

**Lourdes Catholic School – Faith Formation Board**  
**Thursday, November 17, 2016 - 6:30 PM**  
**Location: Lourdes Catholic School Library**  
**Minutes**

Dave Reilly, Teresa Heden, Jennifer Alongi, Kristyn Tjaden, Mrs. Mesick, Tyler Edwards, Donica Mokosak, Chuck Ripley, Rochelle Schrader, Dave Kaney, Emily Andes, Fr Jason Crossen, Karen Moldt, Maren Stoflet

- 1) **Called to Order** at 6:35 PM
- 2) **Opening Prayer** offered by Fr Crossen
- 3) **Introduction of Guests** – Mr. Hintze, Mrs. Johnson, Mrs. Snyder, Mrs. Heck, Mrs. Rutledge, Ms. Willits, Brooke Heckinger, Debbie Meyer
- 4) **Approval of Agenda** – Motion offered by Teresa Heden, second by Dave Reilly, approved by board
- 5) **Approval of Minutes** – October minutes approved electronically, posted on website
- 6) **Open Forum** – nothing offered
- 7) **Strategic Initiatives Update (Puthoff, Veit, Reilly, Snyder, Willits)**
  - See attached document for summary of the check-in session.
  - Dave Reilly summarized the main points - increased communication is being actively worked on, check-in session was attended by about one third of those in attendance at the initial strategic planning meeting, Dan Ebener was pleased with the amount of action and continued progress as it is more than typically acted on.
  - January 24, 2017 was proposed for an additional check-in session, group consensus was to possibly go with 630pm on Jan 24<sup>th</sup> to schedule
  - Points of discussion
    - i. See list in attached document
- 8) **Special Interest Group Reports:**
  - Boosters/AD Report (Alec Clark)
    - i. See report
    - ii. Hall of Pride proposed trip, Alec Clark plans to send out interest email soon. Karen asked if permission slip would be adequate for liability, and Ms. Alongi said no foreseen problems. Alec Clark is also planning to reach out to OLOL Religious Ed group for interest as well.
    - iii. New date for Fun Run event is March 25, 2017
  - Home & School Association (Nikki Johnson)
    - i. See report
    - ii. Kristyn - 1 day SCRIP Slam contest had \$25k in sales. Had phone call from St John Vianney to order SCRIP cards for Christmas baskets, gift cards for Vera French. SJV participation in SCRIP has been great. SCRIP order forms will be included in both OLOL and SJV bulletin Angel Tree pamphlets.

SCRIP elves at LCS drop off will start the week after Thanksgiving on days when SCRIP is not normally sold. Karen and Kristyn talked about, Ms. Alongi offered to send out a signup sheet to teachers for volunteers as well.

It has been confirmed (as much as possible via Amazon customer service) that participation in Amazon Smiles program can be done and should not be a problem to do along with SCRIP. Karen and Kristyn have been in contact with Sheryl to get OLOL/LCS started/signed up for Amazon Smiles. Certain items on Amazon are tagged as Smiles, and individual families need to sign up to send percentage to Lourdes. A pop up window helps prompt where a buyer would like their donation to be assigned.

Kristyn mentioned if someone has a large SCRIP order, it may take a bit of time to fulfill it and encouraged families to plan ahead if this is the case.

- iii. Teresa asked how Sign-up Genius is working for filling volunteer needs. Karen said there are still some slots that go unfilled, especially for recess. Ms. Alongi said Big Toy doesn't get used at each recess time because it requires 2 teachers and 2 parents (instead of 1 teacher and 1 parent for blacktop.) Home & School Association is pursuing options to try to increase participation.
- iv. Dave asked about the effort in going forward with volunteer or SCRIP requirements. Ms. Alongi and Karen shared it was decided to not go forward formally but recommended hours may be suggested and not required.

- Teacher Representative (Amy Paul and Gloria Mesick)

- i. See report
- ii. Mrs. Mesick – Amy wanted to relay thankfulness for books from last year's Starry Night fundraiser. Mrs. Mesick mentioned that All Saints Day event by 3<sup>rd</sup> grades dressed up as saints was successful and enjoyable. 4<sup>th</sup> graders will be doing the Christmas Child service project. They will be filling boxes soon.

The Student Hunger Drive goal to collect 3,000 cans was surpassed (Total was 3,434 cans?) The students earned a NUT Comfy Cozy Day and Pizza Lunch. Karen asked what was considered appropriate attire for Comfy Cozy day. Ms. Alongi said no pajamas, and NUT Day rules apply with jeans, sports pants, etc. acceptable. Mrs. Heck stated she has not been aware of any problems with attire for Comfy Cozy Days noted to date.

Toys for Tots Drive is starts November 21 – December 9

Ms. Alongi mentioned Trunk or Treat netted \$2k to go toward 7<sup>th</sup> and 8<sup>th</sup> trip to Washington D.C. There was excellent turnout and the night went well.

- Scott County Catholic Schools Advisory Board (Donica Mokosak, Jennifer Alongi)

- i. Summary of discussion about St. Paul the Apostle service plan. Ms. Alongi asked St. Paul's about their volunteer requirement for service hours. St Paul's is the only diocesan school that has this type of policy, and it is new as of last year from their Home & School Assoc. It is not a board policy so technically there is no consequence for not abiding. The recommendation is for each family to have 20 hours of documented volunteer time, make a \$200 donation, \$200 in SCRIP profit, or a combination of these. Time is counted as \$10 per hour. St. Paul's may look at making it a policy in the future. They did follow-up with families that didn't meet the recommendation time or dollar donation over the summer. Dave asked if volunteer time went up. Ms. Alongi didn't ask specifically.

- ii. Tuition update  
Met Monday, Nov 14<sup>th</sup>. Recommendation for tuition is not yet set. Discussion will continue regarding tuition increase and any adjustments to fees at the upcoming board meeting on Nov 18<sup>th</sup>. The increase is kept the same across diocesan schools. Karen asked Ms. Alongi for thoughts on fees versus including some of the fees in the tuition. Ms. Alongi said it depends on the fees as some are per family and some are per student. She also would recommend keeping with a 5% increase in tuition to stay on par with raises for teachers.
- Assumption High School (Kristyn Tjaden)
  - i. See report - nothing additional
- Grant Writing (Rochelle Schrader, John Leinart, Teresa Heden)
  - i. SCRA for Middle School Science Lab, waiting to hear soon. Ms. Alongi received word during the meeting that it has been approved!
  - ii. Rotary Grant application for gym improvements has been submitted and a decision to be made in January.
- Pastoral Council Report (Teresa Heden)
  - i. On hold with FFB representation for now
  - ii. Updates from Fr. Crossen on Pastoral Council
    - 1. Dave Kaney – great attendance from the LCS at Fall Festival
    - 2. Rebuilding year for Pastoral Council with goal being to get back on cycle in May 2017. Maintaining 5 council members, and working to align the OLOL constitution with diocesan guidelines and what it actually being done. Main discussion has been on guidelines and finances. Supposed to be meeting every other month, and have been meeting at least that often. Karen pointed out the OLOL constitution is referenced in the FFB/LCS school policies. Maren will add Dan Kaney to the distribution list so he has the recently and future policy updates that are sent to the FFB.
    - 3. Fr. Crossen said some there has been attention to align and streamline titles to the diocesan convention. Also wants to look at Adult/OLOL FFB and LCS/school FFB, and split out LSC/school from the OLOL/parish FFB as there is plenty of activity with LCS FFB already. They can remain bridged but work separately to streamline business and communication with representation from LCS FFB for adult/OLOL programs. The 2 focus on different ministries – school and faith formation items. Chuck – said title difference for the 2 FFB naming conventions will help. Fr agreed and said it may be appropriate for consideration of LCS FFB naming change to better reflect school focus, but would wait until the Pastoral Council is ready to proceed.
- School Improvement Advisory Committee (Alongi)
  - i. Goals shared and approved last time/meeting. Moving forward.

## 9) Religious Education Reports:

- Emily Andes – Director of Faith Formation - see report
  - i. Emily - Report includes more FYI as it includes activities separate from FFB.

- ii. Will be working on sacramental efforts for First Communion, Confirmation, etc. and following up with any children that are not where they would be expected to be for receiving sacraments. Would like to work together more (OLOL and LCS events) in the future. Missed sending Trunk or Treat announcement out through OLOL, but very interested in helping share Athletics upcoming possible trip, etc. Karen asked when dates for sacrament workshops will be set. Emily will check and send out. Some may be on school calendar, with Reconciliation starting in March and First Communion in April.
- Sara Scogland – Youth and Young Adult Ministry
  - i. See report

## 10) Board Committee Reports:

- Finance
  - i. See report
- Policy & Procedure
  - i. See report/policy attachments
  - ii. Maren and Karen presented the 2nd readings of Policies 210.1A, 210.1B, and 210.1C
  - iii. Motion for 2<sup>nd</sup> readings of Policies 210.1A, 210.1B, and 210.1C by Teresa Heden, second by Donica Mokosak, approved by board. After opportunity for discussion, no additional changes except for a spelling edit were proposed.
  - iv. Maren and Karen presented the 1st readings of Policies 210.4A, 210.4B, 210.4C, and 680A.
  - v. Motion for 1<sup>st</sup> reading of Policy 210.4A by Teresa Heden, second by Chuck Ripley, approved by board. There was discussion regarding the powers and wording of governing versus how the LCS FFB fits in with oversight by OLOL. It was decided that the Policy and Procedures committee will revisit and check other diocesan schools and edit the wording to clarify.
  - vi. Motion for 1<sup>st</sup> reading of Policy 210.4B by Chuck Ripley, second by Rochelle Schrader, approved by board. After discussion, was accepted with proposed changes.
  - vii. Motion for 1<sup>st</sup> reading of Policy 210.4C by Teresa Heden, second by Chuck Ripley, approved by board. After discussion, was accepted with proposed changes and additional modifications to remove mention of the Election Chairman and add designation of 1 voting and 1 non-voting member to tally the ballots.
  - viii. Motion for 1<sup>st</sup> reading of Policy 680A by Teresa Heden, second by Donica Mokosak, approved by board. After discussion, was accepted with proposed changes to remove wording beyond the first 2 sentences, and that hot lunch program details would be specified through the OLOL Business Manager as that is where the hot lunch program is managed. Ms. Alongi was asked to work with the OLOL Business Manager to get a new form/policy developed. Ms. Alongi would like to have a form/policy sheet for families to sign regarding hot lunch responsibilities in place for the upcoming school year registration packet.
  - ix. There was additional discussion and Maren agreed to work along with Dave Kaney to bring LCS FFB policies into alignment with potential future adjustments to OLOL policies, Pastoral Council work, and naming conventions.

- Public Relations / Marketing
  - i. Chuck - Goals met for strategic planning. Chuck reached out to Nicki Johnson and Home & School Association to peruse school website for needed updates. Karen will coordinate with Chuck to get info to Miranda Lawrence.
  - ii. Ms. Alongi showed LCS promotional videos done by WHBF, 1 for K-8 and 1 for wrap around care. They will be aired for 3 months including Catholic Schools Week. Chuck said included is global marketing/fencing online push, such as what advertisements pop up after you do a Google search. Chuck suggested continuing this effort moving forward and consideration for future year's budget if proven successful. Chuck asked Ms. Alongi, and she will share the schedule of airings.
  
- Executive and President's Report
  - i. See report

### 11) Principal Report

- See report
  - i. New 7<sup>th</sup> grade student started last week.
  - ii. Iowa Assessments are ongoing for grades 2-8.
  - iii. Asked teachers to keep track of Parent/Teacher conference participation. There was 100% participation up through 4<sup>th</sup> grade. 92.4% total. Middle school scheduling can be difficult with the limited amount of slots vs. student families, which may be a factor in not being closer to 100% participation. Karen shared how Bettendorf Middle School holds Parent/Teacher conferences with tables set up and waiting in line for any particular teacher parents would like to speak with.
  - iv. Positive input for Bullying Prevention Education Parent Night held on Nov 3<sup>rd</sup>, and Mrs. Johnson is working to schedule another.
  - v. Applications are still being taken for Director/Supervisor of Extended Care.
  - vi. CogATs results have been received and letters sent to parents.
    1. Dave asked if flagged students are for only for higher and not for lower scoring students. Ms. Alongi explained that FAST scores are used more for that, and interventions/state requirements are applied. The main purpose of the CogATs is for delineating higher performers so that they can be challenged.
  - vii. Talked to 5<sup>th</sup>-8<sup>th</sup> graders about Knights of Columbus Keep Christ in Christmas poster contest. The contest is open to all, but focused encouraging participation there. Currently working with the Knights of Columbus on setting up a possible free throw contest.
  - viii. Karen –asked to share with Mrs. Taube that Artsonia sign up is great! Ms. Alongi will pass along.

### 12) Father Jason Report

- See report
  - i. Father has been working with the Stewardship committee and Emily Andes for welcoming new members. They are looking at possibly holding a Knights of Columbus welcome breakfast for new parishioners in the future. It seems surges come and go with new parishioner sign-ups depending on various community/ job happenings.
  - ii. Andy Gartner took Sister Laura's place and Father is working with Andy. They took a walk-through and Andy gave input with suggestions and strategies. For

example, marketing could focus on beautification of physical spaces to look more welcoming. May be able to do a better job with not too much effort to make the physical space look more friendly and welcoming. Ex. Lourdes lettering looks institutional and something could be added to be more inviting for families and kids.

- iii. Preparations being made for Advent with planning reconciliation services and setting up priests to fill slots.

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

- See report
  - i. Donica – Asked if signed up for electronic tithing withdrawal, if envelopes need to be continued to be sent as for her they are. Fr Crossen will pass along this question for Sheryl Lackey.

### **14) Old Business or New Business**

- None

### **15) Adjourn regular session**

- Motion to adjourn offered by Teresa Heden, second by Chuck Ripley, approved by board at 8:07 PM.

### **16) Closed Session**

- None needed

### **17) Adjourned at 8:07 PM**

### **18) Future Meetings**

- TUESDAY December 6, 2016 (Holy Day Dec. 8)
- January 19, 2017
- February 9, 2017
- March 9, 2017
- April 6, 2017 (Holy Day Apr. 13<sup>th</sup>)
- May 11, 2017
- June 8, 2017

## Strategic Initiatives Work for November Faith Formation Board

- See below summary document of the check in session on October 25.
- Mike is working to set up a January check in session with Dan Ebener during the week of January 23th or January 30<sup>th</sup>.
- The below points can be discussed at the November FFB meeting.
  - How is the outreach going with St. John Vianney about level of contact and interactions?
    - Dave Reilly to report on this.
  - Review of website for dated information
    - Chuck was trying to get a group of volunteers to review. In previous years this has been distributed between FFB Marketing Committee to get this done. This might be the best way to do this.
- Upcoming initiatives due in December
  - Class size policy
    - Updates from Policies and Procedures
  - Family Service Plan
    - Nicki Johnson and Mike Puthoff working on a report to share with H&S and FFB in December.

**Lourdes Catholic School Strategic Goals and Strategies Check-In Session**

**Tuesday October 25, 2016**

**Lourdes Catholic School Library**

**Attendees:**

Jennifer Alongi, Anne Camarena, Dan Ebener, Tyler Edwards, Kevin Greenley, Teresa Heden, Tony Lemek, Lee Morrison, Brian Nikulski, Michael Puthoff, Dave Reilly, Chuck Ripley, Sarah Snyder, Maren Stoflet, Karen Weaver, Cayleah Willits

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On Tuesday October 25 a check in session was held to review the progress made since this summer on the strategic initiatives. Dan Ebener led the session and we reviewed all the initiatives that had a deadline of October for completion. Dan congratulated the group for meeting, he noted that 72% of organizations write a strategic plan and never revisit it. Below is a summary of the results of our session.

Dan will be returning in January for another check in session. All members of our community will be invited to attend.



## Strategic Goals and Strategies – Chronological Order

This document is being maintained by the Strategic Initiatives Sub-Committee: Mike Puthoff, David Reilly, Sarah Snyder, Lindsey Veit, Cayleah Willits

### August 2016

Action	Implementation Strategy	Updates/Progress
2.1.2. Hold a mandatory family orientation at the start of the academic year. 2.1.2.2. Mike Puthoff, Donica Mokosak	Work done with Ms. Alongi to plan this	Successful Curriculum Night on September 12. 98 families attended the event.  Check in Session – Met, this will be archived.

October 2016

Action	Implementation Strategy	Updates/Progress
1.2.2. Identify top capital needs. 1.2.2.2. Mike Puthoff, Greg Adamson, Roger Perk, John Leinart.	Will need to work with Parish to move forward on this.	This is <b>on hold</b> until the Parish organizes a larger assessment of capital needs  Check-in Session – Will revisit in January. Fr. Crossen will be responsible for updates on this initiative.
1.2.3. Prioritize our top five capital needs 1.2.3.2. Mike Puthoff, Greg Adamson, Roger Perk, John Leinart.		Business Manager reports on a monthly basis to the FFB. Business Manager will be involved in the budget process for 2017-2018 that will begin in December/January  Check-in Session – Will revisit in January. Mike, Karen, and Sheryl will be responsible for following up on this.
1.3.3. Create an ongoing formal budgeting process for the school 1.3.3.2. Karen Moldt, Sheryl Lackey, Greg Adamson.	Work with Sheryl Lackey on setting this up	September - Mike Puthoff 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.  October – Mike Puthoff followed up with Fr. Crossen about a Pastoral Council rep  Check-in Session – We have a rep to Pastoral Council. Mike Puthoff will follow up with Fr.
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	Mike Puthoff will reach out to Pastoral Council president and set this up.	

		Crossen about the status of when this individual should start going to meetings and when there will be a representative to FFB. Will report back in January.
<p>2.2.3. Increase involvement/communication between parish and school. 2.2.3.2. Karen Moldt, Donica Mokusak</p>	<p>Work with getting information into the Church bulletin</p> <p>Promote Parish wide events to all members of the Parish and the school.</p> <p>Work with Religious Education staff on better connections.</p>	<p>Updates in the Church Bulletin about the school.</p> <p>Great participation levels at the Fall Festival including families who have children at the school.</p> <p>Sara Scogland has been visiting with Middle School students at LCS talking about religious programs at the Church.</p> <p>Same religious curriculum between the school and religious education program.</p> <p>Camp Shalom day for middle school students. Religious Education and LCS students invited to attend. Well promoted to both.</p> <p>Check in Session – This initiative has been revised, split into two, see below</p>
<p>2.2.3a Share information about LCS in the OLOL and SJV Parish Bulletin 2.2.3.2. Karen Moldt, Donica Mokusak</p>	<p>Ms. Alongi will continue to send these updates to the Parishes</p> <p>Linda Mosher and Dave Reilly will continue to work with Fr. Vrba to identify the best way to do this.</p>	<p>Check-in session – This is a newly written initiative, will check in during January meeting.</p>
<p>2.2.3b Plan another joint school and Parish activity 2.2.3.2. Sarah Snyder</p>	<p>Plan another trivia night after Starry Night has passed.</p> <p>Can also promote CEW with school families</p>	

	Dave Reilly will help come up with a planning calendar that will would OLOL, LCS, and SJV joint events. This will help to not plan conflicting events.	
3.1.1. Develop and deploy signage and advertising to promote LCS 3.1.1.2. Nikki Gartner, Maren Stoflet	Marketing Committee with take this on. Build upon the preschool success	This has been the work of the Marketing Committee <ul style="list-style-type: none"> <li>• Three signs have been purchased to promote the school.</li> <li>• Looking into more advertisement opportunities.</li> <li>• Increase Facebook promotion</li> </ul> <p>Lindsey Veit is going to check about donating a commercial from an advertisement package she bought for her business.</p> <p>Check-in Session – This has been partially met. Will continue to work to deploy signage to at SJV.</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	Work being done by Catholic Identity Committee	List of events pulled together by the Catholic Identity Committee. Has been shared with school staff. May want to format in a way that can be shared with families. <p>Dave Reilly is going to be checking in about what the intention of this was. May be able to be combined with 3.3.2 in creating a showcase of the school after mass.</p> <p>Check-In Session – Will review this in January.</p>
3.1.3. Increase social media campaign and sharing of school updates. 3.1.3.2. Andy Burman, Chuck Ripley.	Marketing Committee – Kris Girkis, Miranda Lawrence	Very successful in this area. Multiple Facebook posts per week, highlighting a range of school and parish events.

		<p>Work being done with filming a commercial through WQAD.</p> <p>Check-In Session – Met, will archive.</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. While there aren't three top stories, the posts hit a range of topics.</p> <p>Posting of middle school children art or writing projects on website is another idea to promote and consider. Could be put on the website.</p> <p>Need to think about our website more, integration of videos within the page. Get rid of old information.</p> <p>Check-In Session – Delete this one, don't need to address in this way.</p>
<p>3.2.1b Review the website to remove old information and update with relevant information</p>	<p>Home and School and the Faith Formation Board will work on a process to do this.</p>	
<p>3.3.2. Regular (quarterly to monthly) meal and tours of school after mass  3.3.2.2. Amanda Little</p>	<p>Dave Reilly is checking in on this</p>	<p>No progress or updates on this. Ties into 3.1.2</p> <p>Check-In Session – Delete this one, revised below</p>
<p>3.3.2. Plan tours of the school during the Knights of Columbus breakfast in November and donut Sunday in December  3.3.2.2. Teresa Heden, Anne Camarena</p>	<p>Teresa and Anne will work to organize tours of the school during these events.</p> <p>Ms. Alongi will help identify teachers or staff who might be able to give tours.</p>	<p>Check-In Session – Will review in January.</p>

<p>3.3.3. Increase school/parish wide events such as Trunk or Treat 3.3.3.2. Nikki Gartner</p>	<p>Good communication and sharing of information between Church and school</p>	<p>Successful Trivia Night and Fall Festival Camp Shalom Day for middle school kids coming up on October 15. Trunk or Treat being promoted across the Church and school. Check-In Session – Some of this is met. Will work on specific measures of this.</p>
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# Faith Formation Report

Emily Andes

11/17/16

## Looking back...

- **Children's Liturgy**
  - Running sessions weekly at BOTH morning masses
  - Getting about 45 kids total weekly
  - Continuing to assist with recruiting and equipping volunteer adults and youth to run this ministry
- **Faith Fridays**
  - Volunteers and kids are loving the weekly sessions
  - Continuing to support this new program and plan for its future
- **RCIA**
  - Weekly sessions led by Fr. Jason, myself, or a deacon
  - Volunteer leadership team helping run classes
  - Great group of individuals learning about the Catholic faith as a refresher after being away from the Church for a time or to join the Church
  - Encouraging the larger OLOL community to pray for these individuals and welcome and encourage them along their journey of faith, especially during the RCIA process
- **Religious Ed**
  - Ongoing Catechist training and support
  - About 115 kids in the Wednesday night K-8 program
  - SERVICE:
    - Collected donations for Backpacks With Snacks
    - Collected \$757.19 in donations for our sister chapel in Peru with our Pennies for Peru program
  - Exploring ideas for a parent component
- **Adult Faith Formation**
  - FORMED.org promotions to parish and school families
    - Not a huge response, but people who are using the resource are finding it easy to use and very beneficial
  - Collecting data and organizing small groups to help individuals grow in faith and community
    - Investigating existing groups
    - Planning new groups
- **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 with to accomplish the above things.
  - Ongoing intentional volunteer care/appreciation through various means of communication.

- Collaboration with area parishes to develop some best practices for using new and existing programming and ministries tool for effective evangelization in the OLOL community and beyond.

### **Looking ahead...**

- Continue to “Praise and Polish” efforts in all the above areas.
- **Sacramental Prep**
  - RCIA
  - Plan workshops for First Reconciliation and First Communion for 2<sup>nd</sup> graders
    - Looking forward to collaborating with LCS teachers on this!
  - RCIC (Rite of Christian Initiation for Children)
    - Playing Sacramental catch up for students of all ages
    - Collaborating with Fr. Jason, Sara and volunteers to meet the needs of individual students families.
- **Advent** is around the corner! Promoting tools that can help individuals celebrate this liturgical season in an intentional way to prepare for the incarnation of Jesus.
  - Advent series available on formed.org...use it on your own, with your family, or better yet, in a small group!
  - Preparing a family Advent calendar full of scripture and activity ideas to prepare spiritually for Christmas.
  - RE family night on Nov. 30 with Mass and special Advent activity
- I’m always looking for ways to grow faith, increase involvement, encourage stewardship of all varieties, and build bridges of community and fellowship throughout the OLOL family. If you have ideas, I would love to hear them!





Michael Puthoff &lt;puthoffmichaell@gmail.com&gt;

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## Agenda for Thursday November 17 Faith Formation Board

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

Mon, Nov 14, 2016 at 9:41 PM

To: Chuck Ripley &lt;cfr0122@reagan.com&gt;

Cc: Michael Puthoff <puthoffmichaell@gmail.com>, Amy Paul <amy.paul@lourdes.pvt.k12.ia.us>, Bettendorf Our Lady of Lourdes DRE <bettlourdesdre@diodav.org>, Donica Mokosak Lourdes <dm525@icloud.com>, "Fr. Crossen" <crossenj@diodav.org>, Gloria Mesick <gloria.mesick@lourdes.pvt.k12.ia.us>, Jennifer Alongi <jennifer.alongi@lourdes.pvt.k12.ia.us>, Karen Moldt <pkmoldt@msn.com>, Kevin Greenley <kgreenley@me.com>, Kris Derscha <kderscha@gmail.com>, Kristyn Tjaden <kristyntjaden7@gmail.com>, "Leinart John H. Jr." <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>

### **November Athletic Booster Report**

#### **Volleyball**

The volleyball season began on November 6th and will conclude on December 11th with the tournament finals being at Assumption High School. We have a team at each grade level.

5th/6th grade is coached by Allison Courville.

7th grade is coached by Kathy Rolf.

8th grade is coached by Margaret Moore.

Lourdes hosted on November 13th at Assumption and will be hosting at Assumption on December 4th. We will be hosting at Lourdes on the following dates: November 22nd, November 29th, and December 6th. December 6th will be Pack the Gym Night with Student Council conducting their Toys for Tots Drive on this night. All of the admission collected will be donated to Toys for Tots.

We also have purchased new volleyball uniforms consisting of shirts, shorts, and warm-up jerseys for girls basketball and girls volleyball (same jersey) through LogoPro. Students will be fined if uniforms do not get turned in or are ruined for the price of the replacement jersey.

#### **Boys Basketball**

Sign up will be sent out before Thanksgiving Break. We currently have a sixth and eighth grade coach with Anthony Allison and Steve Weitz respectively. I am still searching for a seventh grade coach. The coach from last year (sixth grade team) has declined to coach due to work requirements.

#### **End of Winter Season Banquet**

The end of the girls' seasons banquet will be on December 19th at Lourdes. Students will receive varsity letters as well as pins for the sport that they participated in. The trophy from the sixth grade basketball team has been engraved and is on display in the trophy case. Medals for the fifth/sixth grade basketball team were also purchased and will be given to students on December 19th at the end of the season banquet.

#### **Road Race**

The road race will be on March 25th, 2017. Sponsorship flyers will be sent out to local businesses to assist with the costs due to the race. We will be using the same timing company and everything else will remain the same, just the date of the race has been changed. I will be sending out a date and time for a meeting in December for anyone that wishes to volunteer or assist with the race. The sponsorship of area businesses will

be fundamental for the success of the race. A sample of the sponsorship form is attached and thank you to Linda Mosher for her assistance with this.

**Hall of Pride Trip**

I have reserved the Hall of Pride trip in Des Moines for December 27, 2016. The trip would be all day in Des Moines. There would be no cost of admission, but there would be student cost for the charter bus and for meals. Rough estimate of student cost would be between \$80-\$100. If we did not get enough commitment of students for the trip, then we would not go. I am planning on sending out an interest email to parents to see how many students possibly would be interested in going as a Christmas break get away. We would need 3-4 VIRTUS parent volunteers. The trip would be open to 4-8 graders.

**Intramurals**

Pending approval from the Church Office. Here are the upcoming dates for intramurals:

- November 18th 5:15-6:15 K-4 Intramurals
- November 19th 8:00-9:00 AM 5-8 Intramurals
- November 22nd 3:40-4:30 K-4 Intramurals
- November 23rd 8:30-9:30 AM 5-8 Intramurals
- December 7th 3:40-4:25 5-8 Intramurals
- December 14th 3:40-4:20 K-4 Intramurals
- December 18th 12:30-1:30 5-8 Intramurals
- December 19th 3:40-4:20 5-8 Intramurals
- December 21st 3:40-4:30 K-4 Intramurals

Participation in Intramurals program has been a mixture of fifth and sixth graders. For the lower grades, there have been participants represented from all grade levels K-4.

**Board Input**

- Looking for guidance on whether or not to pursue Hall of Pride trip.
- Any questions regarding athletics at Lourdes.

I will possibly be at the meeting. I will be attending a Lourdes event and it will depend on what time that concludes. If there are any questions, please feel free to email me and if someone at the meeting could let me know about the Hall of Pride trip that would be much appreciated.

Thank you!!



16 Lourdes Fun Run Shirts-Sponsorship Ad copy.jpg  
2258K

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

***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:**

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

- Pumpkin Decorating Contest
- Trunk or Treat
- Middle School Event at Country Corners

Upcoming Events:

- St. Nick's Shop
- Family Bingo Night

**Administrative/Communication/Staff Support:**

- Mia Martinez replaced Gail Nikulski as Co-Volunteer Coordinator
- Volunteers brought in food for Parent Teacher Conferences
- Volunteers brought lunch for the teachers after Halloween

**Fundraising:**

- Scrip Update:
  - Sales goal of \$500,000 this year resulting in \$15,000 profit.
- We're averaging 8.5% per sale which is more than our estimate of 3%.

How your family can help us meet our SCRIP goal –

- We have 146 families (K-8).
- Our SCRIP sales goal for 2016-17 is \$500,000 in sales or \$15,000 in profit.
- To meet our goal each family would need to purchase \$3424 of SCRIP or \$103 of profit annually to reach our goal.
- This family monthly goal would be \$380 total purchase or \$12 of profit monthly (over a 9 month school year).
- Lourdes Starry Night Fundraiser:
  - Scheduled for Saturday, March 4, 2017 at Tanglewood Pavilion.
- Amazon Smiles 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.

- Looking for a volunteer to take over the St. Nick's Shop

**Publicity:**

- Be sure to read the monthly newsletter for lots of information. New format this year.
- Putting together a committee to revamp the Lourdes school website

**Preschool (Mrs. Robinson):**

In preschool, we have been working hard on learning the sign of the cross and have talked a lot on Bible verses that teach the importance of obeying God and our parents.

**Kindergarten (Mrs. Snyder):**

We have been very busy and learning so much! Our past two social studies lessons have been on How to get along with others and How to make friends. This is such an important life skill to learn. We made a Kindness Garden that is displayed in the hallway. We have a field trip coming up with 1st and 2nd grade to the St. Ambrose Fine Arts Center to see the play Flat Stanley. We are thankful to Home and School for paying our bus fee for this field trip.

**First Grade (Mrs. Volden):**

We got our new aide, Mrs. Meyer. She is a tremendous help! Our reading groups are going much smoother and the children love her, as well as me. Reading is getting pretty excited with over half of the students using our Scholastic Reading Counts software system.

**Second Grade (Mrs. Paul):**

We have been very busy learning all about the pilgrims and the Mayflower, along with some fun Thanksgiving activities. In math, we just finished up our two-digit addition chapter and will be starting subtraction soon. In reading, we have been enjoying several of the new picture books purchased with money from the Starry Night Fundraiser, including I Need My Monster, Crankenstein, Stone Soup, The Rough-Faced Girl, Turk and Runt and Those Shoes. We really appreciate having these resources available to our reading program and are having a lot of fun. Next up are some great stories in December about winter and Christmas. Thanks to all that help provide the money towards supporting our reading program in the second grade! In December, we will also say farewell to our student teacher, Thien Ly Nguyen, as she graduates from St. Ambrose University. We wish her well in the future. The second graders are also collecting gently used or new coats for kids that we are then donating to the Coats for Kids program. This is one of our service projects that we have chosen to lead this school year. We will be officially collecting coats until November 30<sup>th</sup>, but they are welcome any time as the program can always use more as the weather grows colder this winter season.

**Third Grade (Mrs. Mesick):**

The 3rd graders each choose a saint to portray at All Saints Day Mass. After mass we shared more information about our saints with their parents and grandparents. They did a marvelous job and took their portrayal so seriously. In science we worked with owl pellets. The students took the bones of a vole out of the pellet and then compared them to human bones. In reading we read mystery books. The children were great detectives finding clues and figuring out who the criminal was.

**Fourth Grade (Mrs. Little and Mrs. Burman):**

The big thing going on 4th grade this month is our service project. 4th grade is working on their service project Operation Christmas Child. We are collecting items to put in shoeboxes like toys, school supplies, hygiene items. Each 4th grade will have a packing party to put together all the items we've collected and put them in the shoe boxes. The shoe boxes will be passed to children of different ages around the world.

**Middle School-Language Arts (Mrs. Heck):**

6th Grade just finished writing an alternate final chapter for the novel they had been reading.

7th Grade just finished giving argumentative speeches

8th Grade is writing a literary analysis of a story from the horror genre

**General Middle School**

Student Council Collected 3,434 cans and met our goal. The 8th graders especially worked very hard collecting and organizing cans from the classrooms.

Leaf Raking- All middle school raked leaves in the surrounding neighborhood.

**Art (Mrs. Taube):**

All parents should have received an email notice to participate in the Artsonia website. This website will allow parents to see student artwork. Some has already been posted, so be sure to check the website out when you can.

**Student Council:**

Collected 3434 cans for the Student Hunger Drive. This earned the student body prizes that include a regular nut day (Nov. 10<sup>th</sup>), A Papa Johns pizza lunch and comfy cozy/movie day (Nov. 22<sup>nd</sup>).

Toys for Tots starts November 21st and will continue until December 9<sup>th</sup>. We will collect toys at school. Also hosting a Pack the Gym on Dec. 6<sup>th</sup>. People encouraged to bring toys to get in to the games.

## **OLOL Youth & Young Adult Ministry**

Sara Scogland, Nick Helle, Mike Rashid

**November 15, 2016**

### **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 have decided to use the formed.org study series.
- QUEST Retreat at Lourdes November 5-6; We had 23 Candidates
- Raised & Lowered 188 American Flags for Veteran's Day (Knights of Columbus helped)
- Rake n Roll was on Saturday, November 13; Three mighty teams raked 17 yards
- ....Confirmation Team pitched in on Sunday to rake the final yard!

### **Looking Ahead**

#### **Young Adult Ministries**

- YACHT - Next Gatherings include:
    - Social-Friday, November 18; Watch the Blackhawks Hockey Game
    - Bible Study- Sunday, November 27 6-7:30 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 is National Hat Day-Saturday-Sunday, January 14-15, 2017 (details to come)
- 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)

#### **High School Youth Ministry**

- Weekly Youth Gatherings - Wednesdays 7:45-9 pm
- March For Life - Take the bus to DC January 24-
- 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**

- Riverbend Mobile Food Bank - Saturday, November 19 10:30am-1pm in the Lourdes Parking lot. (this is being led by our Outreach church community & Deacon Weber)

- St. Nicholas Workshop is set for Saturday, December 3 9am-1 pm (Team hours are 8am-2 pm)
- 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 10<sup>th</sup> 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.
- Riverbend Mobile Food Truck – Help to load food for families Saturday, November 19th
- 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 Weekend Trip:** 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**



# Public Relations/Marketing Report

November 17, 2016

Putting the final stages on the Strategic Planning initiative goals and deadlines.

- Website revamp

- Demographics

TV commercial goes live/schedule

- View the spots w/board

Continue to explore social media avenues

- Facebook

- Twitter

- Instagram

- Website

- Global fencing

SJV update

- Signage in lobby

- Speaking at Mass during Catholic Schools week

Our Lady of Lourdes Faith Formation Board

**Policy 210.1A**  
**BOARD OF EDUCATION**

**Board of Education Elections**

- A) Regular Board of Education elections shall be held each May. The Board President shall appoint a Nominating Committee. The Nominating Committee will review each nomination and present recommendations for membership to the full Board for a vote at the May Faith Formation Board Meeting.
- B) Notices of this election and request for nominations will be placed in the Our Lady of Lourdes Sunday bulletin and weekly LCS administrator reports for three weeks prior to the election.
- C) The Chairman of the Policy and Procedure Committee or the Board President shall accept nominations and present the slate of candidates for consideration.
- D) The Policy and Procedures Committee or other Board designated person(s) shall contact all nominees and confirm their desire to run for a position on the Board.
- E) A board alternate will be asked to fill any mid-year board vacancies. If needed, additional vacancies will be filled as determined by the executive committee of the board, subject to a majority vote. Alternate members or appointed members will serve the duration of the vacated term. If a Board position needs to be filled after the school year has started, the Alternate will be asked if he/she would like to finish that Board position term. If not, or if there are additional positions to be filled, an immediate notice of the vacant position(s) and request for nominations would be placed in the Our Lady of Lourdes Sunday bulletin and LCS weekly administrator's report every week until filled.

Our Lady of Lourdes Faith Formation Board  
**Policy 210.1B**

**BOARD OF EDUCATION**

**Term of Office**

All elected members will serve a term of three years. Terms of members shall overlap so that not more than three members' terms expire at the same time.

- A. No member may serve more than two consecutive terms.
- B. The term begins with the first regularly scheduled board meeting following the election.

## Our Lady of Lourdes Faith Formation Board

### **Policy 210.1C BOARD OF EDUCATION**

#### **Membership**

The Faith Formation Board will consist of the following:

- \*Pastor of Our Lady of Lourdes Parish (OLOL)
- \*Eleven elected members representing all children attending educational programming, and
- \*One representative from OLOL pastoral council

Any Parish member 18 years or older or parent/guardian of a child attending Lourdes Catholic School (LCS) is allowed to serve as a Board member.

Ex-officio members will consist of the following:

- \*Administrator of LCS
- \*President of the LCS Home and School Association
- \*Teacher representative from LCS
- \*OLOL Business Manager
- \*OLOL Director of Faith Formation
- \*OLOL Coordinator of Youth Ministry
- \*Representative from Assumption High School
- \*LCS Athletic Director
- \*Representative from St. John Vianney Parish

**Policy 210.4A**

**BOARD OF EDUCATION**

**General Powers and Duties**

The members of the Faith Formation Board will make rules for its own government, and that of the teachers and students, with the approval of the Superintendent of 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 ~~Rectory~~ and 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 as the Election Chairman. Elections for each office will be conducted at the June 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 ~~Election Chairman and the Pastor (or in his absence, the Associate Vicar)~~ President will designate a non-voting member 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.

Policy Adopted: June 2, 1994

Policy Revised: June 1, 2006-2007

Policy Revised: April 6, 2013





## **Policy 680A**

### **STUDENT PROGRAMS**

#### **Hot lunch program**

Lourdes Catholic School will administer its own milk and hot lunch program.

The school and Our Lady of Lourdes parish offices are responsible for tracking lunch fund balances and notifying families when their family balance approaches zero. Once a family's balance is negative and not brought current within a reasonable time period, the parish office will notify the cafeteria staff to offer a limited lunch to the family's children.

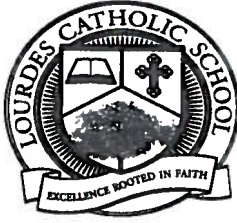
Policy Adopted: November 3, 1988

Policy Revised: June 1, 2005-2006

Policy Revised: December 16, 2010

Policy Revised: January, 2014

Policy Reviewed: December 2015



# Lourdes Catholic School

Academics ♦ Faith ♦ Community

## Principal's Report to the Faith Formation Board November 17<sup>th</sup>, 2016

### 2016-17: (K-8 223; PS-8 319)

K = 38	3 <sup>rd</sup> = 22	6 <sup>th</sup> = 19	3day PS (3-yr) = 16
1 <sup>st</sup> = 22	4 <sup>th</sup> = 29	7 <sup>th</sup> = 28	2day PS (3-yr) = 13
2 <sup>nd</sup> = 21	5 <sup>th</sup> = 25	8 <sup>th</sup> = 19	Prek AM = 34
			Prek PM = 33

### Leadership of School Culture and Instruction:

1. Some teachers are attending training for the new Next Generation Science Standards. Trainings are at the AEA in November, March, and in June.
2. Staff Christmas Party will tentatively be December 16<sup>th</sup> after school in the PAC. Secret Santas will be revealed.
3. Iowa Assessments are being completed this week in grades 2-8. Make up tests will follow, with a goal of 100% of tests done and mailed in for scoring December 2.
4. **92.4%** of K-8 families attended parent-teacher conferences. 11 of 145 families did not attend one or more of their children's conferences. PS/PK conferences will be Monday and Tuesday of next week.
  - KA = 100%
  - KB = 100%
  - 1<sup>st</sup> = 100%
  - 2<sup>nd</sup> = 100%
  - 3<sup>rd</sup> = 100%
  - 4A = 100%
  - 4B = 100%
  - 5<sup>th</sup> = 88% (-3)
  - 6<sup>th</sup> = 79% (-4)
  - 7A = 86% (-2)
  - 7B = 85% (-2)
  - 8<sup>th</sup> = 84% (-3)
5. Bullying Prevention Education Parent Night was November 3. I received lots of positive feedback from attendees. 13 guests signed in for this event; we are considering asking the speaker, Christine Schmidt, to come back again for a second time in hopes of being able to reach more parents who were not able to attend Nov. 3
6. \$2,121 was earned from Trunk or Treat. Thank you for supporting this event! All proceeds go towards the cost of the 7<sup>th</sup> and 8<sup>th</sup> grade Washington DC trip.

### Managerial Leadership:

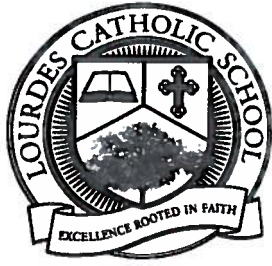
1. No new qualified candidates have applied for the Director of Extended Care. Beth Giese continues as Interim Director. I took two phone calls from candidates interested in On Site Supervisor for Extended Care, but neither have formally applied yet.
2. CogAT testing results came in and scores were mailed home with an explanation. A sample of the letter is **attached**.
3. The Rotary grant winners will be announced in January. We applied for \$2500 (maximum grant) towards the cost of new gym lights. SCRA grant – I was hoping to get the results before submitting this report, but so far I have not heard. The email should come soon. Awards are formally presented next Tuesday afternoon (11/22).

Public Relations/Marketing Leadership:

1. See Chuck's marketing report.

Faith Formation Leadership:

1. Students have the opportunity to submit an entry for the Knights of Columbus Keep Christ in Christmas poster contest. Due December 7.



# Lourdes Catholic School

Academics ♦ Faith ♦ Community

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Phone 563.359.3466 † Fax 563.823.1595

[www.lourdescatholic.org](http://www.lourdescatholic.org)

November 2<sup>nd</sup>, 2016

Dear Parents of \_\_\_\_\_,

3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> graders took the Cognitive Abilities Test (CogAT) last month. This might be the first nationally normed test some of the children have ever taken, so I want to share the results and explain the test, what the scores mean, and what the scores are used for.

## What is the CogAT?

The CogAT is designed to be a measure of the student's reasoning abilities. The CogAT has three subtests: verbal, quantitative, and nonverbal (spatial). Each subtest is described below:

The **Verbal Subtest** measures inductive, deductive, general verbal reasoning abilities as well as the vocabulary knowledge. It includes three types of questions: Verbal Classification, Sentence Completion and Verbal Analogies. *Verbal Classification*-Students have to discover the conceptual link tying the words together and then select the word that belongs with the original set of words. *Sentence Completion*-Each question of this type presents a sentence with one word omitted. Students select the word that correctly completes the meaning conveyed in the sentence. *Verbal Analogies*-Students select from among five answer choices the one that correctly completes the analogy. Scores on Verbal Battery have positive correlations mainly with reading and language achievement.

The **Quantitative Subtest** includes three types of questions: Quantitative Relations, Number Series and Equation Building. *Quantitative Relations*-Students are presented a pair of quantities. They must determine whether the first quantity is greater than, less than, or equal to the secondary quantity. *Number Series*-Students are presented a series of numbers. Students must determine the rule underlying the progression in the series and then select the next number in the series. *Equating Building*-Students are presented numbers and one or more mathematical symbols. Students are to combine the numbers and symbols to make an equation that can be solved using one of the five answer choices. Scores on the battery have high positive correlation mainly with mathematics achievement.

The **Nonverbal Subtest** includes three types of questions: Figure Classification, Figure Analogies and Figure Analysis. All the questions on the battery use the figures, designs, or geometric shapes stimuli. *Figure Classification*-Students have to discover the conceptual link or underlying characteristic that ties the figures presented together and select the figure that belongs with them in a similar fashion to the Verbal Classifications. *Figure Analogies*- Student select from among five answer choices the one that correctly completes the figural analogy in a similar fashion to the Verbal Analogies. *Figure Analysis*-Students are presented with a series of diagrams showing a square piece of paper being folded and holes being punched in the paper. Students have to select the figure that shows what the paper will look like when it is unfolded. Scores on this battery of tests have high positive correlation with reasoning, critical thinking, and mathematics.

## Using test scores:

Lourdes looks at three types of student information provided to us as a result of the CogAT testing: Standard Age Score (SAS), Stanine, and Profile. These scores help us determine if teachers can meet each child's

needs in the classroom through differentiation of instruction and content, or if we should consider a pull-out enrichment model.

**SAS.** The SAS has a mean of 100 and a standard deviation of 16. It permits educators to compare the rate and level of cognitive development of an individual to other students in the same age group. For example, students who have an SAS of 100 on the Verbal Battery have a rate and level of development of verbal reasoning skills that is typical of their age group. A student who has an SAS of 125 on the Verbal Battery has a faster rate and a higher level of development of verbal 2 reasoning skills than the typical student in the same age group. The SAS scale provides fine discriminations among high- and low-scoring students. Typically, a score of 120 or higher is a flag to us that we should make sure that a student's needs for challenging content is being met in the classroom through differentiation.

**Stanine.** The stanine scale is a norm standard score scale consisting of nine broad levels designated by the numbers 1 through 9, the average being a 5. A higher stanine equates with a higher level of cognitive abilities development. A comparison of Stanines and Percentile Ranks are summarized in the table below:

**Stanine Percentile Rank Description**

Stanine	Percentile Rank	Description
9	96-99	Very High
8	89-95	Above Average
7	77-88	Above Average
6	60-76	Average
5	40-59	Average
4	23-39	Average
3	11-22	Below Average
2	4-10	Below Average
1	1-3	Very Low

**Profile.** Based on the score information in this section, a score profile is created for each student. Go to the interactive profile system at <http://www.hmhco.com/cogat/cogatprofile> and enter your child's profile score. This provides you (and your child's teachers) with greater detail about your child's abilities.

**Verbal SAS:** \_\_\_\_\_

**Quantitative SAS:** \_\_\_\_\_

**NonVerbal SAS:** \_\_\_\_\_

**Stanine:** \_\_\_\_\_

**Profile:** \_\_\_\_\_

*Blessings!* 😊

**Ms. Jennifer A. Alongi**

**Principal, Lourdes Catholic School**

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## Executive Committee and President's Report

No Executive Committee meeting this month

President worked on the following issues this month

- In communication with Principal about a two discipline related issues.
- Informed about work that Business Manager and Principal are doing to collect funds from families not paying lunch bill
- Was informed about break-in at school and how this issue was being addressed.
- Working with Finance Committee on budget for next year
- Attended Finance Council meeting on Tuesday November 15, 2016.

## Finance Committee Update for November FFB Meeting

Mike Puthoff – Chair  
Jennifer Alongi  
Fr. Crossen  
Tyler Edwards  
Sheryl Lackey  
Andrea McGivern – Finance Council representative  
Chuck Ripley

On Saturday November 12 the members of the Finance Committee met to begin discussion on the 2017-2018 budget. The committee discussed projected enrollment for next year, directors of cost centers, tithing, and tuition rates for next year.

Sheryl shared a calendar of the budgeting process that we work off of, see below.

### Committee Tasks

- Jennifer is going to initiate a survey to families about their plans for next year to help in enrollment projections.
- Mike is going to work on the registration form for next year
- Sheryl is going to continue to work on getting last year's information and numbers updated
- Andrea is going to work with Sheryl to help her get files and the budget lined up

Our next meeting is Saturday November 26 at 8 AM in the Parish Board room.



**LCS Budgeting Process** for July through June Fiscal Year 2017-2018

**General Policy:** LCS will strive to create balanced budgets that feature realistic revenue projections and conservative expense projections. Income and expenses will include the budget impact of strategic initiatives.

<b>DATES</b>	<b>TASK</b>	<b>LEADER RESPONSIBLE / BOARD &amp; STAFF PARTICIPANTS</b>	<b>NOTES</b>
<b>Nov</b>			
1 - 7	Provide departmental budget worksheets to department heads.	<b>Business Manager</b>	Work sheets include prior year balances and current year end projections.
1 - 30	Review mission and strategic plan.	Finance Committee, Business Manager	Ensure that all strategic initiatives with budget impact are included in budget process. To begin Dec/Jan
1 - 30	Develop programming schedule.	Finance Committee	
<b>Dec</b>			
1 - 31	Develop Revenue projections; update annual fundraising plan.	Finance Committee, Business Manager	Use work sheets and budget template detail tabs and fundraising plan.
1 - 31	Update capital goals; building, security.	Finance Committee, Business Manager	Refer to strategic plan.
1 - 31	Develop rates Preschool & PreK	Finance Committee, Business Manager	Use work sheets and budget template detail tabs
<b>Jan</b>			
1 - 21	Prepare Detailed Expense projections.	All Dept. heads, Finance Committee and Business Manager	Use work sheets and budget template detail tabs
22 - 31	Assemble Draft Budget and Narrative.	Finance Committee, Business Manager	Use Budget Template - all tabs.
<b>Jan</b>			
1 - 4	Send draft budget and narrative to finance committee members.	<b>Business Manager</b>	Draft budget includes at least one year of history plus current year end projections for context.
9 - 14	Early Registration to begin	<b>PreS &amp; PreK</b>	
4 - 20	Finance Cmte <b>Meeting</b> to discuss draft budget	<b>Treasurer, Finance Committee, Business Manager</b>	
20 - 27	Revise budget per results of finance cmte meeting; send to cmte for final review.	Finance Committee, Business Manager	

27 - 31	Finance Cmte members review revised budget and provide any new feedback.	Finance Cmte	Schedule finance cmte <b>meeting</b> , if necessary.
<b>Febr</b>			
1 - 5	Make changes (if any) to budget.	Finance Committee, Business Manager	
5 - 7	Send final proposed budget and narrative to finance cmte.	<b>Business Manager</b>	
7 - 10	Circulate proposed budget with narrative to all board members.	<b>Business Manager</b>	Should be at least one week before board meeting. Send only full budget tab, and selected detail (fund raising).
9	<b>FFBoard Meeting:</b> Board approves budget.	<b>Board Members, Business Manager</b>	Budget is presented to the board.
<b>April</b>			
18	Presentation LCS budget to Finance Council, pending approval	<b>Business Manager</b>	Budget is presented to the board.
30			
<b>June</b>			
1 - 15	Make last changes (if any) to budget.		
30	Fiscal Year Ends		

**Variance Policy:** Department heads have discretion to repurpose expenses between line items within their preview as long as the result does not exceed the approved total for the department. Any expected overage of more than **XX** % must be reported to the finance committee for approval.

**Reporting:** Monthly financial statements will include actual verses budget comparisons.

**Cash Flow:** The budget should be estimated on a cash flow basis by month and entered into QuickBooks by month per line item to assist with producing year-end projections and in monitoring cash flow.