

Lourdes Catholic School – Faith Formation Board
Thursday, September 8, 2016 - 6:30 PM
Location: Lourdes Catholic School Library
Agenda

Mike Puthoff, Jennifer Alongi, John Leinart, Teresa Heden, Tyler Edwards, Rochelle Schrader, Amy Paul, Kristyn Tjaden, Karen Moldt, Kevin Greenley, Donica Mokosak, Nikki Johnson, Sara Scogland, Emily Andes, Sheryl Lackey, Alec Clark, Dave Reilly, Fr Jason Crossen, Chuck Ripley, Maren Stoflet

- 1) **Called to Order** at 6:31 PM
- 2) **Opening Prayer** offered by Sara Scogland
- 3) **Introduction of Guests** – Lindsey Veit, Tony Lemeck, Mrs. Snyder, Andy Craig, Mrs. Heck, Miss Willits, Mrs. Behnke, Mrs. Mesick
- 4) **Approval of Agenda** – with addition of vote on Home & School Budget
- 5) **Approval of Minutes** – approved by email August 29, 2016
- 6) **Open Forum**
 - a. Andy Craig, President of Assumptions High School – Discussion of Family Tuition Plan, Embracing Our Future, the Iowa School Tuition Organizations
 - i. Student tuition assistance – reviewed Family Tuition Plan. 1st campaign raised \$5M, 2nd campaign raised \$2.5M. Goal? to raise \$1.1M annually. Presented on how to apply to boards, Kindergarten roundups.
 - ii. Reviewed grants allowed by parish. Following cluster past few years of grants by grades to track demographics. Wants more people to apply.
 - iii. Embracing Our Future – 4 pieces: Marketing Money, Insurance, Retirement, Tuition Assistance.
 - iv. Asked for parents and students to help with contacting Iowa legislators, especially with regard to posted action alerts. Stressed the importance of political influence to continue/enhance STOs. Offered to help if some are interested in making a trip to Des Moines, including upcoming School Choice Summit.
 - v. Andy stated that .1M needed to be raised, can get 65% and take federal deduction on tax return. Statewide can only raise \$12M – need to raise the cap. If the cap was raised, more money could be used to help more middle income families.
 - vi. Dave Reilly asked about political action activities and encouraged ease of sending emails via forms that are easy to fill out from website. Andy also encouraged people to speak to legislature because it does make a difference, especially when multiple people speak up.
 - vii. Dave asked if people not tithing have applied for Embracing Our Future. Sheryl Lackey said yes, and she has been following up with them.
- 7) **Review of Committee Members and Calendar for the year**
 - a. Please let Mike Puthoff know if there are any updates, ex. Some contact info to add
- 8) **Strategic Initiatives Update (Puthoff, Veit, Reilly, Snyder, Willits)**

- a. Accountability Session planned for Tuesday, October 25 at 6:30 PM
 - i. Mike has followed up with Dan Ebener. He has the library reserved
- b. Sub-Committee will be meeting in late September
 - i. Report in with progress/status, not necessarily responsibility but act as points of contact.
- c. See attached strategic initiatives report
 - i. Mike to work with Nikki on potential service requirement.
 - ii. Dave passed along that positive comments have been voiced through students lately. Seems good communication is in progress.

9) Special Interest Group Reports:

- a. Boosters/AD Report (Alec Clark)
 - i. Challenges with girls basketball schedule, but has settled out.
 - ii. Would like to bring end of season rewards back.
 - iii. No interest yet from church families for sports participation.
 - iv. Race – budget higher than anticipated, working on options for startup funds.
 - v. Trip ideas – possibly talk to River Bandits. Mike suggested these could be opportunities to get Religious Education and LCS children together at such events. It was pointed out that spring breaks for Pleasant Valley and Bettendorf (and Lourdes) coincide so this may help for involvement.
- b. Home & School Association (Nikki Johnson)
 - i. Karen - Donation decided to be kept at \$15k for this school year, which is supplementing about half of costs. The sum is primarily SCRIP based. Several attendees stressed the importance of SCRIP participation. There was a discussion of tradeoffs with Amazon Smiles as Amazon SCRIP is increasing as a large portion of SCRIP sales. However there may be limitations in the programs that prevent the simultaneous use of SCRIP and Amazon Smiles. There was a motion to accept Home & School Budget by Dave Reilly, second by Chuck Ripley, motion passed.
 - ii. Nikki – lots of beginning of school year events and all have gone well. Book fair, Trivia night coming up.
 - 1. SCRIP sales totals from August are not yet available. Would need to sell about \$500k in SCRIP to net the \$18k yearly goal.
 - 2. Starry Night being planned – Saturday, March 4th
 - 3. Spiritwear has been quite successful. \$5k budget for the year, sold \$4k so far.
 - 4. Volunteering needs are unmet in some areas. Lists have been gathered from Unpack the Backpack and some notes have been sent out to ask for volunteers. Athletic boosters, Yearbook, Mock Trial, and always additional volunteers for recess are needed. Goal is to get full schedule out so open that people can sign up for various times or events throughout the schoolyear.
 - 5. Kris Girskis has bumped up Facebook posts and presence. She encouraged sharing pictures or topics for posting with her if anyone has something that could be of interest.
 - 6. Teresa Heden asked about service requirement – Kristyn Tjaden said St. Paul is requiring service hours, working for SCRIP, buying SCRIP, etc. and has shown to be a successful program for them. We do SCRIP contests, but if frequency is increased they may become not be as “fun”

to drive more participation. Contests are currently based on number of families participating and not \$s raised. Mike said task force will take a look. Donica Mokosak asked about bringing NUT Day back, Ms. Alongi said it is not recommended due to participation being based on parental action and not necessarily by students. Amy Ruhl may be POC for SCRIP task force.

- c. Teacher Representative (Amy Paul)
 - i. Fr Ross visited today and was a hit with students.
- d. Scott County Catholic Schools Advisory Board (Donica Mokosak, Jennifer Alongi)
 - i. Will meet on Monday at 5:15 PM, and right after in timing is Curriculum night. Donica plans to attend, and Ms. Alongi may need to leave early for Curriculum night presentation.
- e. Assumption High School (Kristyn Tjaden)
 - i. 1st meeting of school year about a week ago. LCS students to Assumption (as of 8/11) - LCS leads in percentages of students going on to Assumption overall.
- f. Grant Writing (Rochelle Schrader, John Leinart, Teresa Heden)
 - i. Rochelle – waiting for SCRA application window to open, then plan to resubmit science lab grant.
- g. Pastoral Council Report (Teresa Heden)
 - i. No report.
- h. School Improvement Advisory Committee (Ms. Alongi)
 - i. See principal report

10) Religious Education Reports:

- a. Emily Andes – Director of Faith Formation – Introduction
 - i. Form.org (Catholic Netflix type) to be rolled out in October –can be used in tandem with parents and Religious Ed at home. Setting up some small group meetings, some spontaneous, some planned times/dates.
- b. Sara Scogland – Youth and Young Adult Ministry
 - i. Full change for confirmation in effect this year - begins 11th-12th grade, may help with getting kids the next step to be involved in church as they are developing their identity.
 - ii. New curriculum available on form.org to help with parents knowing what is being covered.
 - iii. Donica asked about youth group info planned to be sent home with middle schoolers – Sara said it will be coming with calendar of events (starts at 7th grade,) Religious Ed goes through 6th grade. Taking tone that children are a part of youth ministry – they don't need to “sign up.” T-shirt launch coming up at Fall Festival with design by youth ministry leaders.
 - iv. (Reference recently submitted notes just before FFB meeting) – 2 big events – Camp Shalom Day, Junior High Youth Rally in Iowa City.

11) Board Committee Reports:

- a. Finance
 - i. Mike – no additions beyond report
 - ii. Sheryl with Budget Report – larger loss than budgeted. \$11k in building repairs was a large expense. Can contact Sheryl with any questions. Lunch notices sent out, 1 of the more significantly unpaid families is being given modified lunch. How tuition is charged to Little Lancers had previously included lunch, but now is being tracked separately with Mr. Weaver. August had \$400 lunch that was included in Little Lancer fees. Would like to transfer into lunch account, and make it as expense to Little Lancers. Wouldn't affect school budget but would help with tracking for true lunch expenses. Notices now being sent at \$10 lunch balances to families. 4-yr old program anticipating \$15k less committed, but anticipated with less enrollment. \$74k teacher expenses (\$67k reimbursement from state anticipated) for 2 teachers and 2 aides (91%.)
- b. Policy & Procedure
 - i. Maren – no additions beyond report
- c. Public Relations / Marketing
 - i. Chuck – see report regarding how main committee is being broken down into subcommittees. Pursuing spot with WHBF radio. Banners ready to be sent to print.
 - ii. Donica – asked about potential for regular blurb to be added to bulletin. Mike introduced Kevin (SJV rep) and said he could help to pursue opportunity.
- d. Executive
 - i. No meeting this month, summary sent by Mike.

12) Principal Report

- a. See report
 - i. New initiatives have started to be implemented. Professional Learning Communities (PLCs) set up for professional develop, will be working with AEA. Interviewed for Director of Extended Care, close to decision. Beth is acting Director in the interim. Care continues to be short-staffed and there are some additional requirements for hiring/qualified staff (some summer staff etc. are college age and move on so can be a common time of year for shortage.) Haley Preston will be student rep on SIAC committee.
 - ii. Curriculum night coming up Monday night, and attendance is encouraged. Dave - Email has acknowledgement form for student handbook due Sep 9. Form is attached to email and may need to be sent home in Tuesday folder if low response. Including preschool in invite to be inclusive and not separate group from K-8. Students may be performing/ lip syncing? Parish staff has performance planned as well.
 - iii. Trivia night planned as community builder for school and church fellowship, and not to be a fundraiser – Fri, Oct 7.
 - iv. Fruits of the Spirit pamphlet made up to be printed and handed out to parents soon.
 - v. Catholic Identity Committee set, Andrea Reilly has been involved and will be meeting in the coming months.
- b. John Leinert – Maintenance hired – Travis ?.

13) Father Jason Report

14) Business Manager's Report

(Sheryl gave Budget Report above)

15) Old Business or New Business

Change in January meeting date from 12th to 19th.

16) Adjourn regular session - Motion offered by Karen Moldt, second by Teresa Heden, approved by board at 8:07 PM.

17) Closed Session held

18) Adjourned at 8:41 pm.

19) Future Meetings

- September 8, 2016
- October 13, 2016
- November 17, 2016 (PT Conf. on Nov. 10th)
- TUESDAY December 6, 2016 (Holy Day Dec. 8)
- January 12, 2017 (Move to 19th?)
- February 9, 2017
- March 9, 2017
- April 6, 2017 (Holy Day Apr. 13th)
- May 11, 2017
- June 8, 2017

Strategic Goals and Strategies – Chronological Order

August 2016

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

October 2016

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

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

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

December 2016

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

<p>2.1.1. Create family service hours plan that will start in 2017-2018 and communicate the plan to families. 2.1.1.2. Emily Andes, Anne Camarena</p>		<p>September 2016 – Mike Puthoff and Nikki Johnson are working on this. Call for volunteers to also assist</p>
<p>2.1.3. Define specific expectations for pastor, administrator, teacher and staff involvement and participation in school and parish related events. 2.1.3.2. Cayleah Willits, Sarah Snyder</p>		
<p>2.2.1. Faith Formation Board will adjust membership policy to include a voting member from St. John Vianney leadership 2.2.1.2. Dave Reilly</p>	<ul style="list-style-type: none"> • Policies and Procedures will revise FFB membership policies 	

February 2017

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

March 2017

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

July 2017

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



Lourdes Catholic School

Academics ♦ Faith ♦ Community

Principal's Report to the Faith Formation Board September 8th, 2016

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

K = 38	3 rd = 22	6 th = 19	3day PS (3-yr) = 16
1 st = 22	4 th = 29	7 th = 27	2day PS (3-yr) = 15
2 nd = 21	5 th = 25	8 th = 19	Prek AM = 34
			Prek PM = 33

Leadership of School Culture and Instruction:

1. New and/or improved initiatives this year include: positive phone calls to parents, encouraging notes to teachers, collaborative teams ("PLCs" = Professional Learning Communities), and greater visibility of principal in classrooms, at drop off, and at dismissal.
2. We are partnering with AEA to provide professional development on some early-dismissal Wednesdays and during PLC collaborative time during the school day.

Managerial Leadership:

1. Interviews for Director of Extended Care were conducted last week. A decision on who to recommend for hire has not yet been made.
2. I am working with Beth Giese, interim Director of Extended Care, to hire new staff to cover the staff shortage for LLL Care and BASC (Before/After School Care). New hires have to meet DHS requirements (fingerprinting and separate background checks are among these requirements).
3. School Improvement Advisory Committee (SIAC) –date for first meeting will be set for early October (postponed from original Sept. 7 date)
4. I am working with rectory staff to transition to new custodial/maintenance procedures and staffing.

Public Relations/Marketing Leadership:

1. Chuck Ripley is providing a detailed marketing committee report.
2. LCS Open House/Curriculum Night is Monday, Sept. 12th from 6-7 PM. This is for all PS-8th grade families.
3. LCS students will perform at the OLOL Fall Festival September 17th.
3. Mark your calendar for Friday, October 7th - Trivia Night for OLOL and LCS. This is for fellowship, not a fundraiser. We hope that the church-school relationship will be strengthened.

Faith Formation Leadership:

1. Catholic Identity committee met yesterday (Wednesday). Andrea Reilly, a parent on this committee, has been in communications with Mrs. Behnke and I with some wonderful ideas to strengthen our faith identity.
2. Staff has been provided their own copy of "Beautiful Mercy" for book study.

3. Msgr. Mark Merdian of the Diocese of Peoria will provide spiritual growth development during our October 19th early out. He will address with staff what we do for faith formation of students and what we could improve on. He will also lead us through reflection time on our personal relationship with Jesus, and how we impart this relationship to Jesus with students and parents. We will conclude with reflection and prayer in the church.

Closed Session – 1 item

FFB Policies and Procedures Committee Update
September 8, 2016

The Policy and Procedures Committee will be meeting in the next 1-2 weeks to discuss the breakout of work and plan for addressing and gathering input for the policy and procedures updates this school-year. From there we will work from the suggested schedule for the 200 and 400 policies that are set to be reviewed/updated during the 2016-2017 school-year. We will also draft the updates and seek additional guidance for the current 3 policy action items - Policy 510.3 Student Personnel for updates to class size recommendations, Policy 680A Hot Lunch Program for additions to include handling of delinquent lunch accounts, and a New Policy to reference student athletic participation guidelines to be found in the Student Handbook.

Agenda and Items for FFB Meeting

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

Wed, Sep 7, 2016 at 7:18 PM

To: Michael Puthoff <puthoffmichaell@gmail.com>

Cc: Amy Paul <Amy.Paul@lourdes.pvt.k12.ia.us>, Bettendorf Our Lady of Lourdes DRE <bettlourdesdre@diodav.org>, Chuck Ripley <cfr0122@reagan.com>, Donica Mokosak Lourdes <dm525@icloud.com>, "Fr. Crossen" <crossenj@diodav.org>, 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." <leinartjohnh2@johndeere.com>, Maren Stoflet <matrstoflet@gmail.com>, Nicholette Johnson <johnson.nicholette@gmail.com>, Reilly David <DavidReilly0125@gmail.com>, Rochelle Schrader <rockyopera@yahoo.com>, Sara Scogland <bettlourdesym@diodav.org>, scott <scott.dyer@risd41.org>, Sheryl Lackey <bettlourdesbiz@diodav.org>, Teresa Heden <mommaheden@gmail.com>, Tyler Edwards <edwardstylem@gmail.com>, Andrew Craig <andy.craig@assumptionhigh.org>

Athletics Report:

September 2016 Faith Formation Board Meeting - Athletics

Girls Basketball

We will have one 5th/6th grade basketball team with 4 sixth graders and 4 fifth graders. The coaches are Kevin Halligan, Matt Hayes, and Eric VanSeveren. The team will play in eight games for the regular season with the tournament being on October 17, 18, and 24th. Lourdes will be hosting on the following dates: September 15, September 22, September 26, and October 11 for the regular season. Our games will begin at 5:30 when at Lourdes.

We will have one 7th/8th grade basketball team with seven players between the two grade levels. The team will have four seventh graders and three eighth graders. The team is coached by Jacob Hintze. They will play eight regular season games with the tournament being on October 17, 18, and 24. We will be hosting the second round of the tournament on October 18th.

The team pictures will be taken by Heather VanSeveren.

The basketball schedule will be updated on the athletics calendar.

Bulletin

There was a paragraph insert about joining athletics at Lourdes that was put in the OLOL and SJV bulletin this past weekend.

Road Race

- Working on funding for medals, t-shirts, and expenses for after race items
- Possibly made need to change the date due to funding for all items necessary for the run to go off okay
- Waiting for the okay from city council in regards to the 100% go ahead, which may also cause a change in date.

Signs in School

Last year we purchased signs for all of the schools in our conference. The signs were hung up with 3M strips, but were constantly being knocked off and getting bent. In order to preserve these signs, I am working with Kevin Day (Thank you to Kris Girsakis and Chrissy Hayes) to get these signs hung up in the gym properly.

Possible Trip/Ideas

1. Field of Dreams Trip - This idea was brought up last year. I have spoken to Ms. Alongi regarding the trip for 5-8 grade students and parents and the trip would be during August before school starts and before in-services begin. Looking at August 14, 2017 for the date. The trip would be a field trip with a meeting of the ghost players working with the city of Dyersville. I have been in contact with Jessica Pape, the assistant director and she informed me it would be \$35 for the ghost players to come and talk with the kids about the history of the field and the movie. We would look into having a night game on the field which we would rent out for \$75.00 an hour. We would try and take a charter bus for transportation and watch the movie on the way there and back.
2. Hall of Pride Field Trip - Des Moines (5-8 grade students and parents)
 - a. The Hall of Pride is a great field trip opportunity that is free and allow students to witness the history of sports in Iowa. We would take this trip on a Saturday in March possibly March 11, 2017. At the Hall of Pride, students are able to:
 - b. 5-10 minute orientation
 - c. Short presentation about *Recess in a One Room School* mural and *Activities* stained-glass window
 - d. 12-minute intro film in the Iowa Experience Theater
 - e. Teachers choice of scavenger hunt(s)
 - f. Scavenger hunts help immerse the students in the interactive exhibits
 - g. Clipboards and pens provided
 - h. Game-room tokens for each student
 - i. Lunch stop if requested (sack lunches must be brought in by group)

Here is the website for Hall of Pride: <http://www.iowahallofpride.com/>. The Hall of Pride is sponsored by the IHSA and the IGHS AU. There would be student/parent cost to help offset the cost of the bus.

3) River Bandits K-8 Family Night (Date TBA) and Michael's Fun World Event (K-4) for students and families. I will be talking with the River Bandits and Michael's Fun World to see what we can do for these events. More details to come.

All of these events have been approved by Ms. Alongi.

Fundraising:

I have spoken with the manager of the Buffalo Wild Wings in Davenport and he is more than okay with us running some fundraising events for the booster club. We would receive 10% and would try and have members of the sports teams assist with serving. Another option would be Moe's in Davenport.

Asking the board for:

- Ideas for other funding ideas to assist with the race and other events
- Approval to begin scheduling the two trips and family days (Michael's Fun World and River Bandits)

Respectfully,

Alec Clark

On Tue, Sep 6, 2016 at 10:10 PM, Michael Puthoff <puthoffmichaell@gmail.com> wrote:

[Quoted text hidden]

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Alec Clark
Lourdes Catholic School

Athletic Director

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

H&S Objective:

Fundraising, communication, administration/staff support, volunteerism, community development.

Budget:

Has been approved and distributed.

Community Development:

Home & School helped coordinate/execute the following events this past month – all went well.

- Lourdes New Family Welcome Event
- Unpack Your Backpack
- Welcome Back Teacher/Staff
- Parent Welcome Back Coffee
- Kindergarten Breakfast

Upcoming Events:

- LCS Open House Night – Mon. 9/12 from 6-7 PM in LCS Gym / Classrooms
- Popsicles in the Park – Sun. 9/11 – Big Toy & LCS Library
- Book Fair – 10/3 – 10/7
- Trivia Night – 10/7 **New Event

Administrative/Communication/Staff Support:

- H&S Room Parent Meeting – Scheduled for Sept 22.
- Faculty/Staff Birthday Buddy Donations – Room Parent Coordinators sent information out. Contributions are due through 9/23.
- School Directories - H&S provided the paper/cardstock for the school directories, which should be complete/sent home with students in mid-September.

Fundraising:

- Scrip Update:
 - Sales goal of \$500,000 this year resulting in \$15,000 profit. Waiting to hear August's sales numbers.
- Lourdes Starry Night Fundraiser:
 - Scheduled for Saturday, March 4, 2017 at Tanglewood Pavilion.
 - Chrissy Hayes is chairing the event with the help of several committee chairs.
 - We are currently spending the remaining funds from last years' event. Need to know an amount to set aside for the science lab application.
- Amazon Smiles Program being investigated as a way to replace Target's fundraising money.

Volunteering:

- Lunch room, recess, library and morning greeters are all available as signup genius's on the website
- Working with Miranda Lawrence on a 'Parent Volunteer' section of the LCS website so that all volunteer opportunities are accessible via one access point.
- Currently compiling lists of volunteers from Unpack the Backpack
- Most service chairs positions have been filled. Need more for the Athletic department and SCRIP.

Publicity:**Social Media Update –**

The social media goals for Lourdes are 3-fold:

1. Use Facebook as a calendar - remind existing families of upcoming events, and encourage attendance and involvement.
2. Use Facebook for branding, outside of the school community, this will be enhanced by how much activity (likes and sharing) by existing families and staff.
3. Improve school spirit within our Lourdes Community by posting updates and photos of the positive things going on at school.

We will be creating "events" on our page, for big things coming up at Lourdes. If you have an event coming up that you would like added to our Events page, and I have not already done so, email me and include a jpg photo to go with it.

Mrs. Lawrence will be trying to post one photo from inside the school, each day.

So far, our extra activity has raised our Facebook activity in the 400% range!

Ways you can help - send Kris Girskis photos of anything and everything that you are involved in - library volunteering, sports, classroom time, lunchroom volunteering, etc.

AND, the big one is, "LIKE" every post from Lourdes that you see. Even if you don't "share" it, Like it. ALSO, go through your "friends" and invite people to "Like" our Lourdes page. I discovered, when going through my friends, that there were a number of Lourdes parents, who had not yet Liked our page! You can do this by going to the Lourdes Facebook page, hover of the "More" tab and "invite friends" will appear in the drop down menu. You take it from there.

Lourdes Home and School Association

BUDGET VS. ACTUALS: 2016-17 BUDGET - FY17 P&L

July 2016 - June 2017

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
INCOME				
Activity Fees				
Family Activity Fee		6,800.00	-6,800.00	
Lego Robotics Fees Collected		300.00	-300.00	
Total Activity Fees		7,100.00	-7,100.00	
Bingo Night		750.00	-750.00	
Book Fair Income				
Book Fair Expenses		-6,500.00	6,500.00	
Book Fair Income		6,500.00	-6,500.00	
Total Book Fair Income		0.00	0.00	
Corporate Income				
General Mills- Box Tops		1,000.00	-1,000.00	
Target		0.00	0.00	
Total Corporate Income		1,000.00	-1,000.00	
Drama Club Income				
Drama Club Admissions and DVD		400.00	-400.00	
Total Drama Club Income		400.00	-400.00	
Driveway Paint		0.00	0.00	
In Kind Donations		0.00	0.00	
Misc Income		0.00	0.00	
School Supplies		230.00	-230.00	
Scrip				
Scrip Expenses	-3,855.08	2,000.00	-5,855.08	-192.75 %
Inventory Adjustment		0.00	0.00	
Total Scrip Expenses	-3,855.08	2,000.00	-5,855.08	-192.75 %
Scrip Income	3,222.52	15,000.00	-11,777.48	21.48 %
Total Scrip	-632.56	17,000.00	-17,632.56	-3.72 %
Spiritwear				
Spiritwear Sales		5,000.00	-5,000.00	
Total Spiritwear		5,000.00	-5,000.00	
St Nick's Workshop				
St Nick's Workshop \$\$\$ Received		3,500.00	-3,500.00	
Total St Nick's Workshop		3,500.00	-3,500.00	
Transfer from SCRIP to H&S Acct		7,360.00	-7,360.00	
Used Uniform Sales		400.00	-400.00	
Total Income	\$ -632.56	\$42,740.00	\$ -43,372.56	-1.48 %
EXPENSES				
Donations				
\$\$\$ Donated to School Dec 13		0.00	0.00	
Donation to the Church		15,000.00	-15,000.00	
Total Donations		15,000.00	-15,000.00	
Faculty Services				
Appreciation of Faculty		0.00	0.00	
Classroom Supplies		5,750.00	-5,750.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total Appreciation of Faculty		5,750.00	-5,750.00	
Hospitality		1,000.00	-1,000.00	
Moby Max Online Learning	699.00	700.00	-1.00	99.86 %
Total Faculty Services	699.00	7,450.00	-6,751.00	9.38 %
Fine Arts Club		0.00	0.00	
Operating Expenses				
Quickbooks Online		800.00	-800.00	
Spiritwear Inventory		4,300.00	-4,300.00	
Total Operating Expenses		5,100.00	-5,100.00	
Parent Services				
Directory Expenses		50.00	-50.00	
Family Ambassador Event		100.00	-100.00	
Father Jason Recognition	100.00	100.00	0.00	100.00 %
Parents In Prayer		100.00	-100.00	
Principal's Day	100.00	100.00	0.00	100.00 %
Volunteer Recognition		250.00	-250.00	
Total Parent Services	200.00	700.00	-500.00	28.57 %
Purchase of Checks for H & S		50.00	-50.00	
Student Services				
8th Grade Graduation		300.00	-300.00	
Academic Competitions		100.00	-100.00	
A-Z Classroom Reading		100.00	-100.00	
Lego Robotics		500.00	-500.00	
Miscellaneous Competitions		0.00	0.00	
Mock Trial		250.00	-250.00	
Rivermont Academic Invitational		0.00	0.00	
Spelling Bee		260.00	-260.00	
Total Academic Competitions		1,210.00	-1,210.00	
Battle Books		450.00	-450.00	
Battle of The Books Prizes		180.00	-180.00	
Bingo Night		600.00	-600.00	
Chess Club		50.00	-50.00	
Drama Club		1,500.00	-1,500.00	
Field Day		2,400.00	-2,400.00	
Fine Arts Club		750.00	-750.00	
Guidance- Brag Tags		150.00	-150.00	
Guidance- Fruit of the Spirit		150.00	-150.00	
Library		150.00	-150.00	
Middle School Events		150.00	-150.00	
Reading Counts		750.00	-750.00	
Red Ribbon Week		100.00	-100.00	
Safety Patrol		150.00	-150.00	
St Nick's Workshop				
St Nicks Expenses		3,500.00	-3,500.00	
Total St Nick's Workshop		3,500.00	-3,500.00	
Unpack the Backpack		0.00	0.00	
Variety Show		400.00	-400.00	
Visiting Author		1,500.00	-1,500.00	
Total Student Services		14,440.00	-14,440.00	
Total Expenses	\$899.00	\$42,740.00	\$ -41,841.00	2.10 %
NET OPERATING INCOME	\$ -1,531.56	\$0.00	\$ -1,531.56	0.00%

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
NET INCOME	\$ -1,531.56	\$0.00	\$ -1,531.56	0.00%

Executive Committee Updates – September Faith Formation Board Meeting

No Executive Meeting this morning

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

- Communication about search committee for Little Lancer Director. Was unable to attend the interview.
- H&S Newsletter article
- Communication about Curriculum Night with Ms. Alongi
- Work on strategic initiatives
- Removed self as an Editor on the school's Facebook page
- Communications with Sheryl Lackey about finance and human resource issues
- Communications with Policies and Procedures and Marketing Committees.

Public Relations/Marketing Report

September 2016

The Marketing committee has made some changes for the upcoming school year. We have decided to break the group into several sub-committees to become more focused and effective. We have split the responsibilities between OLOL & SJV.

The sub-committees are as follows:

OLOL

Internal marketing

Jennifer, David, Linda, Donica, Miranda

External Marketing

Chuck, Tyler, Maren

Social Media

Kris, Miranda

SJV

David, Linda (Mia Martinez?)

We have decided on the following goals in order to comply with the objectives set forth in the strategic planning effort.

Website revamp

Demographic analysis

Banners

WHBF - Enrollment

SJV prayer buddies