summer care, including those that attend public school
 - v. Mike shared that after attending the January 17th council meeting he was excited about the increased coordination and positive communication that has opened up between the OLOL and LCS efforts.
- h. School Improvement Advisory Committee (Alongi)
- i. Ms. Alongi – SIAC will meet in the spring to set goals for next 2017-2018 school year.
 - ii. Media coverage has brought good unanticipated exposure for LCS with the Nikulski 5th grade student attending the Presidential Inauguration and Gimbel 4th grade student awarded QC Times Student of the Week.
- i. St John Vianney representative – Kevin in attendance, nothing to pass along.

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. Mike – Will be meeting in the next week to work on 2017-2018 budget, and will provide update at next FFB meeting.
- b. Policy & Procedure
 - i. See report/policy attachments
 - ii. 3rd Reading of 210.4A, B, and C, and Hot Lunch Policy (680A) were presented by Maren.
 - 1. Motion for 3rd reading of Policy 210.A by Teresa Heden, second by John Leinart, approved by board. Policy approved with no additional changes.
 - 2. Motion for 3rd reading of Policy 210.B by Teresa Heden, second by Karen Moldt, approved by board. Policy approved with no additional changes.
 - 3. Motion for 3rd reading of Policy 210.C by Tyler Edwards, second by John Leinart, approved by board. Policy approved with no additional changes.
 - 4. Motion for 3rd reading of Hot Lunch Policy 680A by Teresa Heden, second by Karen Moldt, approved by board. Policy approved with the inclusion of wording change from “Business Offices” to “Our Lady of Lourdes church office.”
 - iii. 2nd Reading of 210.4E presented by Maren.
 - 1. Motion for 2nd reading of Policy 210.4E by Teresa Heden, second by John Leinart, approved by board. Following brief discussion about urgent decisions made in closed session, and it was agreed that the situation would fall within the closed session rules. The policy was accepted with no additional changes.
 - iv. 1st Reading of 212A presented by Maren.
 - 1. Motion for 1st reading of Policy 212A by Rochelle Schrader, second by Karen Moldt, approved by board. After opportunity for discussion, was accepted with proposed changes.
- c. Public Relations / Marketing
 - i. See report
 - ii. Tyler – gathered some statistics from social media. Working on gaining insight on demographics to help with future advertising approaches. Key words, landing pages, etc. for advertisements will be areas of focus for the near future.
- d. Executive and President’s Report
 - i. No meeting held since last FFB meeting.
 - ii. Principal evaluation process - Mike will be sending evaluation forms out to teachers and parents. Will use same approach (questions and electronic distribution) as last year for consistency. Closed session will be held at next FFB meeting to do the principal evaluation. Per Policy 360A – A contract shall be given to the LCS Administrator who is recommended for rehiring by the Faith Formation Board on March 15, to be returned to the Faith Formation Board by April 1st.

- iii. Scott Dyer has officially resigned from the FFB. Mike reached out to Kris Derscha as an alternate. Since there are no alternates remaining after Kris, John asked about adding to the alternate pool. Mike offered that as a backup in case someone else would resign from the Board, the FFB has the option to appoint or choose to wait for an additional vacancy and then appoint. Next appointments will be coming up in May.

12) Principal Report

- a. See report
 - i. Interview scheduled tomorrow for possible Little Lancer Site Supervisor, and another individual is interested.
 - ii. Working with Dean Lackey to get Science Lab work rolling, working along with Ms. Driscoll. Dean is going to try to work directly with contractors to see if cost would be brought down some.
 - iii. WHBF commercial coming out soon to be aired during Catholic Schools Week. Digital promotion was included in the package along with geofencing capability. Will be working with WHBF to select 4 buildings with 3 meter radius for geofencing that runs for 6 weeks. There was discussion of ideas for targeting specific audiences such as retail, school areas, businesses, etc. Ms. Alongi will follow up with her contact at WHBF for further information regarding geofencing capabilities and site selection
 - iv. February 6th is when Bettendorf 2017-2018 school year calendar is up for approval. LCS follows the Bettendorf school calendar for busing. Teresa asked about what looks to be a change to weekly early outs on the proposed calendars. Mrs. Heck shared that the weekly early outs may help students and teachers with consistency.
 - v. Kristyn asked about 8th grade graduation. Mrs. Heck said the date was submitted for Thursday night, June 1st. Ms. Alongi confirmed and will get it put on the school calendar.

13) Business Manager's Report

- a. See report
 - i. Sheryl – hot lunch program notices were sent out this week, and followed up with additional emails to those with repeat negative balances.
 - ii. Tuition/child care 2016 summary information has been sent out to families.
 - iii. Non-active tithing and active parishioners will be followed-up with later this month.
 - iv. Online registration demonstration is scheduled. Goal to have it in place by February 28th for 2017-2018 school year registration. It has the capability to pay online. Would like to notify families when it is very close to being ready to go.
 - v. Catholic Schools Week kickoff masses are Sunday, January 29th at 8:30AM and 10:30AM masses. Student and family volunteer opportunities will be announced through Sign-up Genius. Fr Crossen will introduce staff at masses and give a blessing.
 - vi. Annual Diocesan Appeal is at 92% of goal.
 - vii. Insurance claim has been submitted for asbestos clean-up in the back corner of the library, and it also includes new carpet in the library. This may bring the opportunity to do library clean-up and refresh. Some of the bookshelves would likely not hold up as they are moved and they can be prepared to fix them as needed. There was discussion about the potential timing to do this work over

Spring Break, or if it can wait until summer. Sheryl will check into the timeframe with insurance to see if it would still be within the time window to wait until summer.

14) Old Business or New Business - none

15) Adjourn regular session – Motion to adjourn offered by Rochelle Schrader, second by Tyler Edwards, approved by board.

16) Closed Session – none needed

17) Adjourned at 7:50 PM

18) Future Meetings

- TUESDAY January 24, 2017 at 6:30 PM – Strategic Initiatives Updates
- February 9, 2017
- March 9, 2017
- April 6, 2017 (Holy Day Apr. 13th)
- May 11, 2017
- June 8, 2017

January 2017 FFB Board Meeting

Officials

- We did some testing working with additional officials for basketball (girls) and volleyball. After receiving feedback from officials and coaches, we will be using for the rest of the year and I would recommend for years in the future:
 - o 2 officials for Volleyball per night (similar to the numbers used at the high school level) \$12 a game per official
 - o 2 Basketball officials per night (as opposed to 3 that is used at the high school level) \$25 per game per official

Basketball:

- We have four basketball teams this season – 2 for sixth grade (3 fifth graders are playing up), 1 for 7th grade, and 1 for 8th grade.
 - o Coaches:
 - 6th Grade White: Mr. Allison
 - 6th Grade Blue: Mr. Reilly and Mr. Mokosak
 - 7th Grade: Mr. Carber
 - 8th Grade: Mr. Weitz and Mr. Anderson
- In December, we had a banquet for our female athletes in which student-athletes received a varsity letter and pins for the respective sports that they participated in during the 2016 seasons. We will have this same banquet for the boys after their season concludes.
- Upcoming Hosting Dates:
 - o January 22nd
 - o January 26th
 - o February 2nd
 - o February 12th @ Assumption
 - o February 20th – Tournament @ Lourdes
 - o February 26th – Finals @ Assumption
- 3 on 3 Basketball Tournament will be on March 21st at 4:00 PM – This will be for fifth through eighth grade students (boys and girls and will be free). Similar to last year, students will create their own teams and pizza dinner will be provided for students at no cost. Parents are welcome to attend.
- Working with LogoPro to replace the signs in the gymnasium and also to receive quotes on possibly getting new uniforms for boy's basketball. This would all depend on cost and how it would work into the Athletic Boosters budget.

Items that are Being Worked on to finalize in planning:

- Road Race for March
- River Bandits Family Night
- Field of Dreams Trip for Middle School
- Girls and Boys Athlete of the Year to be awarded at graduation and to be voted on by teachers, principal, coaches, AD, and peers.

SCCSAC Report:

Main topics of discussion

- Best chance right now for ESA's with the new legislators.
Principals are looking at slow increases in pricing for all students over the next few years to be able to reap the benefits of ESA's. Currently public schools receive state funding of approximately 6,600 per student. It is hoped that this will be available to parents wanting to send their children to school of their choice. There will be webinars to help educate parents and others.
- The ultimate goal for Catholic School rates for 1st, 2nd, 3rd, 4th + students is to reach a 100%-85%-65%-50% level in five years.
- Catholic Schools Week activities discussed such as Dodge ball for Diapers and the usual yard signs, Focus Magazine, Thank you Video etc.

**LOURDES HOME AND SCHOOL
REPORT FOR FAITH FORMATION BOARD
JANUARY 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:

- Middle School Roller Skating Event (all Catholic Schools)
- Family Bingo Night (school and parish)
- Catholic School's Week (variety of events)
- New Family Monkey Joe's night

Administrative/Communication/Staff Support:

- Planning for Board Elections

Fundraising:

- Scrip Update:
 - Sales goal of \$500,000 this year resulting in \$15,000 profit.
 - Mary Walsh, Kristin Tjaden and Chuck Ripley "retired" from the SCRIP committee at the end of December.
- The Scrip Income through the end of November was 131,717 and YTD Net Revenue is \$8,941.
- Lourdes Starry Night Fundraiser:
 - Scheduled for Saturday, March 4, 2017 at Tanglewood Pavilion.
 - Planning well underway.
 - Wish list was finalized.
 - 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:

- Found 3 volunteers to help revamp Lourdes website for the Marketing committee.
- Planning a used uniform sale during Catholic schools week.

Hospitality:

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

Room Parents:

- Planning Valentine parties and staffing teacher's rooms for Teacher luncheon.

Family Ambassadors:

- Monkey Joe's night for K-8 during Catholic Schools week

Publicity:

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

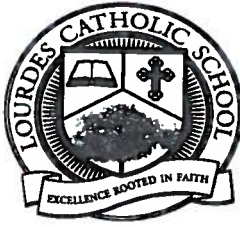
Shannon Heck

Student Council is planning the Dodgeball for Diapers fundraiser for Catholic Schools Week.

Academic Club for middle school is starting on 2/1. They meet during recess once a week and for a longer competition at the end of March. Middle school version of enrichment.

Third Grade – Gloria Mesick

The 3rd graders are working hard to understand the concepts of multiplication and division and to memorize their facts. In reading we have been working on Point of View and Literal and Nonliteral Language. We have started “Scientist of the Week” and the children have showed us some very interesting experiments!



Lourdes Catholic School

Academics ♦ Faith ♦ Community

Principal's Report to the Faith Formation Board January 19, 2017

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

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

Leadership of School Culture and Instruction:

1. Staff will have a farewell party for Jane Volden Monday, Jan. 23 after school. Recommendation to accept Mrs. Volden's resignation and release her from her contract.
2. Catholic Identity Committee is busy planning the details of all of the Catholic Schools Week events. Watch for information to come home to parents.

Managerial Leadership:

1. Beth Giese is Director of Extended Care. We still need one more full time Site Supervisor, hours approximately 9:00-5:30 Mon.-Fri. Please encourage anyone you know who may be interested to contact me via phone or email.
2. Anticipate Elaine Quinn's position going from PT to FT for next year; anticipate a need to hire a permanent replacement for Mrs. Volden and to hire one additional homeroom teacher.
3. Letters of Intent will be distributed to all school staff Feb. 3 with instructions to return on or before Feb. 17.
4. Dean Lackey is working on scheduling remodel of the science lab to occur over the summer.

Public Relations/Marketing Leadership:

1. See Tyler's marketing report.
2. Digital promotion purchase (see attached) – includes Geofencing and we can select 4 buildings (ideas: Deere, Arsenal, Hopewell, ...locations where our target audience might physically be present.)
3. 40 LCS brochures will be delivered to the Arsenal for new families starting jobs there.
4. Four tours schedule for January (one was this week; the other three yet to occur); one is a new Arsenal family; email yesterday (Wed.) from another new Arsenal family, with multiple children but he has not scheduled a tour yet.

Faith Formation Leadership:

1. March 23rd we will have a reconciliation service for students. It will begin at 9:00 AM.
2. The Catholic Identity committee is finalizing plans for Catholic Schools Week (Jan. 29-February 4).



WHBF Digital Solutions

Local Service. Local Expertise.

Behavioral, Keyword Search, Contextual, Geographic Targeting Options

Access 98% of the internet with our capabilities

Geo-fencing at a 3 meter radius

- Banner Ads – Audience Extension
 - o 50,000 impressions monthly (\$10 CPM)
 - o Utilize the impressions during a 30 day date range in 1st Quarter
 - o Different sets of creative for different targets; Wrap Around and Pre K and Kindergarten through 8th Grade Program
 - o Include the tagline of “Excellence Rooted in Faith”
 - o Geo-targeted to our area
 - o Can target people searching for Pre K programs, private schools, benefits of private school versus public school, etc.
 - o Additionally, Geo-Fencing up to four different buildings
 - o Investment of \$500

Reports

Websites and Apps

Contextual

Location (Zip Code or City)

Keywords

Device Type

Every report includes the number of impressions and clicks associated with the report pulled

OLOL Youth & Young Adult Ministry

Sara Scogland, Nick Helle, Mike Rashid

January 17, 2017

Looking Back at the Recent Happenings...

- Weekly high school youth group Wednesday Evenings-7:45-9 pm
- YACHT Bible Study gathering continues monthly at alternating parishes SJV/ Lourdes – they continue to use the formed.org study series. Nick Helle led Sunday, January 15th at Lourdes.
- QUEST Retreat at St. Thomas More, Coralville, IA ; We had 50 Candidates
- Confirmation Class first two Sundays of the month

Looking Ahead

Young Adult Ministries

- YACHT - Next Gatherings include:
 - Social-Friday; waiting for the updated schedule
 - Bible Study- Sunday, February ? 6:30-8 pm at OLOL
- *Bible study will continue within the formed.org

Jr. High Youth Ministry

- Upcoming QUEST Retreat dates: January 7-8 in Coralville; January 28-29 in St. Paul
- Quarterly Gathering /Diocesan Event – Jr. High Youth Rally is set for Sunday, March 17 in Iowa City; location is Regina School
- Just 5 Days – Service Retreat hosted by CMD (several weeks/locations to choose from around the country) *Seeking a Chaperone/Leader in our parish or deanery

High School Youth Ministry

- Weekly Youth Gatherings - Wednesdays 7:45-9 pm
- Registration for NCYC Begins January 21-22nd after all Masses. Throughout the coming months there will be continued registrations and promotions to get 54 people on the bus! (Any current 8th grade-11th grade student is encouraged to register.
 - NCYC Pilgrimage is set for November 16-19th, 2017.
- March For Life - Take the bus to DC January 24-
 - Charlene Merritt is currently promoting a couple students in our community to attend financially. We are seeking individuals now.
- CIA Catholics In Action Summer 2017 - Diocesan Service Retreat
- CIA Catholics In Action, Family Style Summer 2017 - Diocesan Service Retreat
- YNIA Young Neighbors In Action- hosted by CMD (several weeks/locations to choose from around the country)
- ND Vision Conference Summer 2017 (4 weeks to choose from June 19-23, June 26-30; July 10-14, July 17-21)

Youth & Family Opportunities

- Soup Supper Mondays during Lent (Dates are: March 6, 13, 20, 27 & April 3)
 - Spring Break in Bettendorf is Monday, March 13-17

Parent Opportunities

- **Parents Gather** – Continuing on Wednesday evenings during the LRE school year parents are invited to participate in the varying ways: prayer, bible and book studies, stay for fellowship time. Time: 6-7:30 pm....

Sacrament of Confirmation Mass is set for Wednesday, May 10th 7 pm Mass

Service to the Church Community/Neighborhood

- For Children's Liturgy, 2 Youth Aide are encouraged weekly. Still informing and inviting families to consider and use Sign Up Genius.
- Lenten Soup Suppers for the church community- Four to five Mondays during Lent youth and families prepare, serve and cleanup.

Camp Shalom Dates are being scheduled:

- **High School Leadership/Fellowship Weekend:** Friday-Sunday, March 24-26, 2017
Details to come!

Fundraising for NCYC 2017

- **Birdies for Charity**
- **Flags through the Optimistic Club**-we have two routes that allow us to make approx \$725 each day that we raise flags at sunrise and lower flags at sunset. It takes 2-4 vans/trucks with four –five person teams. Each route with one vehicle takes about 90-120 minutes. (We pick up the flags from the storage facility the evening before each event) Here are the next dates:
 - Memorial Day- Monday, May 29, 2017
 - Flag Day- Wednesday, June 14
 - Fourth of July - Tuesday
 - Labor Day – Monday, September 4
 - Veteran's Day- Friday, November 10

**Blessings to everyone,
Sara Scogland**

Faith Formation Report

Emily Andes

1/19/17

- **Religious Ed**
 - Current K-8 enrollment for RE program is 113 (We added two new kindergarten students this week!)
 - 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.
 - Efforts to include more for parents and families through weekly emails, Opening Prayer, family events, volunteer opportunities service (i.e. Pennies for Peru and Valentine's for homebound).
 - Collaborating with LCS for Sacramental prep.
- **Adult Faith Formation**
 - FORMED.org promotion parish wide
 - Email info sent to Ms. Alongi to pass along to all LCS families
 - Small group scripture study with Deacon John Weber meeting Saturdays from 9-10:30 am.
 - Family Small Groups using FORMED.org materials. Two groups currently (Sunday and Tuesday evenings) with a potential 3rd group as interest increases.
 - Recruiting leadership to begin a FORMED women's group. Hoping to begin during Lent.
 - Called and Gifted
 - Intentional recruitment of volunteers based on charisms.
 - Prep for fall 2017.
 - "Forming Intentional Disciples" book study group to begin in February.
 - Starting conversation to form a Mom's Morning group.
 - RCIA
 - CEW promotion
 - Info sent home with all RE families
 - Flier in OLOL bulletin and set to go in SJV bulletin
 - Book giveaway at Christmas masses...GREAT feedback from this book!!!
 - Potential to for discussion groups.
- **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.
 - 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 to be installed in the FFR and GS soon...will expand our ability to host FROMED groups.
- **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.
 - **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 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 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

Public Relations/Marketing Report

January 17, 2017

Continuing efforts on the Strategic Planning initiative goals and deadlines.

Website revamp- Landing/Marketing Page for Facebook ads

Demographics- Tyler expects to have this completed by the Feb 2017 meeting

SJV update

Signage in lobby

Speaking at Mass during Catholic Schools week

Scrip forms in the bulletin

Facebook Video Stats:

- WHBF commercial has 1.1K views
- Lourdes Christmas concert has 800 views
- Starry Night 2016 has 1.6K views
- 593 people have liked our page
- 567 people are following Lourdes Catholic school
- 9 events are posted for the month of January
- 5/5 rating on Facebook

Wikipedia-

- After reviewing the page, I recommend we make some revisions to the page

Great Schools

- 32 reviews- average of 5 star rating
 - o There hasn't been a review since December 2015
- Great schools profile is updated

Google Search-

- Catholic Schools Quad Cities, we are the first school to appear
- Bettendorf private School, we are the second school listed

Allocation of budgeted funds

FAITH FORMATION BOARD

JANUARY 19, 2017

BUSINESS MANAGER REPORT

- 1) Financial Statement Update – *all but the scrip account has been reconciled.*
 - a. December 2016 – total school income \$134,614
 - i. Includes Gifts and Donations \$6,940
 - b. November 2016 – total school expenses \$142,324
 - c. Net Loss November for School \$7,710
 - d. Income/Expense School Associated Organizations as reported to date – net loss \$4,116
 - e. Net Loss for School & Associations \$11,826
- 2) Lunch Program Update
 - a. Notices sent out 1/19, balance falls below \$10.00, or a negative
- 3) Account Receivables
 - a. Tuition and child care tax statements completed January 13, 2016
 - b. Working on below tithing commitment letters
- 4) Finance Committee
 - a. Working on school budget
 - b. Tuition, registration, and fees rates approved by Finance Council December 20, 2016
 - i. Tuition 4.5% increase
- 5) Tithing IRS letters 2016 mailed this week.
- 6) Demo with Twin States on software program for online registration, donation from Catholic Endowment.
- 7) January 29, 2017 8:30 & 10:30 masses, kick off CSW
 - a. Introduction LCS & OLOL office staff
 - b. Teachers recognized
 - c. Blessing extended to all
 - d. Meet & Greet after masses
 - e. Kris helping coordinate volunteers and spreading the word in school
- 8) ADA – Lourdes is at 92% of GOAL!!
- 9) WIFI being added to gathering space, FFR
- 10) Health Insurance renewal – overall 8% increase, 1/1/2017

Lourdes Catholic School

BUDGET VS. ACTUALS: 2016-2017

December 2016

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
INCOME				
Total Income			\$0	0%
GROSS PROFIT	\$0	\$0	\$0	0%
EXPENSES				
Total Expenses			\$0	0%
NET OPERATING INCOME	\$0	\$0	\$0	0%
OTHER INCOME				
42000 School Income				
42001 Tuition	71,844	39,798	32,046	181.00 %
42002 Registration Fees		1,431	-1,431	
42003 Other Fees (Band)		562	-562	
42004 Transportation	500	1,500	-1,000	33.00 %
42005 Extended Care Fees	21,468	25,222	-3,754	85.00 %
42006 Gifts and Donations		830	-830	
42006.A Gifts and Donations	5,625	5,916	-291	95.00 %
42006.B SJV Support	615	3,891	-3,276	16.00 %
42006.C Matching Gifts	700	791	-91	88.00 %
Total 42006 Gifts and Donations	6,940	11,428	-4,488	61.00 %
42007 Fundraisers (H&S/Beanbag)		1,250	-1,250	
42008 Grants and Funds (EOF/4Yr/FKM)				
42008.A EOF		5,871	-5,871	
42008.B 4 Yr Old Preschool Grant	16,550	17,250	-700	96.00 %
42008.C Health Insurance		1,250	-1,250	
42008.D SCRA		1,500	-1,500	
Total 42008 Grants and Funds (EOF/4Yr/FKM)	16,550	25,871	-9,321	64.00 %
42010 Preschool Tuition - 2 day 3 day	5,233	4,133	1,100	127.00 %
42013 Refunds and Reimbursements	200	133	67	150.00 %
42014 Other Instr, Tech, Admn Fee Income		895	-895	
42018 Pre K Documentation		866	-866	
42019 Before and After Care	5,105	3,291	1,814	155.00 %
42020 Student Lunch Income	6,740	6,614	126	102.00 %
42022 Student Activities	8	855	-847	1.00 %
42024 Extended Care Registration	25	0	25	
Total 42000 School Income	134,614	123,849	10,765	109.00 %
42800 Other Associated School Organizations				
42860 H & S Income	3,873		3,873	
42863 School Fundraiser Inc	1,200		1,200	
42865 Booster Income	289		289	
Total 42800 Other Associated School Organizations	5,362		5,362	
Total Other Income	\$139,976	\$123,849	\$16,127	113.00 %
OTHER EXPENSES				

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
52120 Salary Expense				
52121 Administration	17,773	16,385	1,388	108.00 %
52122 Instructional - Lay	47,600	50,456	-2,856	94.00 %
52124 Instructional - Substitute	1,947	2,222	-275	88.00 %
52125 Operational Wages				
52125.A Building, Equipment & Grounds Wages	259	5,393	-5,134	5.00 %
Total 52125 Operational Wages	259	5,393	-5,134	5.00 %
52126 Employer Tax Expense	7,523	8,338	-815	90.00 %
52128 Retirement Benefits	2,287	2,647	-360	86.00 %
52129 Other Benefits				
52129.A Flexible Spending Fee	18	60	-43	29.00 %
Total 52129 Other Benefits	18	60	-43	29.00 %
52131 Food Service Wages	2,640	2,387	253	111.00 %
52134 Other School Personnel	12,601	9,126	3,476	138.00 %
52136 Preschool Wages	10,050	10,331	-281	97.00 %
52137 Extended Care Wages	10,828	18,262	-7,434	59.00 %
52138 Before & After Care Wages	319	1,182	-863	27.00 %
Total 52120 Salary Expense	113,846	126,789	-12,943	90.00 %
52127 Employee Insurance Expense				
52127.A School Employee Insurance Benefits Exp	3,520	6,065	-2,545	58.00 %
Total 52127 Employee Insurance Expense	3,520	6,065	-2,545	58.00 %
52240 School Administration Expense				
52241 Staff Development		125	-125	
52242 Health Expense	109	42	67	259.00 %
52243 Professional Fees	386	119	267	324.00 %
52244 Public Relations		250	-250	
52245 Office Supplies	176	858	-682	20.00 %
52246 Postage		75	-75	
52247 Furnishings		166	-166	
52248 Equipment Maintenance/Repair				
52248.A Copier Lease/Maint. -Xerox & Riso	619	416	203	149.00 %
52248.B Xerox & Riso-Overages		53	-53	
52248.C Water Treatment Program	188	183	5	102.00 %
52248.D Inspection/Testing Fire Extinguishers		41	-41	
52248.E HVAC	1,705	855	850	199.00 %
52248.F Plumbing Repairs		200	-200	
52248.H Food Program Equipment Repairs		83	-83	
52248.Z Other, Small Equipment	178		178	
Total 52248 Equipment Maintenance/Repair	2,690	1,831	859	147.00 %
52249 Technology Expenses	399	962	-563	42.00 %
52250 Transportation	2,000	2,500	-500	80.00 %
52255 Other Expense	8	333	-325	2.00 %
52258 School Hospitality	273	70	203	390.00 %
52272 LCS Lunch Program Expenses	2,664	4,226	-1,562	63.00 %
52273 Tuition Bad Debt Expense		300	-300	
52274 Bank Charges		42	-42	
Total 52240 School Administration Expense	8,705	11,899	-3,194	73.00 %
52360 Instructional Expense				

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
52361 Staff Development		200	-200	
52362 Student Activities		940	-940	
52363 Extracurricular Expense	100	416	-316	24.00 %
52363.B Music/Band/Choir	65		65	
52363.Z Other	190		190	
Total 52363 Extracurricular Expense	355	416	-61	85.00 %
52364 Educational Materials		1,866	-1,866	
52365 Instructional Supplies	7	479	-472	2.00 %
52366 Teaching Supplies/Paper	1,017	208	809	489.00 %
52367 Media/Library Expense		100	-100	
52369 Before and After Expense		208	-208	
52370 Extended Care Expense	2,066	5,083	-3,017	41.00 %
52371 4 YR Preschool Expense	1,281	1,916	-635	67.00 %
Total 52360 Instructional Expense	4,727	11,416	-6,689	41.00 %
52480 Plant Operation Expense				
52481 Utilities				
52481.A Gas & Electricity	5,250	3,033	2,217	173.00 %
52481.B Water		208	-208	
52481.C Sewer		100	-100	
Total 52481 Utilities	5,250	3,341	1,909	157.00 %
52482 Telephone		140	-140	
52483 Custodial Supplies	718	1,325	-607	54.00 %
52484 Contracted Services				
52484.A Trash & Recycling	185	125	60	148.00 %
52484.B Pest Control	120	108	12	111.00 %
52484.C Lawn Care		208	-208	
52484.D Snow Removal	985	283	702	348.00 %
52484.E Janitorial Services	2,130		2,130	
52484.F Fire Alarm	605	275	330	220.00 %
52484.G Security		108	-108	
52484.H Floors		384	-384	
52484.I Other-Maintenance & Supplies		250	-250	
52484.J Bottled Water	59	54	5	109.00 %
52484.K Credit Card Management	611	308	303	198.00 %
52484.M QB Payment Management	819	275	544	298.00 %
52484.Z Other-Adminstration		3	-3	
Total 52484 Contracted Services	5,515	2,381	3,134	232.00 %
52485 Building Maintenance & Repair	44	2,500	-2,456	2.00 %
52490 Grounds Maintenance & Equipment		42	-42	
Total 52480 Plant Operation Expense	11,526	9,729	1,797	118.00 %
52800 Other Associated School Organization Expense				
52860 H & S Expense	3,195		3,195	
52863 School Fundraiser Expense	6,074		6,074	
52865 Booster Expense	209		209	
Total 52800 Other Associated School Organization Expense	9,478		9,478	
Total Other Expenses	\$151,802	\$165,898	\$ -14,096	92.00 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
NET OTHER INCOME	\$ -11,826	\$ -42,049	\$30,223	28.00 %
NET INCOME	\$ -11,826	\$ -42,049	\$30,223	28.00 %

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.

~~2014-2015~~

- ~~Policy 212a~~
- ~~Policy 402a and 414a~~
- ~~All 500 Policies~~
- ~~Policy 612.5a, 612.5b and 680a~~
- ~~All 700 Policies~~

~~2015-2016~~

- ~~All 600 Policies~~

~~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 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 ~~in doing so~~. 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

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. Elections for each office will be conducted at the 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 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.

The newly elected officers will begin serving at the conclusion of the May meeting.

Policy Adopted: June 2, 1994

Policy Revised: June 1, 2006-2007

Policy Revised: April 6, 2013