

Lourdes Catholic School – Faith Formation Board
Thursday, October 13, 2016 - 6:30 PM
Location: Lourdes Catholic School Library
Minutes

Mike Puthoff, Dave Reilly, Nikki Johnson, Jennifer Alongi, Karen Moldt, Chuck Ripley, Tyler Edwards, John Leinart, Teresa Heden, Tyler Edwards, Donica Mokosak, Sheryl Lackey, Maren Stoflet, Mrs. Mesick

- 1) **Called to Order** at 6:32 PM
- 2) **Opening Prayer** offered by Mike Puthoff
- 3) **Introduction of Guests** –Tony Lemeck, Ms. Driscoll, Ms. Willits, Anne Camarena
- 4) **Approval of Agenda** – Motion offered by Teresa Heden, second by Karen Moldt, approved by board
- 5) **Approval of Minutes** – Motion offered by Teresa Heden, second by Dave Reilly, approved by board
- 6) **Open Forum** – nothing offered
- 7) **Strategic Initiatives Update (Puthoff, Veit, Reilly, Snyder, Willits)**
 - Document sent by Mike prior to meeting
 - Points of discussion
 - i. Service Requirement – looked at SCRIP participation, also responses from volunteer surveys for slots that were fulfilled last year. A survey was sent to all families for input. Continue to investigate options that others are using (example of Peoria.)

Tyler asked about Virtus training requirement – would everyone need to be certified. Yes, all who volunteer would. The training is available online and is valid for 5 years after completion.

Donica shared she has heard mixed reactions. Some positive, some negative, and some concern that people are involved in other ways that are not covered in the survey.

Chuck mentioned some may side one way or another, some may prefer to volunteer, and some may prefer to be more hands off and participate in SCRIP.

Dave said he sees SCRIP and volunteering as separate approaches.

Mike said the task force will continue to work on this.
 - ii. Showcase after masses – ongoing work to look at volunteering setup and work out details for school presence at church after masses.
 - iii. Marketing efforts: Chuck – Vertical and traveling horizontal banners are complete. It was asked what the uses for the horizontal banner are intended. Response that it may be hung in the gym for “storage” and then accessible to take down and use for parades, display table, etc.)

Kris Girkis and Miranda are working on the website, currently working to get access approvals.

Kris passed along via Chuck that work is ongoing for a “Cupcakes and Carseats” event where a cupcake vendor would be present in tandem with carseat

installation and safety checks by local fire department. They are working through the details and planning for a Spring 2017 target date.

Dave – is in communication with Fr. Vrba at St. John Vianney to find a time to meet to discuss LCS efforts. Dave will also ask Fr. Vrba about possibly planning a joint LCS and SJV donut day when they meet.

- iv. Chuck – contract is in place to develop a commercial with WHBF. The scripts have been shared. Will need to figure out where to place the commercial with regard to scheduling. General timing will be just in advance of Catholic schools week and heading into registration timeframe of February/March. WHBF will be coming to LCS on Oct 20th to film. The commercial was paid for by an anonymous donor – Chuck thought cost will be \$500 for global reach, \$750 for script development, \$2000 for television ad, and \$75 for digital push, but will check to verify he remembered the numbers on the spot. Chuck asked for an additional \$1000 from the marketing budget (within this year’s budget allocation and additional to the \$2000 donation) to cover the remainder. Discussion about cost and how much specifically is needed for additional reach and what options there are to move forward with the advertisements. Chuck was tasked and will clarify amounts and options.
- v. Mike - Good progress on all initiatives.

8) Special Interest Group Reports:

- Boosters/AD Report (Alec Clark)
 - i. See report
 - ii. Fun Run event postponed – possibly early/Spring 2017
- Home & School Association (Nikki Johnson)
 - i. See report
 - ii. Chuck – shared from Kris Tjaden – goal of \$370 in SCRIP sales per family per month, \$55,000 total goal per month, \$14,000 sold last month. 10% of families participated.
Sheryl asked how long a SCRIP order takes to come in if it is on the list that needs to be ordered in (vs. those kept on hand.) Chuck said Mrs. Ruhl is now in charge of the SCRIP program and would be the point of contact to verify. He thought that the Great Lakes section is being ordered every Tuesday. Karen shared that in the past it has typically taken about 1 week. Donica said that inventory is taken on Tuesdays and Fridays for those SCRIP certificates/cards kept in stock.
 - iii. Nikki said the Fall Book Fair went well.
 - iv. 1st Middle School Event, Fall Fun Night at Country Corner, is scheduled for October 22. Religious Education students were invited.
- Teacher Representative (Amy Paul and Gloria Mesick)
 - i. See report
 - ii. Mrs. Mesick (and Mrs. Paul) sent summary prior to meeting. Nothing additional.
- Scott County Catholic Schools Advisory Board (Donica Mososak, Jennifer Alongi)
 - i. Donica has meeting notes from when she attended the board meeting this past month. Ideas for marketing at the SCCSAB meeting were similar to what we have been discussing at LCS recently. Andy Craig, President of Assumption High School gave a similar presentation to what he did for LCS FFB last month

about tuition assistance and organizations. The SCCSAB Finance Committee will be reviewing financial status of each school to identify any potential problems. Overall would like to standardize schools some, as a lot of differences exist currently.

- Assumption High School (Kristyn Tjaden)
 - i. No report
 - ii. Sheryl – there was a reduction in cost of busing based on less use this school year.
- Grant Writing (Rochelle Schrader, John Leinart, Teresa Heden)
 - i. Ms. Alongi shared what Rochelle had been working on - Applied for 2 grants and are waiting to hear back from Rotary grant application shortly. The application included gym lights.
 - ii. SCRA application window is coming up yet in the fall – Will be applying for \$47k grant for middle school science lab.
- Pastoral Council Report (Teresa Heden)
 - i. On hold – nothing to report at this time.
- School Improvement Advisory Committee (Alongi)
 - i. See Principal's Report

9) Religious Education Reports:

- Emily Andes – Director of Faith Formation
- Sara Scogland – Youth and Young Adult Ministry
 - i. Sara sent report prior to meeting. Ms. Alongi shared Emily has been working on Pre-K Faith Fridays.
Sheryl shared Emily is in the process of promoting formed.org . Will check for full distribution (membership was donated by parish member for a year.)

10) Board Committee Reports:

- Finance
 - i. No Report
 - ii. More activity on budget likely toward December timeframe. Karen mentioned strategic planning initiatives - 1 for ongoing budget process, 1 for quarterly reporting. Karen, Mike, and Sheryl will touch base to see who is in charge of those initiatives.
- Policy & Procedure
 - i. See report
 - ii. Maren presented the 1st readings of Policies 210.1A, 210.1B, and 210.1C
 - iii. Motion for 1st reading of Policy 210.1A by Chuck Ripley, second by Donica Mokosak, approved by board. After opportunity for discussion, proposed changes were accepted.
 - iv. Motion for 1st reading of Policy 210.1B by Teresa Heden, second by Chuck Ripley, approved by board. After opportunity for discussion, proposed changes were accepted.
 - v. Motion for 1st reading of Policy 210.1C by Teresa Heden, second by Chuck Ripley, approved by board. After discussion, was accepted with proposed

changes and additional modifications to spell out school and church names and titles.

vi. Maren - hot lunch policy, and class size recommendations draft work is ongoing.

- Public Relations / Marketing
 - i. See report
 - ii. Nothing additional to above discussion in Marketing section of **Strategic Initiatives Update**
- Executive
 - i. No report

11) Principal Report

- i. See report
- ii. Ms. Alongi shared Mrs. Volden's thank you letter for hiring the part-time aide and support for 1st grade classroom. – Debbie Meyer has been hired as the 1st grade aide.
- iii. SCIAC goals emailed in Ms. Alongi's Principal Report. FAST scores are the highest they have been in 3 years. Exceeded goal with 86% average (goal is 80% benchmark.) Asked FFB for approval of goals (SCIAC goals are required for accreditation as a non-public school in Iowa.) Mike asked if there was good parent input for the SCIAC collaboration. Teresa and Karen are involved on the SCIAC board and attended last meeting, Haley Preston (student representative as President of LCS Student Council) was sick, so Mary Camancho (Student Council Vice President) attended. Karen responded to Mike's question about parent input with a YES.
Motion to approve SCIAC goals offered by Teresa Heden, second by Tyler Edwards, approved by board.

12) Father Jason Report.

- i. See report
- ii. Sheryl shared that Fr Jason has been sick recently and has taken some time off to recover. Fr Vrba did Mass this past Wednesday and feedback was it was an enjoyable visit for all.

13) Business Manager's Report

- i. See report
- ii. Sheryl – September financial statements have been sent. St John Vianney gave \$10k in July, and \$22k in September. Loss from September was at -\$28k. Karen asked if this was close to what was anticipated, and is it cyclical based on tuition payments that might split fiscal years. Sheryl said somewhat. 12 families were billed at full tuition. Tithing letters have been sent also. They are continuing to follow up with families that are not fulfilling the obligation. 1 family has been written off and 1 family sent for collection. Those unable to tithe the full amount are required to attend church, put an envelope in the basket, and give of their time at the very least requirement in order to get the lower parish tuition rate. Dave asked why the collected tuition came in under budget. Sheryl said it is due to lower enrollment. Budget is in twelfths, so there is some variance. Also, some is recorded in the prior fiscal year due to some families making full school-year payment in July/August. \$3700 came from Assumption from Catholic Campaign, foundation from Diocese. \$1820 on June 30 that was charged to one family was

written off, one family's dues were written off to collection, and 1 payment was collected from a family that moved.

- iii. Sheryl - Lunch program notices are being sent if account balance is below \$10 or negative. Divorce situations need to be addressed for clarity of responsibility in legal versus financial custody. Policy needs to be in place. Mr. Weaver and Sheryl were discussing what to do if a family's lunch account balance is negative. A modified lunch has been given for those. Previously a double milk or double entrée had been allowed for unpaid or reduced lunch, but that has been changed to no longer allow.
- iv. Mrs. Mesick – teachers shared child care billing concerns. Historically teachers have been receiving child care for free when doing school related work. There are questions why they are now being billed for prior service. Sheryl responded that some employees, not limited to teachers, were receiving free child care. It is written in the contracts that teachers pay 50% of child care cost. Sheryl is now aware of the discrepancy and it needs to be addressed because free child care is a taxable income. Sheryl will be meeting with Ms. Alongi and teachers soon to potentially adjust the rate (flat amount) for calendar year 2016, with option to pay and take personal income tax deduction, or add to W2 for Social Security and Medicare. Sheryl took a sample of billing to determine a possible rate. By law, free child care needs to be accounted for as a benefit. Karen suggested to have whatever is agreed upon in easy to understand terms and be sure it is equitable. It is supposed to be at fair market rate, and Sheryl and Ms. Alongi will do their best to keep it reasonable and low. Sheryl would like to change the policy to make it fair for all employees going forward. Teresa asked for clarification that this includes January through December 2016 calendar year versus the school-year. Sheryl said yes, it is the calendar year for tax purposes and realizes it is late in the year, but has tried to address it right away after it was realized in order to be in compliance with the IRS. History was that it was likely a verbal contract or modification. Sheryl and Ms. Alongi will get back to teachers hopefully by next Tuesday.

14) Old Business or New Business

- Change in January meeting date from January 12 to January 19, 2017 – Motion offered by Donica Mokosak, second by Dave Reilly, approved by board.

15) Adjourn regular session

- Motion to adjourn offered by Teresa Heden, second by Donica Mokosak, approved by board at 7:52 PM.

16) Closed Session

- None needed

17) Adjourned at 7:52 PM

18) Future Meetings

- November 17, 2016 (PT Conf. on Nov. 10th)
- TUESDAY December 6, 2016 (Holy Day Dec. 8)
- January 19, 2017 (Moved from Jan 12th)
- 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 – Updated October 10, 2016

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.

October 2016

Action	Implementation Strategy	Updates/Progress
<p>1.2.2. Identify top capital needs. 1.2.2.2. Mike Puthoff, Greg Adamson, Roger Perk, John Leinart.</p>	<p>Will need to work with Parish to move forward on this.</p>	<p>This is on hold until the Parish organizes a larger assessment of capital needs</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>Work with Sheryl Lackey on setting this up</p>	<p>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</p> <p>Mike, Karen and Sheryl still need to work on this.</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>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.</p> <p>October – Mike Puthoff followed up with Fr. Crossen about a Pastoral Council rep</p>
<p>2.2.3. Increase involvement/communication between parish and school. 2.2.3.2. Karen Moldt, Donica Mokosak</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>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>

	Work with Religious Education staff on better connections.	<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>3.1.1. Develop and deploy signage and advertising to promote LCS</p> <p>3.1.1.2. Nikki Gartner, Maren Stoflet</p>	Marketing Committee with take this on. Build upon the preschool success	<p>This has been the work of the Marketing Committee</p> <ul style="list-style-type: none"> • Three signs have been purchased to promote the school. • Looking into more advertisement opportunities. • Increase Facebook promotion <p>Lindsey Veit is going to check about donating a commercial from an advertisement package she bought for her business.</p>
<p>3.1.2. Develop a calendar of events to showcase Catholic education after masses at OLOL and SJV.</p> <p>3.1.2.2. Kris Derscha, Susan Smith</p>	Work being done by Catholic Identity Committee	<p>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> <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>3.1.3. Increase social media campaign and sharing of school updates.</p> <p>3.1.3.2. Andy Burman, Chuck Ripley.</p>	Marketing Committee – Kris Girkllis, Miranda Lawrence	Very successful in this area. Multiple Facebook posts per week, highlighting a range of school and parish events.

<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>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>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</p> <p>Camp Shalom Day for middle school kids coming up on October 15.</p> <p>Trunk or Treat being promoted across the Church and school.</p>

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		On Hold, see 1.2.2 and 1.2.3.
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)		This one needs clarification. We already have fundraisers for the school and the school's ability to support more is questionable.
1.1.3. Increase our efforts to obtain grants for the school 1.1.3.2. Faith Formation Board, Kristyn Tjaden	This is the work of our Grants Committee	They have already submitted two grant applications.
1.3.1. Sharing of quarterly financial statements to parishioners and school families. 1.3.1.2. Sheryl Lackey, Mike Puthoff	Work with Sheryl Lackey to make this happen	Parish Finance Council is working on strategies to share updates on the financial situation of the Church. Mike Puthoff is working to get this information shared at the school in a similar way.
1.3.2. Revise and clarify the class size policy 1.3.2.2. Mike Puthoff, Maren Stoflet	Will be worked on by the Policies and Procedures Committee	This issue is on their to do list for projects

<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>Mike Puthoff (FFB) and Nicki Johnson (H&S) are working on this.</p>	<p>Research done on SCRIP participation level, level of volunteering in the school, review of what other Catholic schools in the area do. Survey was sent out to all school families to get their general feelings on having a service requirement.</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>Ms. Willits and Mrs. Snyder will work with Ms. Alongi on this .</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 	<p>This is on the to do list for Policies and Procedures Committee</p>

February 2017

Action	Implementation Strategy	Updates
<p>2.3.3. Establish a parent and staff training session regarding discipline and conflict management. Work in conjunction with the AEA.</p> <p>2.3.3.2. Dave Reilly</p>		<p>Some teachers took a discipline class this summer.</p> <p>Anti-Bullying event in October for students and families.</p> <p>There may be resources through AEA or other community resources that may be helpful for families that are struggling with some discipline issues.</p>

March 2017

Action	Implementation Strategy	Updates
3.2.2. Strengthen the current ambassador program. 3.2.2.2. Jenny Grobstich, Nicki Gartner	Home and School Project	Sarah Leinart communicated that more programs have been added to the social calendar. More opportunities for communications between buddy and new families. H&S considering surveying families for continued assessment of the program.
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		Mike Puthoff will reach out to Kris Derscha to get clarification.
3.3.1. Grow membership and activity of the Catholic Identity Committee. 3.3.1.2. Tony Lemek		Dave Reilly will reach out to Andrea Reilly about activity and need of the Catholic Identity Committee.

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		Improvements in communication about discipline policy at Curriculum Night in September. Will continue to monitor the need for a revision. Sub-Committee will explore this again in December.
3.3.4. Strengthen youth group/religious education connection with school. 3.3.4.2. Jennifer Lynch, Sara Scogland, Jennifer Alongi		See previous actions.



Michael Puthoff <puthoffmichaell@gmail.com>

Agenda and Material for FFB Meeting

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

Wed, Oct 12, 2016 at 9:25 PM

To: Bettendorf Our Lady of Lourdes YM <bettlourdesym@diodav.org>

Cc: Michael Puthoff <puthoffmichaell@gmail.com>, Gloria Mesick <gloria.mesick@lourdes.pvt.k12.ia.us>, Amy Paul <Amy.Paul@lourdes.pvt.k12.ia.us>, Bettendorf Our Lady of Lourdes DRE <bettlourdesdre@diodav.org>, Chuck Ripley <cfr0122@reagan.com>, Donica Mocosak 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>, scott <scott.dyer@risd41.org>, Sheryl Lackey <bettlourdesbiz@diodav.org>, Teresa Heden <mommaheden@gmail.com>, Tyler Edwards <edwardstylem@gmail.com>

Here is the October 2016 Athletic Report:

A BIG thank you to Dean Lackey for hanging up the signs in the gym. They look great!!!

Also, a big thank you to the scouts for spending their time assisting with the ticket booth at the girls' basketball games!!

The girls' basketball season will conclude on Monday, October 24th at St. Joe's. Lourdes will be hosting the semi-final round on Tuesday, October 18 at 5:30, 6:30, and 7:30. Working with coaches to find a date for end of season dinner to give students their letters and pins. We will be continuing the running clock rule for the boys' basketball season and next year for girls. Feedback has been generally positive regarding new clock rule. We had 2 officials for all hosting dates except one (October 11th - we had 3). Asking coaches for feedback regarding 2 versus three officials.

Girls' volleyball sign-up went out this week. We will be having one 8th grade team. We will also have 1 7th grade team and either another 7th/6th grade team or a 6th/5th grade team depending on numbers. Teams are due by October 19th to All Saints, so will have a decision by Monday to share with board if there is interest. We will be having 2 officials for each hosting date. The season will begin in November and go through the middle of December.

Working on details for family events at Field of Dreams, River Bandits, and Hall of Pride Field Trip. Race is going to be moved to March due to low numbers. The hope is that giving a few additional months and having it in March will assist with numbers. We will be continuing to promote via the Church Bulletins, email, getting event on Facebook, the event is online with the Corn Belt Running Club, and having fliers in area businesses. Will be revisiting numbers weekly to track progress.

If there are any questions, please feel free to contact me. I will not be at the Board Meeting due to a familial commitment. Again, please feel free to contact me with questions or comments.

Thanks!

[Quoted text hidden]

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Alec Clark
Lourdes Catholic School
Athletic Director

**LOURDES HOME AND SCHOOL
REPORT FOR FAITH FORMATION BOARD
OCTOBER 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.

- Book Fair

Upcoming Events:

- Pumpkin Decorating Contest
- Trunk or Treat
- St. Nick's Shop

Administrative/Communication/Staff Support:

- Funded an aide for Mrs. Volden's first grade class.
- 2016-17 Parent Directory was distributed.
- Working on combining bank accounts and reorganizing Quickbooks to accommodate these changes.

Fundraising:

- Scrip Update:
 - Sales goal of \$500,000 this year resulting in \$15,000 profit.
 - August SCRIP Sales were \$14,860 and the YTD Sales are \$18,083.
 - We need to be selling \$50,000 – 60,000 over a 9 month period to meet our goal.
 - This works out to each K-8 family purchasing \$380/mth of SCRIP.
- Lourdes Starry Night Fundraiser:
 - Scheduled for Saturday, March 4, 2017 at Tanglewood Pavilion.
- Amazon Smiles and Schnuck's Program being investigated as a way to replace Target's fundraising money.

Volunteering:

- We have room parents for all the classes.
- 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.

Publicity:

- Be sure to read the monthly newsletter for lots of information. New format this year.

October 2016

Teacher Report to the Faith Formation Board:

Preschool-- Preschool has been working hard on learning what to do and say during social problems, such as taking turns, sharing and following directions the first time asked. We have been working on identifying shapes and colors in our natural environment by looking throughout our school, on the playground, in our classroom, and at the foods we eat. We have also been talking about the Bible verses "God is love. " and "Children, obey your parents in everything you do, for this will please the Lord."

PreK

Kindergarten-- In KA we are having fun talking about the changing of seasons. The students, Miss Tumlin and myself really love the fall. We have been talking about the changes, the colder weather and of course the pretty colors of the leaves. We are officially doing all curriculum work and my students are so intelligent! I am so blessed and can't wait to see what the rest of the year brings!

1st grade-- I wish to express gratitude for the support from Jennifer, fellow teachers, staff, parents and Faith Formation Board members to help to make this year a little smoother by approving extra help during literacy center times. This will help me to meet individual needs of the students and have better classroom flow. I am very excited for what I feel - is a much needed boost for both the students and myself. :) THANK YOU! THANK YOU! THANK YOU!

2nd grade-- Second grade has been working on a variety of things. In Math, we have just finished up our place value unit and will be beginning addition and subtraction units soon! In Science, we have had some fun with habitats and have learned some fun learning songs. In Reading, we are enjoying some Halloween themed stories and activities. Our student teacher, Ms. Thien Ly Nguyen (pronounced Teen-Lee Win) is almost to her solo and head teaching and is doing a fine job.

3rd grad--The 3rd Graders have been growing seeds and learning about their structures and functions. Now we are looking at Crayfish and their structures. We will also observe if Crayfish are territorial. We are reading mysteries in small groups. The children are wonderful detectives! In math the children are learning about the concepts of multiplication and will start to memorize the facts soon.

4th grade-- All the 4th graders are currently creating Halloween stories that will be posted out in the hallway soon. The 4th and 5th graders will be attending a field trip to the Children's Literature Festival next Tuesday. In Language Arts we are working on finding the theme in literature and working on summarizing text.

5th grade-- Currently fifth grade is working on making a fantasy world after reading Bridge to Terabithia. Students will be using writing skills, speaking and listening skills, and how to use imagery to have your readers "image" your world.

Middle School:

6th grade

Spanish- We are reading a children's story, "El mundo de Felipe" and the students are picking out cognates, words in Spanish that look similar to English.

Religion- We are studying the creation stories and discussing how it shows God's love for us.

7th grade

Spanish- The students are learning how to describe themselves and others using personality and physical traits.

Religion- We are using the book "Encounter" this year by Mark Hart. It is a Bible study written just for kids. Write now we are studying the exile, return and Maccabean revolt.

8th grade

Spanish- The students are working on a project and planning a ten year class reunion in Spanish. In order to do this, they are researching and using all of the vocabulary and grammar they have been studying the past year.

Religion- We are reading the book "Rediscovering Jesus" by Matthew Kelly. It is an inspirational book that encourages Catholics to use a variety of ways to help get to know Jesus and ourselves better.

Art--Student Council is once again participating in the Student Hunger Drive. From Oct. 9 – Oct. 28 all cans will go to the Quad City Riverbend Food Bank. Students in Grades K-4 have been coloring pictures of Soup Cans as a "Kick off" for the can drive. Students in Grades 5-8 are making "Right to Life" posters in honor of October being the month to honor Mary and it being pro-life month. The posters will hang in the Gathering Space. Also, be sure to stop down and see the new art room in the basement of the Parish Center. It's a huge hit with the kids.



Michael Puthoff <puthoffmichaell@gmail.com>

Call for Agenda Items

rochelle eisenga <rockyopera@yahoo.com>

Mon, Oct 10, 2016 at 8:29 PM

Reply-To: "rockyopera@yahoo.com" <rockyopera@yahoo.com>

To: Nicholette Johnson <johnson.nicholette@gmail.com>, Michael Puthoff <puthoffmichaell@gmail.com>

Cc: Gloria Mesick <gloria.mesick@lourdes.pvt.k12.ia.us>, Alec Clark <alec.clark@lourdes.pvt.k12.ia.us>, Amy Paul <Amy.Paul@lourdes.pvt.k12.ia.us>, Bettendorf Our Lady of Lourdes DRE <bettlourdesdre@diodav.org>, Chuck Ripley <cfr0122@reagan.com>, Donica Mokusak 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>, Reilly David <DavidReilly0125@gmail.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>

Here is an update from the grant committee.

Ms. Alongi resubmitted the SCRA grant for the science lab.

We also wrote a grant for the Bettendorf Rotary asking for \$2,500 to upgrade the lighting in the gym to energy-efficient lighting.

I am double booked for Thursday night, I am not sure whether I will be there or not. Let me know if there are any questions.

Rochelle Schrader

[Sent from Yahoo Mail on Android](#)

[Quoted text hidden]

LOLO Youth & Young Adult Ministry

Sara Scogland, Nick Helle, Mike Rashid

October 12, 2016

Looking Back at the Recent Happenings...

- Weekly high school youth group Wednesday Evenings-7:45-9 pm
 - College Care Packages made –Mailed to students today
- Fall Festival Youth helped with craft table.
- Confirmation Classes have begun. This year we are holding Class on the first and second Sunday of the month (October – April)
- KIC – Kindness Is Christ –last Wednesday we launched this for the month of October to support National Bully Prevention Month. Christine Schmidt presented to LCS & LRE
- YACHT Bible Study gathered at Lourdes and learned about Formed.org-Emily Andes came and gave a presentation.

Looking Ahead

Young Adult Ministries

- YACHT - Next Gatherings include:
 - Social- Friday, October 21 Haunted Housing and dinner at a restaurant
 - Bible Study- Sunday, November 6 6-7:30 pm at SJV
 - Social- Watch the Blackhawks Hockey Game (location TBD)
 - Bible Study- Sunday, November 27 6-7:30 pm at OLOL
- *Bible study will continue within the formed.org

Jr. High Youth Ministry

- Quarterly Gathering is Jr High at Camp Shalom Day this Saturday, October 15th
- QUEST Retreat 3 dates: November 5-6 at Lourdes; 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
- DCYC - Diocesan Event at SAU Saturday, November 19-20
- 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

- **KIC- Kindness Is Christ-** Bully Prevention Month features October 1-31st (this was started two years ago after the loss of our young friend/parishioner Morgan Schmidt) This is being promoted in the Gathering Space.

Parent Opportunities

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

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

Service to the Church Community/Neighborhood

- For Children's Liturgy, 2 Youth Aide are encouraged weekly. Still informing and inviting families to consider and use Sign Up Genius.
- Adopt a Grandparent – Evergreen Night Monday,
- Grounds Cleanup days Saturday, November 12 8am-5 pm (two shifts available)
- October/November collecting toiletries to then create Toiletry Care Packages. The Bettendorf and Davenport shelters/food pantries offer these. We will post in bulletin the items needed.
- Riverbend Mobile Food Truck – Help to load food for families Saturday, November 19th
- Lenten Soup Suppers for the church community- Four Mondays during Lent youth and families prepare, serve and cleanup.

Camp Shalom Dates are being scheduled:

- **Jr High day trip-** Saturday, October 8th depart from Lourdes at 8am and return at 4:30-4:45 pm to be greeters at church for the 5 pm Mass. We will end our day with Mass. Registration Forms will be out beginning of next week!
- **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 is the next date:
 - Veteran's Day- Friday, November 11
 - Memorial Day- Monday, May 29
 - Flag Day- Wednesday, June 14
 - Fourth of July - Tuesday
 - Labor Day – Monday, September 4

**Blessings to everyone,
Sara Scogland**

Public Relations/Marketing Report

The month of September was a very busy and productive month for this committee. The following report will have entries from the various sub-committees to help explain the multiple initiatives. Please feel free to address any issues, questions or concerns during the FFB meeting with respect to any of these agenda items.

Social Media/Technology – Kris Girskis/Miranda Lawrence

Facebook is going well. We've been able to stay on top of using it to post reminder for events and sharing pictures. I've gotten great feedback, even from past families who have seen an increase in activity and say that we're presenting a really positive vibe.

All of our numbers are up - another 13 new page likes this week. We have over 500 page likes, so over 500 people seeing all of our awesome stuff, and that has a trickle down effect! Almost every day I talk to Lourdes families who still haven't "liked" the page, so I know it will continue to grow!

Chrissy Hayes forwarded me the contact info for the guy who does the car seat safety checks. She said it's usually \$300 to have them come out and host an event. In the past State Farm has found grants to cover this cost. I'm going to touch base with him and get more info on what all this would involve. What would be the next step in deciding if we move forward with this idea in the Spring?

New newsletter is ready. Put a lot of good content and info about school programs. Hopefully beneficial to new and existing families.

I happened to run into the head knight of our knights of Columbus at Lourdes. He bought Cub Scout popcorn from us on Sunday! I thanked him for the parking lot painting and threw the idea out to do a Friday fish fry during lent and hopefully cross promoting with St John's. He was open to the idea. I told him that we're having a really positive year and would like to continue to grow the bond between the church and school. He was very receptive and happy to talk. He's excited to start back up a few things with the school, that haven't been done in a while. Building great connections!!

Kris and Miranda are currently working on updating the school website.

St. John Vianney – David Reilly/Linda Mosher

Linda and I attempting to meet with Fr. Vrba early next week.

Topics that are on my list from the marketing committee include:

- The banner for SJV
- Guidance on the right level of communication/marketing from LCS to SJV parish and pre-school (want presence but not be pushy)
- Who we should be communicating with for consistency
- Share information on SJV pre-K students that enrolled in LCS Kindergarten
- Ideas on working together with pre-school
 - donut Sunday by LCS/SJV pre-school
 - LCS student connection with SJV pre-school, are they open us exploring how to do this
- bulletin communications, type and frequency

Additional topics to touch base on:

- SCRIP (my understanding is we have been given permission to sell at one mass a month, I want to confirm and try to get this topic started again)
- plant some seeds now for Catholic Schools week

OLOL Marketing – Chuck, Donica, Maren, Tyler, Jennifer

Our banners are completed and have been delivered, thanks Linda!

Jennifer and Chuck met with WHBF and we have narrowed it down to the two following scripts

Lourdes Catholic School **Wrap-around and Pre K** **:15**

(On Screen: shots of the kids and logo and website up.)

Lourdes Catholic School provides a nurturing environment for early childhood care. We believe in giving children the best educational start for preschool and prekindergarten while offering our wraparound care program.

(On Screen: building shot, address, web and phone)

Call today to find out more about infant to 5-year-old programs at Lourdes Catholic School. Excellence Rooted in Faith.

Lourdes Catholic School

K-8 Program

:15

(On Screen: shots of the kids and logo and website up.)

Lourdes Catholic School gives our students the one on one attention with our smaller class sizes plus we offer before and after school care. We are the only Catholic school in Bettendorf who provide a faith-filled and challenging learning environment for students.

(On Screen: building shot, address, web and phone)

Enroll your children at Lourdes Catholic School today. Excellence Rooted in Faith.

Lourdes Catholic School

Wrap-around and Pre K

:15

(On Screen: shots of the kids and logo and website up.)

If you're looking for a nurturing environment for early childhood care, consider Lourdes Catholic School. We offer a wraparound child care program focused on building a solid educational foundation.

(On Screen: building shot, address, web and phone)

Call today to find out more about our infant to 5-year-old programs at Lourdes Catholic School. Excellence Rooted in Faith.

Lourdes Catholic School

K-8 Program

:15

(On Screen: shots of the kids and logo and website up.)

With smaller class sizes, Lourdes Catholic School in Bettendorf can offer students individualized attention and before and after school programs. At

Lourdes, we are focused on providing our students with a challenging learning environment that is rooted in faith.

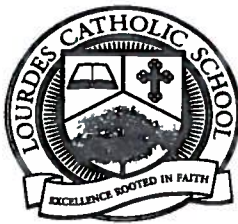
(On Screen: building shot, address, web and phone)

Enroll your children at Lourdes Catholic School today. Excellence Rooted in Faith.

The gift check from our parishioner family has been received. We would like to discuss with the board if it is appropriate to use some of the marketing budget to do more commercials.

Our plans are for our commercials to air in January and specifically during Catholic Schools week.

Discussions for upcoming initiatives.



Lourdes Catholic School

Academics ♦ Faith ♦ Community

Principal's Report to the Faith Formation Board October 13th, 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 = 32

Leadership of School Culture and Instruction:

1. AEA consultant Beth Popwski provided training to teachers on unwrapping the core standards. Our focus was literacy. Unwrapping standards is a process of picking apart the standards to really understand what it means. In looking at how one standard becomes more complex from kindergarten through 8th grade, teachers can more easily see how the curriculum needs to spiral and deepen. Our next step is to prioritize the standards.
2. Report from OnCourse of standards teachers linked to their lesson plans for 2015-16 **attached**.
3. The Fall screeners have been completed for grades K-8. Results are **attached**. The goal is 80% building-wide. Interventions and progress monitoring are ongoing for any student with a fall FAST score below the state benchmark. Letters to all parents are going home soon.
4. I will read a **thank you note** from Jane Volden to the Faith Formation Board. Her 1st grade teacher aide, Debbie Meyer, started in her room Monday afternoon.

Managerial Leadership:

1. Interviews for Director of Extended Care are continuing. Beth Giese is Interim Director.
2. School Improvement Advisory Committee (SIAC) –met Tuesday 10/11. New goals for 16-17 **attached, pending FFB approval**.
3. CogAT testing of all 3rd, 5th, and 7th graders occurred in September; test sheets were mailed in to be scored next week.
4. Iowa Assessments will be administered to grades 2-8 during the week of November 14-18.
5. Rotary grant application was due Oct. 1; we applied, asking for \$2500 (maximum grant) towards new gym lights. SCRA grant was also due Oct. 1; we applied, asking for \$47,137 towards a new science lab.

Public Relations/Marketing Leadership:

1. We are planning to shoot a commercial for WHBF this month. Two 15-second ads will be recorded. Tentative script (corrected from original):
 - a. Wraparound and PreK: **Lourdes Catholic School provides a nurturing environment for early childhood care. We believe in giving children the best educational start for preschool and prekindergarten while offering our wraparound care program. Call today to learn more about our 3- and 4-year old programs at Lourdes Catholic School, Excellence rooted in faith.** (15 seconds)

- b. **K-8 Program: Lourdes Catholic School gives our kindergarten through 8th grade students one on one attention with our smaller class sizes plus we offer before and after school care up through the age of 12. We are the only Catholic school in Bettendorf to provide a faith-filled and challenging learning environment for students. Enroll your children at Lourdes Catholic School today. Excellence rooted in faith. (15 seconds)**

Faith Formation Leadership:

1. Catholic Identity committee has arranged K-8 students to go to the church once a week to pray the rosary together. This is led by middle school students. A Living Rosary is planned for Tuesday, October 18th at 2:30 PM.
2. A reminder that Msgr. Mark Merdian of the Diocese of Peoria will provide spiritual growth development during our October 19th early out. He will address the human relationship with Jesus.
3. Trivia Night on October 7th was a lot of fun. A special “thank you” to those who planned out this event: Jessica Stubbs (parent), Sarah Snyder (kindergarten teacher), Angie Gustafson (prek teacher), and Danielle Behnke (5th grade teacher).

**2016-2017 Lourdes
CBM and aReading Percentages
Meeting Benchmark Goals**

FAST-CBM & earlyReading Fall Screener:

Kindergarten: 35/38 – 92.11%
First Grade: 19/22 – 86.36%
Second Grade: 20/21 – 95.24%
Third Grade: 17/22 – 77.3%
Fourth Grade: 25/29 – 86.21%
Fifth Grade: 20/25 – 80%
Sixth Grade: 16/19 – 84.21%
Building: 152/176 – 86.36%

FAST aReading Fall Screener:

Kindergarten: Not assessed
First Grade: 17/22 – 77.27%
Second Grade: 18/21 – 85.71%
Third Grade: 16/22 – 72.73%
Fourth Grade: 26/29 – 89.66%
Fifth Grade: 19/25 – 76%
Sixth Grade: 15/19 – 78.95%
Building: 111/138 – 80.43%

What Is the Difference Between FAST-CBM, earlyReading, & FAST aReading?

FAST-CBM: students spend one minute reading each of three passages. That means FAST-CBM takes a student about 3 minutes to complete, which is much less time than FAST aReading. However, a teacher (or aide properly trained and certified) has to individually administer the FAST-CBM to every student in the class. While the teacher is testing, the teacher cannot be teaching, so students potentially lose over an hour of instructional time. Measures fluency (words correct per minute) but not comprehension. Students receiving reading intervention would still need FAST-CBM for monitoring their progress between the universal screening points.

earlyReading: an evidence-based assessment used to screen and monitor student progress. We administer this in Grades K-1. Each assessment is designed to be highly efficient and inform instruction. It is comprised of twelve sub-tests (four for each benchmark period). The composite varies from fall, winter, or spring, per grade level to best match reading skill development and reliably assess risk. The composite is typically completed in 5-10 minutes per student. The remaining assessments may be used as needed to further evaluate skill deficits. Results help identify student risk while informing instruction.

- | | | |
|---------------------|----------------------|-------------------|
| • Concepts of Print | • Word Segmenting | • Nonsense Word |
| • Onset Sounds | • Sight Word Reading | Reading- Sentence |
| • Letter Names | • Decodable Word | Reading |
| • Letter Sounds | Reading | • Oral Language |
| • Word Rhyming | | (Sentence |
| • Word Blending | | Repetition) |

FAST aReading: can assess multiple reading skills (concepts of print, phonemic awareness, phonics, comprehension, vocabulary) and generate a profile of students' reading abilities. However, to do so requires more testing time. Because the computer can adjust the items being delivered to students after enough initial data are gathered, the testing time is less than what it would be if the student had to take paper and pencil or orally delivered versions. Students could complete FAST aReading in about 30 minutes, but the skills may otherwise take several hours to assess. Drawbacks to aReading are 1) that it cannot be administered as frequently as the CBM, and 2) it is student-directed, so we rely on students to try their best and stay engaged.

Lourdes Catholic School: Proposed SIAC Goals for 2016-17

1. Professional Learning Community: As a school with single sections of many grade levels, data teams no longer meet our needs. By forming multi-grade level collaborative teams, LCS can become a professional learning community.

- Set aside time once a week or once every two weeks for teachers to meet as a collaborative team during the work day.
- Enlist training and guidance in the form of professional development from the AEA on early-dismissal Wednesdays and collaborative team meetings.

2. Deepen Spirituality: In recovering from the deep staff cuts of the previous school year, we need to prayerfully remind ourselves of our larger mission to grow K-8 Catholic education.

- Book studies such as Beautiful Mercy for faculty and Rediscover Jesus for 8th graders
- Increased parental presence on Catholic Identity committee.
- Professional development on one or more early-dismissal Wednesdays designed to feed spiritual growth.

3. Student Achievement: Maintain and/or increase academic achievement in all areas, particularly those identified through FAST (IGDIs, CBM, earlyReading), GOLD (preK), and Iowa Assessments.

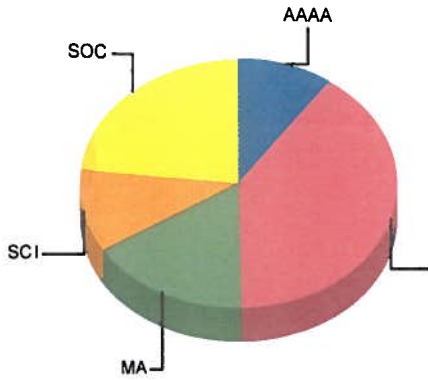
- 3rd grade FAST-CBM (currently 5 students below benchmark, 77% of class)
- Maintain high level of math and science achievement in middle school on Iowa Assessments
- Improve 6th and 7th grade reading Iowa Assessment scores
- Improve grades 3 and 5 math Iowa Assessment scores

4. Marketing and Enrollment: Enrollment fell again from 2015 to 2016. Increase the marketing of our school so more families in our community are aware of what LCS has to offer that is unique from other schools.

- St. John Vianney is a faith-filled community whose presence at LCS continues to grow, so we intend to continue to nurture that relationship
- Increase our social media presence in the community (Facebook, LCS website)
- Greater collaboration and fellowship between OLOL parish and school
- TV commercial to air before/during/after Catholic Schools Week in early 2017.
- Price out a sign for our LCS yard "Voted #1 Preschool and #1 Child Care four years in a row!" with the Lancer Logo, blue and white (see sign outside Rivermont for example)

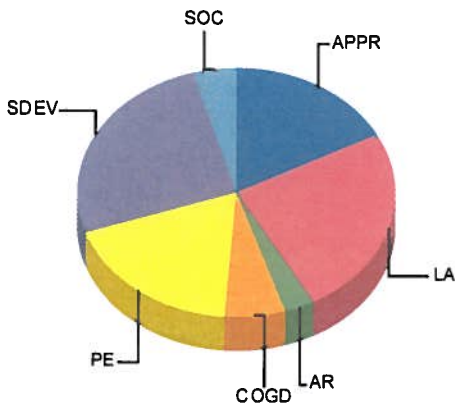
Standards Frequency Distribution Report

Core Curriculum K-8



Content Area	References	% of Total
AAAA 21st Century Skills	1274	4.01%
LA Literacy	5178	16.29%
MA Mathematics	2124	6.68%
SCI Science	1407	4.43%
SOC Social Studies	3001	9.44%

Early Learning Standards PS - PK



Content Area	References	% of Total
APPR Approaches to Learning	1163	3.66%
LA Communication, Language, and Literacy	1650	5.19%
AR Creative Arts	203	0.64%
COGD Mathematics and Science	410	1.29%
PE Physical Well-Being and Motor	1254	3.95%
SDEV Social and Emotional Development	1720	5.41%
SOC Social Studies	303	0.95%

Our Lady of Lourdes - Pastor's Report – October 11, 2016

The Fall Festival sponsored by Parish Council and many parish volunteers and organizations was very successful. It was good to see the whole parish and school families together.

The Parish Council will be meeting later this month. Officers will be elected and assignments made to committees. Parish council will be working on some strategic planning and will be revisiting and revising the parish constitution as part of our goals for this year.

Finance Council will meet next Tuesday morning (Oct. 18 at 7:10 AM).

The ADA (Annual Diocesan Appeal) is now underway. Our goal is lower this year at 147,730.00 (last year was 158,039.00). So far we are off to a good start. After one week the diocese reported that about 35,000 has been collected toward goal.

The office/rectory conference room renovation is almost complete.

I have been working through a severe cold/flu and a bacterial infection. The doctors have me on some antibiotics – I hope to be back to full health by next week.

Thank-you notes to wrap up our “Back on Track” campaign went out last week as well as letters to parishioners who we have not heard from in a long time. These letters are indicating that if we do not hear from them, they will be put on our inactive list. This should help to keep our parish records up to date as well as a more accurate list of those who qualify to receive the Catholic Messenger.

I have been working at regularly visiting our parishioners in nursing homes with the help of our parish nurse, Patti Riefi. (Due to being sick, not many visits the last two weeks).

I will be taking some time off this week, Tue afternoon-Thursday, and a retreat from next Thursday (Oct. 20-24). I am working with the Bettendorf Police Department and will be doing chaplain training Oct. 18-20, and attending a conference in Des Moines Oct. 26-27 for helping families (and police officers) affected by traumatic stress.

FAITH FORMATION BOARD

OCTOBER 12, 2016

BUSINESS MANAGER REPORT

- 1) Financial Statement Update
 - a. September 2016 – total income \$115,901
 - i. Income received from SJV 9/12 \$22,000
 - b. September 2016 – total expenses \$147,601
 - c. Net Loss for September (\$28,129)
- 2) Lunch Program Update
 - a. Notices are sent out weekly, only if balance falls below \$10.00, or a negative
 - b. We have few repeat offenders, larger balances
 - c. David Weaver & I will review and make suggestions for next year charge policy
 - i. Currently offering modified lunch, no dessert or fruit
 - ii. Must monitor no double milk or entrée when on reduced lunch program
- 3) Account Receivables
 - a. Tithing Commitment letters sent out to over 30 families
 - b. We monitor families weekly
 - c. \$5000 past due AR, mostly adjusted tuition for non-affiliated rate
- 4) SJV support
 - a. September we received \$22,000
 - b. July we received \$10,000
- 5) Finance Committee
 - a. Budget preparation 2017-2018
 - b. Strategic Goals