

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

Attendees – Chuck Ripley, Tyler Edwards, Amy Paul, Gloria Mesick, Donica Mokosak, Sheryl Lackey, Kris Derscha, Teresa Heden, Nicki Johnson, Karen Moldt, Mike Puthoff

- 1) **Call to Order** – 6:32 by Mike Puthoff
- 2) **Opening Prayer** – offered by Ms. Alongi
- 3) **Introduction of Guests** – Cayleah Willits, Linda Mosher, Brooke Heckinger, Chrissy Hayes
- 4) **Approval of Agenda** – Motion offered by Chuck, seconded by Teresa, approved by board
- 5) **Approval Minutes**
 - a. February Minutes – Motion offered by Teresa, seconded by Chuck, approved by board

6) **Open Forum**

Mike shared proposed painting of Lourdes sign – Kris Girsakis forwarded a digital image of a sign for the front of the school. Ms. Alongi stated doesn't want to paint the current wooden sign blue, but it will be Father's decision. Discussed timing it with replacement of the awnings. Ms. Alongi stated some of the funds earned through Starry Night will pay for awnings.

On April 22 (Earth Day) there will be a grounds clean-up. Will be coordinated by H&S and will be all encompassing – both school and church grounds. Sheryl asked for church to be involved and Nicki said that is the plan. Sheryl stated that Carolyn can email parish members.

7) **Strategic Initiatives Update (Puthoff, Veit, Reilly, Snyder, Willits)**

- a. No update

8) **Father Jason Report** – no report

9) **Special Board Education from Principal** – Teacher Evaluation (no more than 20 minutes) – delayed until April meeting

10) **Special Interest Group Reports:**

- a. Boosters/AD Report (Alec Clark) – see report

Sheryl asked about any further concessions and Mr. Clark confirmed that there will not be any further concessions this school year. Sheryl will deposit the funds. Will use leftover goods from concessions at 3 on 3 tournament

Cubs game only at 10 interested to extend to parish and will be put into the church bulletin

At 60 people registered for fun run. Need about 50 more to break even. Ms. Alongi asked people to share on Facebook.

- b. Home & School Association (Nicki Johnson) – see report.

Current estimate is that about \$55K was raised at Starry Night. About 100 families attended. Low bids on silent auction items. May have some additional funds coming in. Ms. Alongi reported that teachers were thrilled to be able to get their wish lists funded. Only 90 families sold raffle tickets. Had asked for all families to contribute at least \$40 in sales.

Donut Sunday will be starting either this month or next. Each month a class will host.

Middle school – doing food kitchen but only requires a few kids so looking for another community service activity that all middle schoolers can be involved in

Do have openings on H&S board so looking for new people to participate.

- c. Teacher Representative (Amy Paul and Gloria Mesick) – new science kits starting right now in several grades. 2nd grade piloted STEM activities and will be doing more in the future.
- d. Scott County Catholic Schools Advisory Board (Donica Mososak, Jennifer Alongi) – next meeting is next Monday
- e. Assumption High School (Kristyn Tjaden) – see report
- f. Grant Writing (John Leinart, Teresa Heden) – have not met but are looking at applying for two grants. Looking at grant Karen Moldt saw in QC Times. The focus for that one is on health. Ms. Alongi is focusing on before school recess – grant to pay for aide to monitor – and also health monitors. Teresa reviewed previous projects and has asked teachers let her know if they have any requests in this area. Other one is SCRA which is due 01 April and may apply for security cameras. Ms. Alongi said we need to follow-up and send people to training. Sheryl confirmed funds for grant writing training are in next year's budget.
- g. Parish Council Report (Teresa Heden and Dave Kaney) – see report
- h. School Improvement Advisory Committee (Alongi) – no report Will meet again in April/May

11) Religious Education Reports:

- a. Emily Andes – Director of Faith Formation – see report
Mrs. Paul reported on first reconciliation workshop – went well.
Vacation Bible School will be June 26-30.
Teresa asked about some items relating to 1st Communion and Mrs. Paul provided some information.
- b. Sara Scogland – Youth and Young Adult Ministry – no report

12) Board Committee Reports:

- a. Finance

- i. School budget will be approved at the March Finance Council meeting - Mike reported that a few changes were needed so have delayed approval to March. Sheryl asked about enrollment numbers and if made changes for no growth would want to review again. Mike said yes. Ms. Alongi asked if could be approved on last day of March and Sheryl said yes. Will plan to do it that way so get updated kindergarten numbers in.
 - b. Policy & Procedure
 - i. 3rd Readings
 - 1. 212.A – Motion for 3rd reading made by Teresa and seconded by Chuck, approved by board. Policy approved as presented.
 - ii. 2nd Readings
 - 1. 414A – Motion for 2nd reading made by Teresa and second by Tyler, approved by board with no additional changes
 - iii. 1st Readings
 - 1. 402A, 402B, and 410A – reviewed and will come back with reworded policies next month for first readings
 - c. Public Relations / Marketing – Ms. Alongi reported that congratulations notes will begin being sent to all OLOL parish families that have children baptized. The card will be signed by first grader. Then will send birthday cards to the child through 5th birthday. Hope to start in April. LogoPro will do cards. Going to approach SJV to see if they are okay with sending out card for baptism, at a minimum. Spreadsheet has been created to track birthdays. Kris suggested doing as anniversary of baptism card. Ms. Alongi said cards have been created so will stick with birthday. Chuck asked if funds could be allocated to this. Board agreed.

Sheryl stated she got another bill from the t.v. station. Want to make sure there's nothing outstanding. Chrissy gave sponsor letter.

Chuck reached out to Mrs. Lawrence and Kris Girskis about any funds needed for Facebook and they said not at this time.

WHBF has been very good to us and do not want to let that relationship die. Would like person who takes on Marketing committee to keep things up with the station. Reported that GeoFencing resulted in 6 families coming in for tours. The Cost for this was \$500. Lourdes owns the commercial so we can do with it as we want.

Chuck reported that he recently went to seminar and said you can tweak the digital stuff to apply to time of year, events going on at the time, etc.

Ms. Alongi reported that a school parent asked if we're going kindergarten flyers out to other local preschools. PV kindergarten spaces are exceeding those allotted so some kids will have to be bussed to other schools. This might create an opportunity for Lourdes. She stated we do have partnership with Bettendorf for pre-K. Last year got list last year of those families that were not able to get in and made calls. But do not have anything with PV at this time.

- d. Executive and President's Report
 - i. See attached report

- ii. Official thank you to Mr. Weaver – his last day is tomorrow. Mike asked attendees to thank him and passed a card for all members to sign. Ms. Alongi is looking for his replacement. Is trying to get someone in place right after springbreak. Jennifer Fillman can fill in if needed. Do have a possible candidate.
- iii. Seeking volunteers for Nominating Committee for 2017-2018 FFB – Karen Moldt is finishing up her first term. Chuck Ripley is finishing his second term. Rochelle Schrader's husband's role with church is that he's a paid employee so to comply with policy she has stepped down from board and needs to be replaced. Kris Derscha is filling Scott Dyer's term which ends this year. Will have 2 to 4 openings that need to be filled.

Policies require that a nominating committee be formed and Mike asked for interest – wants a team of people. Teresa and Tyler volunteered. Mike said he will assist. Will vote on new members at May meeting.

Will need a Lourdes Representative for AHS Board of Education also – need to appoint someone who will serve the role. Does not need to be on FFB.

13) **Principal Report** – see report.

Ms. Alongi reviewed the enrollment numbers for 2017-18 as of today. Gave Elaine list of parents to call regarding registration and gave update on numbers based upon responses she received.

Iowa assessments – included last year's and this year's scores for comparison purposes.

Wins poster was created and hung on the wall in teacher's lounge.

Mike asked about any concerns for scores going the other way. Ms. Alongi met with teacher's in PLC meetings to look at why. Teresa asked about 8th grade math score – one new 8th grader and one 7th grader from last year left. Different students. Also recently discovering students who need extra help. Ms. Alongi said she is pleased with the scores and doesn't have any major concerns.

14) **Business Manager's Report** – see report

Asked if board wants to see preschool funding report. Agreed we do not need to see a detailed report.

Pumps went out in one of the basement classrooms. One pump dead and one on last leg. Have ordered new one. Going with new system that costs less. Must get diocese approval due to cost. Will plan timing so not to interfere with school and will let Ms. Alongi know when the installation will take place.

Carpet to be replaced this summer. Ms. Alongi to talk to Mrs. Rouse about going through books before they are replaced on the shelves. Suggested we think about painting while the carpet is pulled.

Church's strategic planning session is scheduled for 25 March. Sheryl to send verbiage to Ms. Alongi for Monday message and Kris Girskis has said she will post on Facebook.

15) Old Business or New Business - nothing

16) Adjourn regular session

17) Closed Session – not needed

18) Adjourn – Motion to adjourn offered by Teresa and seconded by Donica second, approved by board

19) Future Meetings

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

March 2017 FFB Report

The end of the season AD meeting will be on March 8th at All Saints. Items for discussion:

- Changes to rules for volleyball and basketball
- Admission prices
- Any improvements to the current league
- Possibility of not playing on Tuesday nights during the boys' basketball season
- Continuation of running clock or switch back to stopped clock
- We will also be discussing dates for hosting of next season.
- Next year, we will still offer girls' basketball and volleyball as well as boys basketball.
- Goal is to have jerseys ordered by July in order to be ready for next year.

Chicago Cubs Trip

Currently at 10 individuals signed up for the trip. We need at least 40 for the trip and 40 for the bus. Some families have asked for tickets and not the bus, which is fine, but we need more people to offset the costs of the bus. The registration deadline is March 10th and the game would be at 1:20 PM on July 7th. Parent communication has been sent out to families and has been posted on Facebook.

Dyersville Trip

The Dyersville trip has been rescheduled for June 14, 2017 based on parent-survey data. We currently have two students signed up for the trip. The itinerary and schedule has been sent to families via email. Flyers have been sent to the school office to be sent out the week after Spring Break. The registration deadline will be in May. We need at least 30-40 students signed up for the trip. The trip was cancelled for March due to having less than 10 students signed up. Communication for this trip was sent to parents via e-mail.

Intramurals Dates for March

March 9th 5:45-6:45 PM (K-4 Intramurals)
March 10th 4:30-5:30 PM (5-8 Intramurals)
March 11th 10:00-11:00 AM (K-4 Intramurals)
March 13th 8:30-9:30 AM (K-4 Intramurals)
March 14th 8:30-9:30 AM (5-8 Intramurals)
March 16th 8:30-9:30 AM (5-8 Intramurals)

Boys Basketball Banquet

Will be on April 2nd @ 3:00 in the LCS Library. Students will receive a varsity letter and pin for participation in basketball. Currently have three families RSVP'd to the banquet. Communication regarding this event has been sent to parents and is on the LCS calendar.

Items Working on:

- Possible Adult Mens League for the Summer
- Finalizing Date and details for the 3 on 3 Tournament
- Athlete of the Year Award for Graduation (8th Grade)

Public Relations/Marketing

March 2017

The committee was unable to meet due to scheduling conflicts among members.

Forward looking agenda items:

Possibly allocating funds to Facebook advertising

Possibly allocating funds to continue our television commercial

Birthday cards to a select group of students including SJV. Request for discussion

Jennifer

Focus on Global Fencing and Google search results

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

- Donut Sunday being planned
- Trivia night being planned in May
- Spring Cleanup being planned – need to finalize a date
- Planning 3rd Middle School Event

Administrative/Communication/Staff Support:

- Planning for Board Elections – the following positions are open
 - President Elect (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 need 1
 - Treasurer (1 year service)
 - Treasurer Elect (2 years service) becoming Treasurer the following year
- Service Chair position openings will go out after we have finished with the board elections.

Fundraising:

- Scrip Update:
 - YTD Sales through January are \$216,964 and YTD profit is \$13,888. The profit ran a little over 3% in January so it was a low revenue month - only \$916.
 - SCRIP Sales goal is \$500,000 and profit goal is \$15,000.
- Lourdes Starry Night Fundraiser:
 - Numbers are not final yet, but committee chair thinks we raised at least \$60,000.
 - 103 households attended the event, 69 households purchased items, 25 of those households spent less than \$100.
- Amazon Smiles has been implemented to replace Target's fundraising money. You can go online now and set your designated charity to Lourdes Catholic Church. (proceeds go to the school)

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:

- Provided food for teacher conferences.

Room Parents:

- Planning for classes to host Donut Sundays.

Family Ambassadors:

- No new updates.

Publicity:

- Continuing FB, newsletter and variety of other communications.
- First "Live Facebook" feed last week.

Assumption High School Matriculation Rates as of 2-21-17					
All Saints, JFK, Lourdes, St. Paul's					
	Class of 2021	Class of 2020 (as of 3/23/16)	Class of 2019	Class of 2018	Class of 2017
All Saints	35% (17/48 students)	50% (21/42 students)	76% (29/38 students)	68% (21/31 students)	71% (30/42 students)
JFK	51% (18/35 students)	61% (28/46 students)	44% (16/36 students)	58% (19/33 students)	63% (22/35 students)
Lourdes	84% (16/19 students)	71% (10/14 students)	93% (28/30 students)	67% (10/15 students)	90% (26/29 students)
St. Paul's	79% (34/43 students)	51% (26/51 students)	68% (36/53 students)	60% (31/52 students)	83% (42/52 students)
TOTAL	51%(85/145) Catholic Grade School Students	85 Catholic Grade School Students	109 Catholic Grade School Students	81 Catholic Grade School Students	120 Catholic Grade School Students

FAITH FORMATION BOARD

- 1) Financial Statement Update – *please note that bank accounts have not been reconciled yet, all numbers shown are preliminary.*
 - a. February 2017 – total school income \$98,024
 - i. Donation income received from SJV \$11,235
 - b. February – total school expenses \$147,916
 - c. Net Loss November for School -49,892
 - d. Income/Expense School Associations as reported to date – net income \$857
 - e. Net Loss for School & Associations -49,035
- 2) Profit/Loss Year to Date LCS
 - a. Total Income \$1,157,306 Budget \$1,039,283
 - b. Total Expense \$1,259,445 Budget \$1,323,880
 - c. **Net Loss -\$102,139 Net Loss -\$284,597**
- 3) Lunch Program Update
 - a. Notices were sent out Monday, ongoing follow ups
- 4) Account Receivables
 - a. Father, Amanda and I are working with several families.
 - b. 4
- 5) LCS Budget
 - a. Final Finance Council approval due March 21, 2017
- 6)

4 Year Old Preschool Grant Program 2016-2017

42008.B

Month	Amount	Report Submitted	Check Received
July	\$9,649.32		09/09/16
August	\$17,669.65	09/16/16	10/06/16
September	\$20,223.67	10/17/16	11/10/16
October	\$16,549.94	11/22/16	12/07/16
November	\$17,022.47	12/14/16	01/13/17
December	\$16,848.56	01/24/17	02/08/17
January	\$15,549.49	03/03/17	
February			
March			
April			
May			

June		
TOTAL	\$ 113,513.10	

2016-17		Paid	Remaining
\$19,215.10	Admin Cost	\$17,568.38	\$1,646.72
\$172,935.92	*Program Cost	\$95,944.72	\$76,991.20

**appx Program cost wages \$57,500 remaining - balance \$19,491 other expenses #52371*

Lourdes Catholic School

BUDGET VS. ACTUALS: 2016-2017

February 2017

	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	29,635	39,797	-10,162	74.00 %
42002 Registration Fees	300	1,431	-1,131	21.00 %
42003 Other Fees (Band)	-75	562	-637	-13.00 %
42004 Transportation	350	1,500	-1,150	23.00 %
42005 Extended Care Fees	20,980	25,222	-4,242	83.00 %
42006 Gifts and Donations				
42006.A Gifts and Donations	2,200	5,916	-3,716	37.00 %
42006.B SJV Support	11,235	3,891	7,344	289.00 %
42006.C Matching Gifts		791	-791	
Total 42006 Gifts and Donations	13,435	10,598	2,837	127.00 %
42007 Fundraisers LCS		1,250	-1,250	
42008 Grants and Funds (EOF/4Yr/FKM)				
42008.A EOF		6,702	-6,702	
42008.B 4 Yr Old Preschool Grant	16,849	17,250	-401	98.00 %
42008.C Health Insurance		1,250	-1,250	
42008.D SCRA		1,500	-1,500	
Total 42008 Grants and Funds (EOF/4Yr/FKM)	16,849	26,702	-9,853	63.00 %
42010 Preschool Tuition - 2 day 3 day	3,958	4,133	-175	96.00 %
42013 Refunds and Reimbursements	416	133	283	313.00 %
42014 Other Instr, Tech, Admn Fee Income	130	895	-765	15.00 %
42018 Pre K Documentation	175	866	-691	20.00 %
42019 Before and After Care	5,475	3,291	2,184	166.00 %
42020 Student Lunch Income	5,295	6,614	-1,319	80.00 %
42022 Student Activities	1,051	855	196	123.00 %
42023 Before/After Care Registration	25	0	25	
42024 Extended Care Registration	25	0	25	
Total 42000 School Income	98,024	123,849	-25,825	79.00 %
42800 Other Associated School Organizations				
42860 H & S Income	150		150	
42865 Booster Income	1,167		1,167	
Total 42800 Other Associated School Organizations	1,317		1,317	
Total Other Income	\$99,341	\$123,849	\$ -24,508	80.00 %
OTHER EXPENSES				

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
52120 Salary Expense				
52121 Administration	20,612	16,385	4,227	126.00 %
52122 Instructional - Lay	47,062	50,456	-3,394	93.00 %
52124 Instructional - Substitute	3,976	2,222	1,754	179.00 %
52125 Operational Wages				
52125.A Building, Equipment & Grounds Wages	931	5,393	-4,462	17.00 %
Total 52125 Operational Wages	931	5,393	-4,462	17.00 %
52126 Employer Tax Expense	8,162	8,338	-176	98.00 %
52128 Retirement Benefits	2,384	2,647	-263	90.00 %
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	3,364	2,387	977	141.00 %
52134 Other School Personnel	12,671	9,126	3,545	139.00 %
52136 Preschool Wages	11,498	10,331	1,167	111.00 %
52137 Extended Care Wages	11,521	18,262	-6,741	63.00 %
52138 Before & After Care Wages	784	1,182	-398	66.00 %
Total 52120 Salary Expense	122,983	126,789	-3,806	97.00 %
52127 Employee Insurance Expense				
52127.A School Employee Insurance Benefits Exp	3,059	6,065	-3,006	50.00 %
Total 52127 Employee Insurance Expense	3,059	6,065	-3,006	50.00 %
52240 School Administration Expense				
52241 Staff Development		125	-125	
52242 Health Expense		42	-42	
52243 Professional Fees	514	119	395	432.00 %
52244 Public Relations		250	-250	
52245 Office Supplies	529	858	-329	62.00 %
52246 Postage		75	-75	
52247 Furnishings	75	166	-91	45.00 %
52248 Equipment Maintenance/Repair				
52248.A Copier Lease/Maint. -Xerox & Riso		416	-416	
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		855	-855	
52248.F Plumbing Repairs	439	200	239	220.00 %
52248.G Electrical Repairs	1		1	
52248.H Food Program Equipment Repairs	41	83	-42	50.00 %
52248.Z Other, Small Equipment	53		53	
Total 52248 Equipment Maintenance/Repair	722	1,831	-1,109	39.00 %
52249 Technology Expenses	4,316	962	3,354	449.00 %
52250 Transportation	2,081	2,500	-419	83.00 %
52255 AHS Scholarship & Other Expense	125	333	-208	38.00 %
52258 School Hospitality	498	70	428	712.00 %
52272 LCS Lunch Program Expenses	3,271	4,226	-955	77.00 %
52274 Bank Charges		42	-42	
Total 52240 School Administration Expense	12,133	11,599	534	105.00 %
52360 Instructional Expense				

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
52361 Staff Development	56	200	-144	28.00 %
52362 Student Activities		940	-940	
52363 Extracurricular Expense	103		103	
52363.A Athletic Expenses		133	-133	
52363.B Music/Band/Choir	90	33	57	270.00 %
52363.Z Other		250	-250	
Total 52363 Extracurricular Expense	193	417	-224	46.00 %
52364 Educational Materials	886	1,866	-980	47.00 %
52365 Instructional Supplies		479	-479	
52366 Teaching Supplies/Paper		208	-208	
52367 Media/Library Expense		100	-100	
52369 Ext Care Bldg Expense		208	-208	
52370 Extended Care Expense	723	5,083	-4,360	14.00 %
52371 4 YR Preschool Expense	2,982	1,916	1,066	156.00 %
52372 3 YR Preschool Expense	156	166	-10	94.00 %
Total 52360 Instructional Expense	4,996	11,583	-6,586	43.00 %
52480 Plant Operation Expense				
52481 Utilities				
52481.A Gas & Electricity		3,033	-3,033	
52481.B Water	550	208	342	264.00 %
52481.C Sewer		100	-100	
Total 52481 Utilities	550	3,341	-2,791	16.00 %
52482 Telephone	100	140	-40	71.00 %
52483 Custodial Supplies	870	1,325	-455	66.00 %
52484 Contracted Services	73		73	
52484.A Trash & Recycling	185	125	60	148.00 %
52484.B Pest Control		108	-108	
52484.C Lawn Care		208	-208	
52484.D Snow Removal	390	283	107	138.00 %
52484.E Janitorial Services	2,130		2,130	
52484.F Fire Alarm		275	-275	
52484.G Security	120	108	12	111.00 %
52484.H Floors		384	-384	
52484.I Other-Maintenance & Supplies		250	-250	
52484.J Bottled Water		54	-54	
52484.K Credit Card Management		308	-308	
52484.M QB Payment Management	288	275	13	105.00 %
52484.Z Other-Adminstration		3	-3	
Total 52484 Contracted Services	3,186	2,381	805	134.00 %
52485 Building Maintenance & Repair	39	2,500	-2,461	2.00 %
52490 Grounds Maintenance & Equipment		42	-42	
Total 52480 Plant Operation Expense	4,744	9,729	-4,985	49.00 %
52800 Other Associated School Organization Expense				
52865 Booster Expense	460		460	
Total 52800 Other Associated School Organization Expense	460		460	
Total Other Expenses	\$148,376	\$165,764	\$ -17,389	90.00 %



Lourdes Catholic School

Academics ♦ Faith ♦ Community

Principal's Report to the Faith Formation Board March 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 = 27*	2day PS (3-yr) = 13
2 nd = 21	5 th = 24*	8 th = 19	Prek AM = 34
			Prek PM = 34

**One 5th grader transferred to Trinity Lutheran; one 7th grader moved to Fort Dodge.*

2017-18: (178 K-8 pre-registered so far)

K = 19	3 rd = 16	6 th = 17	3day PS (3-yr) = 16 (full; 9 waitlisted*)
1 st = 31	4 th = 19	7 th = 14	2day PS (3-yr) = 16 (full; 5 waitlisted*)
2 nd = 19	5 th = 23	8 th = 20	Prek AM = 32 (full; 3 waitlisted)
			Prek PM = 19 (29 openings)

**Two students are on both 2day and 3day waiting lists.*

Leadership of School Culture and Instruction:

1. Staff will have a going away arty for Mr. Weaver tomorrow, March 10, after his last day as Lunch Program Manager.
2. I am keeping an eye on enrollment as we determine the best staffing levels for next year.
3. Summary of Iowa Assessment results are attached. I created a data wall in the staff lounge to showcase the results. These results include:
 - Percent proficient & advanced 3rd graders is higher than last year as 2nd graders in reading, math, & science.
 - Percent proficient & advanced 6th graders is higher than last year as 5th graders in reading, math, & science.
 - 100% of our current 6th graders are proficient or advanced in science!
 - Percent proficient & advanced in all grades (2-8) in reading increased from 85.6% last year to 87.7% this year.
 - In Grade 3, Science percent proficient & advanced rose by over 21 percentage points from last year's scores as 2nd graders.
 - In Grade 8, Reading percent proficient & advanced rose by over 26 percentage points from last year's scores as 7th graders.
4. Summary of Winter FAST (grades K-6) and IGDI (preK) scores are attached. Key successes include:
 - 100% of Kindergarteners were proficient on the Winter FAST.
 - In PreK, percent proficient on IGDI's Picture Naming rose by over 20 percentage points from Fall to Winter.

- 82.86% of PreK-6th met or exceeded the Winter benchmarks – over 16% higher than our AEA’s proficiency.

Managerial Leadership:

1. Evaluations of teachers and staff are close to complete.
2. I will present a summary of the process of teacher evaluation at this FFB meeting.
3. I planned and organized the Diocesan Spanish teacher in-service on March 7 for all Diocesan Spanish teachers at Regina School in Iowa City at the request of Dr. Morrison. Mrs. Rutledge was the lead teacher on this endeavor (the Spanish in-service occurred at the same time as the principals’ meeting, so Mrs. Rutledge carried out the plans.) **Thank you, Mrs. Rutledge, for taking on this leadership role!**

Public Relations/Marketing Leadership:

1. 7 tours scheduled since last FFB meeting in February and March.
2. New marketing initiative is underway targeting future preschool, Prek, and kindergarten students.

Faith Formation Leadership:

1. Reminder that March 23rd we will have a reconciliation service for students. It will begin at 9:00 AM.

Lourdes Catholic Sch
Iowa Assessment NSS Percent Proficient
2015-2016 (taken Nov. 2015)

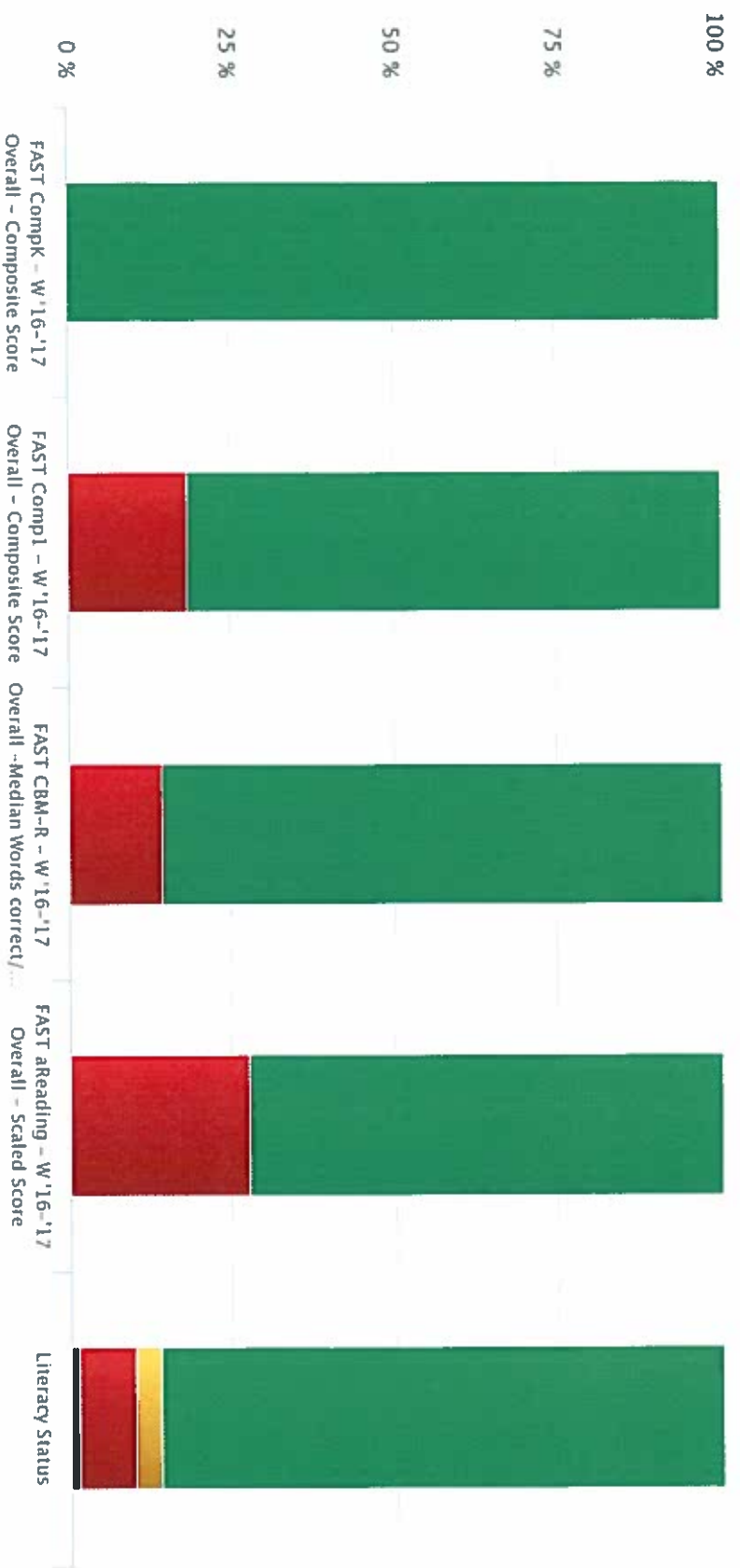
Grade	Reading		Math		Science	
	Test Count	Proficient (N) (%)	Test Count	Proficient (N) (%)	Test Count	Proficient (N) (%)
Grade 2	27	24 (88.9%)	27	24 (88.9%)	27	20 (74.1%)
All	37	33 (89.2%)	37	30 (81.1%)	37	37 (100.0%)
Grade 3	37	33 (89.2%)	37	30 (81.1%)	37	37 (100.0%)
All	37	33 (89.2%)	37	30 (81.1%)	37	37 (100.0%)
Grade 4	26	22 (84.6%)	26	23 (88.5%)	26	24 (92.3%)
All	26	22 (84.6%)	26	23 (88.5%)	26	24 (92.3%)
Grade 5	27	25 (92.6%)	27	22 (81.5%)	27	26 (96.3%)
All	27	25 (92.6%)	27	22 (81.5%)	27	26 (96.3%)
Grade 6	31	24 (77.4%)	31	29 (93.5%)	31	29 (93.5%)
All	31	24 (77.4%)	31	29 (93.5%)	31	29 (93.5%)
Grade 7	19	13 (68.4%)	19	17 (89.5%)	19	18 (94.7%)
All	19	13 (68.4%)	19	17 (89.5%)	19	18 (94.7%)
Grade 8	14	14 (100.0%)	14	14 (100.0%)	14	14 (100.0%)
All	14	14 (100.0%)	14	14 (100.0%)	14	14 (100.0%)

Lourdes Catholic Sch
Iowa Assessment NSS Percent Proficient
2016-2017 (taken Nov. 2016)

Grade	Reading		Math		Science	
	Test Count	Proficient (N) (%)	Test Count	Proficient (N) (%)	Test Count	Proficient (N) (%)
Grade 2	21	20 (95.2%)	21	18 (85.7%)	21	16 (76.2%)
All	21	20 (95.2%)	21	18 (85.7%)	21	16 (76.2%)
Grade 3	22	20 (90.9%)	22	20 (90.9%)	22	21 (95.5%)
All	22	20 (90.9%)	22	20 (90.9%)	22	21 (95.5%)
Grade 4	29	25 (86.2%)	29	24 (82.8%)	29	28 (96.6%)
All	29	25 (86.2%)	29	24 (82.8%)	29	28 (96.6%)
Grade 5	25	20 (80.0%)	25	18 (72.0%)	25	20 (80.0%)
All	25	20 (80.0%)	25	18 (72.0%)	25	20 (80.0%)
Grade 6	19	18 (94.8%)	19	16 (84.2%)	19	19 (100.0%)
All	19	18 (94.8%)	19	16 (84.2%)	19	19 (100.0%)
Grade 7	28	22 (78.6%)	28	24 (85.7%)	28	25 (89.3%)
All	28	22 (78.6%)	28	24 (85.7%)	28	25 (89.3%)
Grade 8	19	18 (94.7%)	19	14 (73.7%)	19	18 (94.7%)
All	19	18 (94.7%)	19	14 (73.7%)	19	18 (94.7%)

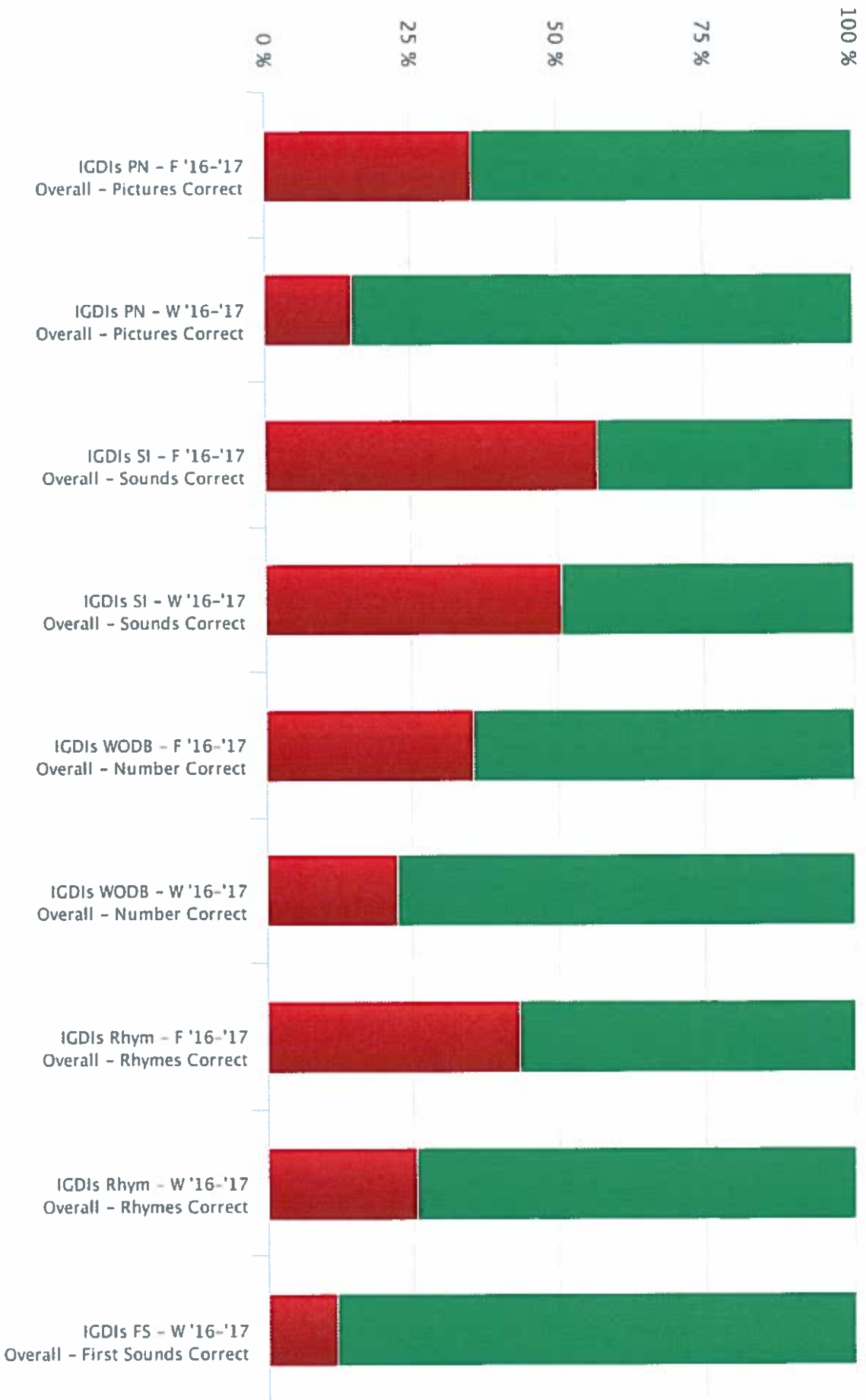
FAST Current Literacy Status Designation – Lourdes Catholic School #06218114

Percent by Performance Level All students who are actively enrolled as of 03/03/2017 AND are in grades(s) K, 01, 02, 03, 04, 05, 06

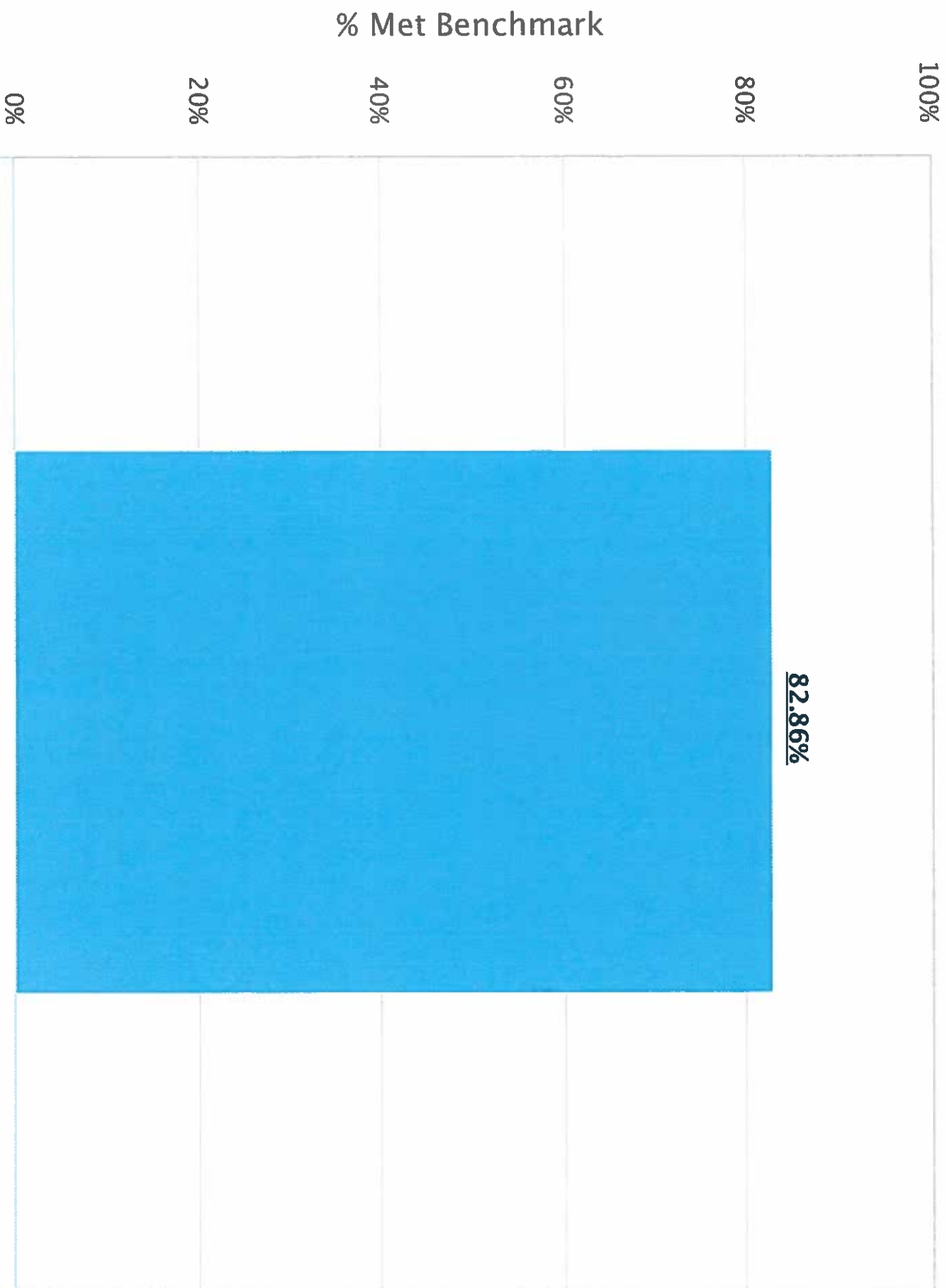


IGDIs Full Year Subtest Scores – Lourdes Catholic School #06218114

Percent by Performance Level All students who are actively enrolled as of 03/03/2017 AND are in grade(s) PreK



Winter 2016-2017, Lourdes Catholic School (06218114-8114), Site Defaults, by Site



Teacher Evaluation



State of Iowa Evaluation Process

- Designed to develop a collaborative process focused on improving professional practices
- Develops consistency statewide
- Diocese of Davenport adopted the same evaluation process

Components:

- **Tiered system**, three-year cycle
- **Observations**, formal & informal
- Individual **Career Development Plans**
- Artifact collection
- Review of additional data gathered by administrator, including **Comprehensive Evaluation** forms.

Tier I: Beginning teachers

- The first three years of teaching at Lourdes under an Initial license
- At end, decision to recommend or not recommend that the Initial license be converted to a Standard license.
- Successful completion of Tier I is required for advancement into Tier II.

Tier II Probationary: New teachers

- Teachers new to Lourdes, but not new to the profession, have one year "probation."
- Upon successful completion of this cycle, the teacher will be placed on Tier II Career Teacher status.

Tier II: Career teachers

- Evaluator conducts one formal observation of each Tier II teacher during Year 3 of the three-year cycle.
- Additional observations – informal and formal – may be conducted, and walk-throughs will also occur.
- A Comprehensive Evaluation will occur at the end of Year 3.

Tier III: Intensive Assistance

- At any time, if an evaluator determines that the teacher is not meeting standards or expectations, the evaluator may compel the teacher to participate in Tier III, intensive assistance.
- The evaluator will notify the superintendent and Faith Formation Board of this action.

Observation – formal/informal

- Informal observations can occur at any time.
- The formal observation process must include a Pre-Observation Conference, the actual observation, and the Post-Observation Conference.
- Tier I teachers get two formal observations in each of the first 3 years before March 30.
- Tier II teachers get one formal observation during Year 3 of the three-year cycle.

Post-Observation Conference

- The evaluator provides written feedback to the teacher based on the Diocesan Teaching Standards and Criteria.
- The teacher submits a completed Post-Observation Form and additional artifacts.
- The evaluator may recommend additional resources, training, or a follow-up observation if it is deemed necessary to ensure teaching performance is meeting standards.

Individual Career Development Plan

- Each teacher does a plan each year.
- Each teacher sets for themselves a school goal, related to building-wide initiatives (such as SIAC goals), and a personal goal.
- At the end of the year, teachers complete a summary report and meet with the administrator to discuss progress and/or outcome of their plan.

Comprehensive Evaluation

- When a teacher is due for a Comprehensive Evaluation, the administrator evaluates the teacher's performance on each of the Diocesan Teaching Standards and Criteria.
- Each standard is rated as "meets standard" or "does not meet standard."
- Artifacts are used as documentation when completing the Comprehensive Evaluation.

Comprehensive Evaluation – cont.

- Prior to the filing of the Comprehensive Evaluation, the evaluator and teacher will have a final conference to review and sign the evaluation.
- The teacher may, if he/she wishes, submit a written rebuttal to the Comprehensive Evaluation within ten school days of the conference.

Intensive Assistance (Tier III)

- Pages 56-50 of the Teacher Evaluation Handbook details the process of placing a teacher on an assistance plan.
- After the assistance plan has been completed, the administrator completes a summary and makes a recommendation.
- All documentation will become part of the staff member's personnel file.

Do parents' views factor into teacher evaluation?

- Not directly, but input is accepted.
- Teaching standards 1, 5, and 8 include language about providing evidence, communicating, providing feedback, and collaborating with families.
- A school principal values input from parents, and investigates anything that may be of concern.

As a parent, how can I raise a concern?

- I encourage parents to contact the teacher first.
- If the concern is not satisfied after speaking with the teacher, parents should contact the principal.
- As the principal, I will investigate the concern and meet with the teacher to correct the situation if necessary.

How do you as the principal address a teacher's areas for growth?

- The career development plan provides an opportunity each year for a teacher to work on any areas of growth.
- As the principal, I may ask a teacher to work on an area of growth that is a priority.
- Regular checking of lesson plans and frequent class visits help me see the growth as it occurs.

How do you as the principal promote excellence?

- With use of Title IIA money and budget dollars, I am able to send teachers to trainings, workshops, and other forms of professional development to improve their practice.
- Positive feedback (written, verbal) to teachers improves school culture and motivates all of us to do our very best work.
- Offering useful instructional resources to teachers lets them know that we are a team striving for excellence.

Questions?

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 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 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

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
NET OTHER INCOME	\$ -49,035	\$ -41,915	\$ -7,119	117.00 %
NET INCOME	\$ -49,035	\$ -41,915	\$ -7,119	117.00 %