

**Lourdes Catholic School – Board of Education**

**Thursday, August 10, 2017, 6:30 PM**  
**Location: Lourdes Catholic School Library**  
**Agenda**

**Attendees: Karen Moldt, Maren Stoflet, Mike Puthoff, Tyler Edwards, Fr. Chris Weber, Kris Derscha, John Leinert, Brian Nikulski, Tony Lemek, Nicki Johnson, Dave Kaney, Jennifer Alongi, Sarah Snyder, Steve McIntosh, Teresa Heden, Donica Mokosak, Emily Andes, Alec Clark**

1. **Call to Order** – 6:34 by Karen Moldt
2. **Opening Prayer** – offered by Fr. Chris Weber
3. **Introduction of Guests**- Tony Lemek Alternate for BOE, Cayleah Willits, Sarah Snyder
4. **Approval of Agenda** – Motion offered by Teresa, second by Donica. Motion passed.
5. **Approval Minutes** – One change to June Meeting Minutes: Add Mrs. Anderson to guest list for June 2017 meeting. With this addition, motion to approve June and July Meeting minutes –Motion by Teresa, second by John Leinert, motion passed.
6. **Open Forum**
  1. Parent concern – board minutes not posted in a timely manner; can we expedite process. Have tried in past and need to work toward this in 2017/2018. Public school notes out in a few days. Goal for school year will be a one week turnaround.
  2. Scrip sales requested to be only Fridays by Scrip committee due to change in Mass day from Wednesday to Tuesday. Ms. Alongi asked if we could sell SCRIP Monday/Thursday through school. Scrip committee to discuss plan moving forward.
7. **Strategic Initiatives Update (Puthoff, Veit, Reilly, Snyder, Willits) – report attached**
  1. Accomplishments listed on first page of report
  2. Finance/Budgeting – engaged with parish
  3. Communications – continue strategy with SJV
  4. Marketing – Strengthen marketing for LCS
8. **Father Jason Report**
9. **Special Interest Group Reports:**
  - a. Boosters/AD Report (Alec Clark) - See Report
    1. AD meeting changed, good interest from students for sports. Middle school sports – girls 7/8 will likely be combined. Option to open up to public school kids through religious education – notify Emily Andes when these requests are made – some concern that last year only used bulletin to notify parishioners of the ability for other kids to play on middle school athletic teams.
    2. Fr. Chris discussed a class offered through AHS – Play Like a Champion (for High School) to express true value of catholic sports. Based on virtue based teaching. Could learn from this and see how we can feed into program at LCS.
  - b. Home & School Association (Nicki Johnson) – See Report
    1. New family orientation, Welcome Back Coffee and Unpack the Backpack coming up.

2. Need to have budget approved for H&S – will bring to BOE in September for approval. SCRIP payment to church has been dropped from \$15,000 to \$8,000.
    1. Any ability to take credit cards for SCRIP? Not at this time because most CC's have a high enough percent that we would lose the profit. The only way this would work is if parents are willing to pay the processing fee. May be able to use ACH (automatic checking) instead.
    2. Spiritwear may be an area where we can make up money for H&S Budget.
  3. Volunteer opportunities for the school are all listed on school website under "Get Involved". New requirement for 10 hours per year – will discuss at New Family night and Curriculum Night.
  4. New family orientation night: 8/17
  5. Theme for the year will be to recognize volunteers and fundraisers better.
  6. Fall Festival – Will get a flyer from Fall festival committee for Unpack the Backpack.
- c. Teacher Representative: Represented by Ms. Cayleah Willets & Mrs. Sarah Snyder – We have confirmed two coaches to help with Mock Trial. Tournament in late October. Teachers are in the building getting rooms ready and anxious to get started. Starry Night curriculum for reading is in! The middle school science lab is almost complete. Countertops will be installed next week and floors need to be buffed. School supplies were delivered this week and are in classrooms. Thank you to the Boy Scouts for helping unpack and deliver the supplies!
- d. Scott County Catholic Schools Advisory Board (Donica Mokosak, Jennifer Alongi) Next meeting in September
- e. Assumption High School (John Leinart)
1. Have not yet met – will be meeting on 8/22.
- f. Grant Writing (Teresa Heden) –
1. Called St. Ambrose – no grant writing workshops on schedule yet for this year. Committee will meet and decide direction for school year. Team is inexperienced and is trying to do as much as possible with the knowledge they have. Teresa to call AEA to find out what kind of help could be offered.
  2. OLOL Business Manager, Sheryl Lackey, and Ms. Alongi have identified a professional grant writing consultant, Wastyn & Associates. Money has been identified in the church/school budget to support this activity. The proposal shared with Lourdes identifies the ten best grants available to the school and the company will help write grants on our behalf. The benefit is that we own the grants and can use them as a template moving forward for future grant writing efforts.
  3. Plan to resubmit Security Camera and equipment for the Fall SCRA Grant by October 1, 2017.
  4. Going forward will look for a sustainable system for grant writing using school staff.
  5. Mike Puthoff offered to join Grant Committee. Steve McIntosh found online – Midwest Writing Center in Rock Island can help write grants. The Community Foundation may be able to help teach grant writing as well.
- g. Parish Council Report (Dave Kaney) – See Report
1. Rolled over new year in Parish Council. Ladonna is new president; Gary Ghere VP; Jean Dickson Secretary. New: Parish Council will now have a Policy Committee modeled after BOE.
  2. Catholic Faith Formation expert, Tim Gray will be visiting Lourdes later in 2017. He is well known and if you look on Formed, he has discussions on Spirituality, Marriage.
  3. Fall Festival – similar content to last year – spread the word to attend on 8/26!

4. Facilities Strategic plan – Sheryl has folks coming in to quote lifecycle plan for facilities to determine what it takes financially to sustain campus?

h. School Improvement Advisory Committee-No Report

## 10. Religious Education Reports:

- a. Emily Andes – Director of Faith Formation – See Report
  1. Planning, recruiting volunteers.
  2. VBS – good turnout ~80 kids. With youth helpers, there were 117 kids involved.
- b. TBD – Campus Minister
  1. This position has been put on hold at this time as we solidify what it looks like. The posting has been taken down. Emily Andes will fill this role in the interim.
  2. In the future, could potentially add this position to the school strategic plan.

## 11. Board Committee Reports:

- a. Finance (Karen Moldt, Mike Puthoff, Dave Reilly Jennifer Alongi, Sheryl Lackey, Andrea McGivern) – No Report
- b. Policy & Procedure (Kris Derscha, Maren Stoflet, Karen Moldt)
  1. Schedule of Policies & Procedures to be Reviewed per Policy 212A
  2. Class size Policy Update – Policy 510.3 Class Size (First Reading) Attached in notes.
    1. This is a totally revamped procedure. Must remove class size information from LCS website since it currently states ‘small class sizes’.
    2. Do we have the physical space to fit the number of kids listed in the proposed policy (attached) in the school classrooms? Yes, we do, but do not want to go higher on middle school numbers.
    3. What is tipping point for needing a new teacher or aide? Per Ms. Alongi, an aid is considered after class has been operating for some time. Really all factors must be considered – case by case basis. Each class has a different ‘personality’ and needs. Must look at the class dynamics to determine what’s best vs. what we can financially accommodate.
    4. Question to Mrs. Snyder: From a teacher’s perspective, do these numbers concern you? No, not really. We need to get out of the mindset of having such small classes. It takes some getting used to, but it is doable. Ms. Alongi is confident that the teachers can handle the class sizes in the newly proposed policy.
    5. Question to Policy committee: What drove the decision for the numbers for K/1 vs 2-5? Answer: Research, understanding about growth emotionally and socially, and commentary from the July meeting were primary drivers. Recent studies have shown that small class size may not be as influential as once believed, that’s why the policy has additional considerations to determine class size.
    6. Class Aides may need to be considered for 1<sup>st</sup> grade next year if class size remains high. Policy does allow for this.

7. Motion to approve first reading of Policy 510.3: Motion: Mike Puthoff, Second: Brian Nikulski. Motion passed. Proceed to 2<sup>nd</sup> reading next meeting.

c. Public Relations / Marketing (Tyler Edwards) – Goals for 2017/2018 school year

1. Increase Matriculation from SJV preschool to LCS
2. Increase Matriculation from LCS PreK to LCS Elementary School
3. New family ambassadors being led by Angie Kaney and Anne Camarena. Committee will be proposing training for new family ambassadors.
4. Calendar of school events to show after each Lourdes Mass.
5. Increasing social media presence.
6. Survey created to find out why parents choose LCS to understand how to target marketing going forward.
7. Social media management - Looking at the program “Hoot Suite” to post to one update through the app and it posts to multiple social media accounts (FB, Instagram, Twitter, Snapchat, etc.). School has a small number of students who are not to be photographed; school is cognizant of that and the social media chairs do not post their pictures.
8. YouTube page – we have a private page that will be changed to public. Looking at FB advertising and YouTube advertising.
9. Make website Mobile Friendly. May end up updating the entire site which would in turn also make the website mobile friendly. Could have one joint page for church/school. This is an expensive venture - \$2k to redesign (friend of LCS), usually \$10-12K.
  1. Teacher Bios, Calendar, search function, etc. needed.
10. Reviewing billboards, direct mail, QC Mom blog and other places for advertising.
11. Brian Nikulski – If you look at the local public schools, there has been a change in curriculum to teach “to the test”. We need to promote the fact that we are still educating students but we still have fun doing it. (Professor Atom, for example.) We meet and exceed standards, instructed in faith, and we have fun. Need to market this.

d. Executive (Karen Moldt – Chair)

1. New Board Member Training – Lee Morrison on 9/14 at 5:45pm. All new board members and alternates should attend.
2. Surveys – Please ensure all surveys are sent through Fr. Jason for approval first before issued.
3. Fr. Jason will be reaching out to Fr. Vrba regarding alignment between SJV and LCS before next meeting.
4. LCS Alumni Association – Fr. Jason is interested in creating an Alumni Association. More information to come as vision is solidified. PR & Fundraising.
5. Update webpage for FFB rename to Board of Education.

**12. Principal Report – See Report**

1. Enrollment is up! Detailed report is attached. Summary: Up 5 in K-8, Up 13 in PS/PK, Up overall 18 students.
2. We have 26 6<sup>th</sup> graders and plan to keep them together as a class. Teachers are comfortable with this number.
3. Thank you’s: Gaga Pit – Eagle Scout project; Mr. Nikulski – Science Lab; Moldt family – Lighting in the gym. Volunteerism is alive and well – thank you to all of our volunteers.
4. No longer need board approval for PK – family has pulled to go to another school.
5. Vote: After school club (6-8<sup>th</sup> graders). Motion to create an after school club - Donica Second: Teresa. Motion passed.
6. Anyone interested in school advisory committee for 2017/2018 calendar? Donica, Maren

13. **Business Manager's Report – See Report**
14. **Old Business or New Business: None**
15. **Adjourn regular session Motion: Teresa, Second: John Leinert; motion passed.**
16. **Closed Session – None**
17. **Adjourn**
18. **Future Meetings**
  - September 14, 2017: Training with Lee Morrison at 5:45; Regular Meeting at 6:30
  - October 12, 2017
  - November 9, 2017
  - December 7, 2017
  - January 11, 2018
  - February 8, 2018
  - March 8, 2018
  - April 12, 2018
  - May 10, 2018
  - June 14, 2018

**Attachment 00: AGENDA 8/10/2017**

**Lourdes Catholic School – Board of Education**

**Thursday, August 10, 2017, 6:30 PM**

**Location: Lourdes Catholic School Library**

**Agenda**

- 1) **Call to Order**
- 2) **Opening Prayer**
- 3) **Introduction of Guests**
- 4) **Approval of Agenda**
- 5) **Approval Minutes – June and July Meetings**
- 6) **Open Forum**
- 7) **Strategic Initiatives Update (Puthoff, Veit, Reilly, Snyder, Willits) – see report**
- 8) **Father Jason Report – no report**
- 9) **Special Interest Group Reports:**
  - a. **Boosters/AD Report (Alec Clark) – see report**

- b. Home & School Association (Nicki Johnson) – see report
- c. Teacher Representative (Gloria Mesick and Amy Paul)
- d. Scott County Catholic Schools Advisory Board (Donica Mokosak, Jennifer Alongi)
  - a. Assumption High School (John Leinart)
  - b. Grant Writing (Teresa Heden)
  - c. Pastoral Council Report – Dave Kaney
  - d. School Improvement Advisory Committee-No Report

**10) Religious Education Reports:**

- a. Emily Andes – Director of Faith Formation – see report
- b. TBD – Campus Minister

**11) Board Committee Reports:**

- a. Finance (Karen Moldt, Mike Puthoff, Dave Reilly Jennifer Alongi, Sheryl Lackey, Andrea McGivern) – No Report
- b. Policy & Procedure (Kris Derscha, Maren Stoflet)
  - i. Schedule of Policies & Procedures to be Reviewed
  - ii. Class size Policy Update
- c. Public Relations / Marketing (Tyler Edwards)
- d. Executive (Karen Moldt-Chair)
  - i. New Board Member Training Session
  - ii. Surveys
  - iii. LCS Alumni Association

**12) Principal Report**

- a. See Report

**13) Business Manager’s Report – See Report**

**14) Old Business or New Business**

**15) Adjourn regular session.**

**16) Closed Session**

**17) Adjourn**

**18) Future Meetings**

- September 14, 2017 – Training with Lee Morrison at 5:45, Regular Meeting at 6:30

## **Attachment 01: June 2017 Meeting Minutes**

**Lourdes Catholic School – Board of Education**  
**Thursday, June 8, 2017, 6:30 PM**  
**Location: Lourdes Catholic School Library**  
**Agenda**

Karen Moldt, Mike Puthoff, Steve McIntosh, Teresa Heden, Jennifer Alongi, Tyler Edwards, Maren Stoflet, John Leinart, Donica Mokosak, Brian Nikulski, Dave Reilly, Fr Crossen

- 19) Called to Order** at 6:32 PM
- 20) Opening Prayer** offered by Ms. Alongi
- 21) Introduction of Guests** – 1 – Mrs. Anderson
- 22) Approval of Agenda** - Motion offered by Tyler Edwards, second by Donica Mokosak, approved by board.
- 23) Approval of May Minutes** – as amended for state accreditation wording by Ms. Alongi motion offered by John Leinart, second by Teresa Heden, approved by board.
- 24) Open Forum** - nothing offered
- 25) Strategic Initiatives Update (Puthoff, Veit, Reilly, Snyder, Willits)**
  - a. Mike - no updates since May report out
- 26) Father Jason Report**
  - a. OLOL Parish office has hired Michelle Rhodes as the new full time accountant (vice Teri Powers.
  - b. Busy time with marriages every Saturday.
  - c. Priest June Institute topic was Stewardship, and there were many good ideas from the speaker. The discussion was a full understanding of Stewardship, in all aspects of how we live and about being well rounded people. Also, talked about how people look to join a new parish. They often look to the website for how active, what activities are going on for fellowship, so it is important to be aware of how we invite people into everyday conversation.
  - d. Getting ready for Fr Chris to begin July 1<sup>st</sup>, and new Bishop to be ordained June 22<sup>nd</sup>.
- 27) Special Interest Group Reports:**
  - a. Boosters/AD Report (Alec Clark) – See Report
    - i. John asked about the status of the Field of Dreams field trip. Numbers were too low to pursue, but some suggestions were offered for future possibility such as a better time might be on a Saturday, possibly pair with other church or school activities.
    - ii. 2018 5k Fun Run call out for volunteers had a good response and planning is set to begin.
    - iii. Dave asked about an adult sporting league, possibly basketball that was mentioned earlier in the school year but haven't heard anything more – Karen will follow up.

- b. Home & School Association (Nicki Johnson) – See Report
  - i. Karen – Home & School made the final installment for payment to the school for the budget.
  - ii. Teresa asked about SCRIP net income. Karen stated goal was \$15k, and it came in higher (\$18k?).
- c. Teacher Representative (Gloria Mesick and Amy Paul) – No Report
- d. Scott County Catholic Schools Advisory Board (Donica Mokosak, Jennifer Alongi)
  - i. Have not met since last board meeting- Donica agreed to continue to serve as representative
- e. Assumption High School (John Leinart) – No Report
  - i. John has agreed to represent - 1<sup>st</sup> meeting is scheduled for August 22<sup>nd</sup>
- f. Grant Writing (Teresa Heden)
  - i. SCRA grant was not approved for security cameras.
  - ii. Ms. Alongi- next week Linda Cook will be coming to help with grant writing. Will see what possibilities there might be to work with her in the future.
  - iii. Karen asked about money in the budget for grant writing training – Mike shared that Sheryl has included this in the budget and there is a one day training course offered at St. Ambrose (cost is just over \$100.) Who to involve might be staff from school/church in addition to volunteer/parent. Teresa offered to participate.
- g. Pastoral Council Report (Dave Kaney) – See Report
  - i. Fr Crossen shared the highlights, including there is good interest for participation and there were 12 nominees for Pastoral Council.
  - ii. Teresa shared for OLOL Strategic Planning there is a meeting planned to discuss where there might be the best bang for the buck with future efforts for the campus as a whole. The meeting is scheduled for June 20<sup>th</sup> at 6PM. Ms. Alongi plans to attend.
- h. School Improvement Advisory Committee – No Report (until next fall)

## **28) Religious Education Reports:**

- a. Emily Andes – Director of Faith Formation – See Report
  - i. Emily will continue to send reports but may not attend each Board of Education meeting
- b. TBD – a Campus Minister has not been hired at this time. Fr Crossen shared they are relooking at what youth ministry should involve and where energy should be placed, and possibly realignment (may need some strategic planning, for ex. 3 different high schools.) Full time position will integrate religious education with schools, adult programs, align school and parish values, ideals, mission, etc.
  - i. Mike asked about Sara Scogland’s continued role in Confirmation. Fr said possibly, with the Campus Minister possibly to oversee administration of the program.

## **29) Board Committee Reports:**

- a. Finance (Karen Moldt, Jennifer Alongi, Sheryl Lackey, Andrea McGivern)
  - i. Karen will be attending the meeting Tuesday, June 20<sup>th</sup>.
  - ii. Mike said last time the main discussion was the Pre-K staffing request.
- b. Policy & Procedure (Kris Derscha, Maren Stoflet)

- i. 3<sup>rd</sup> Readings of Policies 402A, 402B, and 410A presented by Maren.
    - 1. Motion for 3<sup>rd</sup> reading of 402A (to become 403) offered by Teresa Heden, second by John Leinart, approved by board. Policy accepted with no additional changes.
    - 2. Motion for 3<sup>rd</sup> reading of 402B (to become 402) offered by Teresa Heden, second by Tyler Edwards, approved by board. Policy accepted with no additional changes.
    - 3. Motion for 3<sup>rd</sup> reading of 410A (to become 461) offered by Donica Mokosak, second by John Leinart, approved by board. Policy accepted with no additional changes.
    - 4. Name change from Faith Formation Board to Board of Education now effective as of June 2017.
  - ii. Class size Policy Update
    - 1. Maren gave update an update on the plan for a policy draft to be presented at the August board meeting. The Policy and Procedures committee has some uncertainty with including specific numbers for maximum class size, and would like to recommend an approach that includes factors for consideration such as finances.
    - 2. Dave asked why not to include class size maximum numbers or ranges, and suggested a threshold to force conversation for staffing when reached. Would also like to see what types of considerations and factors, and a procedure for how to bring a discussion forward to the board spelled out.
    - 3. Ms. Alongi offered that she hopes as her Administrator role there is trust that she would come to the board if in need of additional staff or splitting classrooms.
    - 4. Referenced existing policy 510.3
- c. Public Relations / Marketing (Tyler Edwards)
- i. Tyler has agreed to lead committee – Would like to have a more strategic plan for spending money and addressing initiatives, ex. a landing page for Facebook, potential redesign for school website – Tyler will work with Miranda Lawrence. Will get people together on the committee to discuss efforts this summer.
  - ii. Dave asked that there be a calendar for touchpoints with churches and school activities calendars so that the Marketing committee can prepare and align efforts in advance, such as key times for registration, events and encouraging participation, etc.
  - iii. Teresa asked about OLOL Fall Festival – Karen stated August 26<sup>th</sup> is the scheduled date, and Kris Derscha is heading up efforts for OLOL. Teresa said this may be more of a back to school event given the timing, and could be an effort to focus on soon.
- d. Executive (Karen Moldt - Chair)
- i. Goals for 2017-2018 –
    - 1. Karen – Maren, Kris, met with Mike for transitioning.
    - 2. Karen – goals for the year (Mike mentioned these match up with strategic initiatives as well.)
      - Marketing effort
      - Continuing to increase communication, especially between parish and school
      - Continue strengthening relationship with SJV
  - ii. Committee Chairs and Members for 2017-2018
    - 1. All chairs and members have been asked and accepted, with the exception of the School Advisory Committee which can be set in the fall
  - iii. New Board Member Training Session
    - 1. Karen – Dr. Morrison (Superintendent of Diocese of Davenport schools) has come in the past and Karen will contact him to see if he is able to give a presentation to the board, possibly at 5:45 PM August 10<sup>th</sup> prior to the start of next board meeting.

### **30) Principal Report – See Report**

- a. Currently 1 student on the waiting list for Kindergarten. Ms. Alongi suggested increasing the Kindergarten class size to 25. Mrs. Anna Wicks is okay with plus one at 25, and there is a full time teacher aide as well.
  - i. Dave asked regarding older siblings if that would increase or have concern with increased class size at the other grades. Karen mentioned if there is a concern, an aide could potentially be added depending on the need identified. Fr Crossen mentioned good business practices with financial considerations must be followed for good stewardship, and as long as current good education practices are followed. Mike shared support in how this type of situation was successfully handled last year with Mrs. Volden (1<sup>st</sup> grade) asking for an aide and could be handled again that way in the future. Brian asked how cost for aide was covered – last year Home & School paid for the part time aide.
  - ii. John said better communication of decisions and transparency of costs might be a goal in the future. Fr referred to the budget report for detail with the financial numbers. John asked how much of a school budget deficit is reasonable to expect the parish to cover. Fr will ask Sheryl for end of year numbers to view. Ms. Alongi and Fr agreed that church does support the school financially and is happy to, and is responsible for as part of its mission, and the margin is what we need to be paying attention to. Fr pointed out that OLOL/LCS are not for profit and so the margin needs to be close so as to not be overspending significantly.
  - iii. Teresa suggested the first couple of weeks set the stage for the classrooms for the rest of the school year. She recommended that if numbers are becoming overwhelming or given a particular class of students, use resources not only to hire aides but for a support network and tools to address early on.
    1. Motion to approve increase in Kindergarten class size to 25 offered by Mike Puthoff, second by Teresa Heden, approved by board.
- b. Ms. Alongi shared there are a couple student registrations still pending, and if they do all complete registration, will be starting the 2017-2018 school year with +7 over last year's enrollment.
- c. Enrichment program for middle school survey went out this week for summer Italian and French short courses. Ms. Alongi will work with Sheryl if interest is enough (minimum of 6 students.) Asked board for recommendation to move forward – board had no concerns and supportive to move ahead.
- d. 2017-2018 Board of Education Meeting Dates Proposal
  - i. Listed on page 2 of report, all fall on the 2<sup>nd</sup> Thursday of the month (same as previous year,) except for December is the 1<sup>st</sup> Thursday of the month given the holidays.
  - ii. Board okay with schedule as proposed.
- e. Teachers working on graduate credit and licensure – Amy Paul and Joanne Anderson were not included on the list, but are also furthering their education this summer.
- f. Prayer in the Park this past Sunday was a good mix of church and school involvement.
- g. Climate survey responses included in report. May add more room for personal comments, and Ms. Alongi has found some unintentionally selected out of order and some were a mistake. Good number of responses, and generally positive. Items identified for improvement are planned to be addressed with the workgroup in the fall, such as refining the discipline policy.
- h. Mike asked about updates on the Science Lab renovation – it is in progress as they came this week to measure. Ms. Driscoll is on the 7<sup>th</sup> and 8<sup>th</sup> grade trip to Washington DC and will wait one more week to begin.
- i. Steve asked about new lights in the gym – Karen updated they are on order. (Thanks to Karen and Pete Moldt for sponsoring this.)

### **31) Business Manager's Report – See Report**

- a. Karen shared library updates (carpet replacement, asbestos taken care of, logistics unsure of painting before carpet is replaced) starting mid-June, and awnings have been ordered.

**32) Old Business or New Business** – none

**33) Adjourn regular session** – Motion to adjourn offered by Teresa Heden, second by John Leinart, approved by board at 7:57 PM.

**34) Closed Session held**

**35) Adjourn** – Motion to adjourn offered by John Leinart, second by Brian Nikulski, approved by board at 8:19 PM.

**36) Future Meetings**

- August 10, 2017

## Attachment 02: Strategic Initiatives

2016-2017 Lourdes Catholic School Strategic Initiatives

Updated on May 10, 2017

Submitted by Mike Puthoff, David Reilly, Sarah Snyder, Lindsey Veit, Cayleah Willits

The workgroup met on May 9 to discuss the progress made on our strategic initiatives. Many successes were achieved over the year. Below is a list of items that were achieved. These items should be moved out of our strategic initiatives and into annual activities. Responsibilities parties have been identified.

- Implementation of family service hours plan • Home and School
- Sharing of quarterly Parish and School finances with school families through reports sent home.
- Business manager
- Continue budget planning throughout the academic year • Business manager and School Board Finance Committee
- Hold mandatory family orientation at the start of the academic year • Principal, teacher representative
- School Board member on Parish Council, Parish Council representative on School Board • School Board and Parish Council president
  - Sharing of school activities in OLOL and SJV Church Bulletins on a routine basis • Principal
  - Plan joint school and Parish activities
- School Board and Parish Council representative

- Parent education session on contemporary topics
- School counselor in collaboration with other school counselors in Diocese
- Continue Donut Sunday after mass
- Home and School
- Marketing of the school through social media
- Home and School and School Board Marketing Committee
- Continue ambassador program for new families
- Home and School
- Continue activities that bring together school and parish families
- Home and School and Parish Council

The subgroup also went through the strategic initiatives and felt the following items still needed to be addressed in 2017-2018.

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## 2017-2018 Lourdes Catholic School Strategic Initiatives

### 1. Finances and Budgeting

#### 1.1. Work with Parish Council and Finance Council in implementing Parish wide strategic initiatives

. 1.1.1. Ongoing throughout 2017-2018

. 1.1.2. School Board President, Parish Council President

#### 1.2. Be actively engaged in any plans for Parish wide facilities improvement plan or capital campaign plans.

. 1.2.1. As needed bases on parish wide planning

. 1.2.2. School Board President, Pastor, Principal

#### 1.3. Successfully obtain grants to support the school

1.3.1. Ongoing throughout 2017-2018

1.3.2. School Board Grants Committee

#### 1.4. Revise and clarify the class size policy

1.4.1. Complete by December 2017

1.4.2. School Board Policies and Procedures Committee

#### 2. Community and Communications

2.1. Define specific expectations for pastor, administrator, teacher and staff involvement and participation in school and parish related events.

. 2.1.1. Complete by December 2017

. 2.1.2. School Board President, Pastor, Principal, Business Manager, Teacher Representative

2.2. Develop a specific plan for communication between Our Lady of Lourdes and St. John Vianney to promote parish unity for Catholic Education.

. 2.2.1. Complete by August 2017

. 2.2.2. Pastor, School Board Representative

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#### 3. Marketing and Enrollment

3.1. Develop a calendar of events to showcase Catholic education after masses at OLOL and SJV.

. 3.1.1. Complete by October 2017

. 3.1.2. School Board Marketing Committee

3.2. Create an ambassador program for 4<sup>th</sup>-5<sup>th</sup> grade families to showcase our middle school and Assumption High School

. 3.2.1. Complete by December 2017

. 3.2.2. School Board Representative, Home and School Representative

3.3. Organize tours of school on a quarterly basis after mass

. 3.3.1. Complete by October 2017

. 3.3.2. School Board Marketing Committee.

### 3.4. Implement activities that bring together school children and youth group/religious education children.

. 3.4.1. Complete by December 2017

. 3.4.2. Home and School and Religious Education staff

### **Attachment 3: Athletic Report**

Below is the August Athletics Report.

#### **August 2017**

- Race Planning

- The first meeting will be on August 24<sup>th</sup> at 6:30 PM in the LCS Library. All committee members have been notified and anyone who would like to attend is welcome.

- We will be setting the meeting schedule for future meetings at this meeting. The current plan is to meet once a month until December and then adjusting the schedule leading up to the race date: TBD. Date will be decided on during the meetings.

- Athletics Schedules

- Athletics schedules will not be finalized until August 21<sup>st</sup> due to AD meeting being pushed back due to AD schedules. The order of seasons will again be Girls Basketball, Girls Volleyball, and Boys Basketball.

- Athlete interest forms have gone out to families via e-mail (37 responses so far).

- The current plan for girls' basketball looks to be 1 6<sup>th</sup> grade team and a combined 7<sup>th</sup>/8<sup>th</sup> grade basketball team. This is not finalized, but based on preliminary numbers. Families may still sign up at back to school night and the first week of school as well.

- All coaching spots have been filled, but still looking for a sixth grade volleyball coach. All coaches will be VIRTUS trained and will take the concussion and sportsmanship free NFHS courses online before coaching.

- Will be making a schedule for families to assist with concessions and tickets. Currently, we have ten families interested in helping out at home events.

- Officials will be secured after other athletic directors, the school office, and the church office finalize final schedule. Once these dates are finalized, the dates will be tentatively placed on the Calcium Sports Calendar.

- Intramural dates and other athletic events schedules will be sent out after the AD meeting on the 21<sup>st</sup>. Intramural schedules/other athletic events cannot be posted until the game schedules are posted to avoid/minimize conflicts.

- Practices will begin shortly after the school year begins.

## **Attachment 4: Lourdes Home and School Report**

### **LOURDES HOME AND SCHOOL REPORT FOR FAITH FORMATION BOARD August 2017**

*Mission Statement: It is the mission of the Home and School Association of Lourdes Catholic School to support the school and all of those within through fundraising, volunteer coordination, and parental and parish involvement.*

#### **Community Development:**

Upcoming Events:

- August H&S Board Meeting - August 9<sup>th</sup>
- New Family Orientation Night - August 10<sup>th</sup>
- Welcome Back Teacher Luncheon - August 21<sup>st</sup>
- Unpack the Backpack - August 22<sup>nd</sup>
- Welcome Back Coffee - August 23<sup>rd</sup>

Recently Completed Events:

- Nothing new over the summer.

#### **Administrative/Communication/Staff Support:**

- Service Chair position openings were sent out via a sign-up genius link. This link and all other school volunteer opportunities will be posted on the school Volunteer page within the next week.
- 1<sup>st</sup> Day School Supplies Fundraiser is in progress.

#### **Treasurer (Karen Moldt/Mary Guy):**

- Need approval of the 2017-18 Budget

#### **Fundraising (Donica Mokosak/Aimee Ruhl/Chrissy Hayes):**

- **Scrip Update:**
  - SCRIP profit goal for 2017-18 is \$16,504
  - SCRIP sales goal for 2017-18 is \$400,000

#### **Volunteering (Brooke Heckinger/Carla Lemek):**

- **NEED VOLUNTEERS.** All volunteer opportunities can be found on the school website. [http://www.lourdescatholic.org/Page/Parent\\_Volunteers.aspx?nt=21](http://www.lourdescatholic.org/Page/Parent_Volunteers.aspx?nt=21)
- We're especially looking for volunteer leadership. Service Chair positions are important positions to fill.

- Preparing for Unpack the Backpack.

**Hospitality (Lindsey Jennings/Kelly Kruck):**

- Preparing for upcoming Welcome Back Luncheon in August.

**Room Parents (Meghan Cornish/Amber Edwards):**

- Looking for new room parents for 2017-18. Contact Meghan Cornish or Amber Edwards if you are interested.

**Family Ambassadors (Angie Kaney/Anne Camarena):**

- Preparing for New Family Orientation Night and Welcome Back Coffee.

**Publicity (Kris Girsakis):**

- Continuing FB, newsletter and variety of other communications.
- Preparing Snapchat filter parents can use for back to school photos.

**Attachment 5: Parish Council Update**

**OLOL Parish Council Update to LCS FFB/ BOE – July 2017**

Last Regular Parish Council Meeting: 25 July 2017

New Parish Council Roles:

- President: Ladonna Czachowski
- Vice President: Gary Ghere
- Secretary: Jean Dickson
- Policy Committee: Kelly Bush, Dave Kaney, Bill Manning

Parish Commission Updates:

Liturgy (Mike Snyder)

- Altar server lead position has been filled
- Planning for Advent liturgy will start in October

Social Action (Ed Cervantes / Connie Cervantes)

- Sent \$3700 to sister parish in Peru
- Contributions of \$1000 or less distributed to Father Conroy's Vineyard of Hope, Café on Vine, Mississippi Bend Trykes, Scott County Drug Court Program,
- Black & White Gala – (Celebration of Life / Pro Life Ministries) - being held this Friday, August 11<sup>th</sup> at 6:30 PM at Rogalski Ctr. (St Ambrose)

Faith Formation (Emily Andes)

- 88 Children attended VBS
- Search for Campus Minister has been suspended. Revising job description / duties
- Considering launching Alpha Program for Adult Faith Formation this fall

- Dr. Tim Gray mission ~~29/30 September~~ (Corrected via email from S. Lackey. Date has been moved to later in 2017.); Dr Gray is President of the [Augustine Institute](#)

#### Church Life (Kris Derscha)

- Fall Festival planning going well. Festival is 26 August after 5PM mass.
  - o Similar format as last year. 4 Food Trucks; Beer / Wine; Lip Sync Battle; Photo booth paid for by Lourdes H&S; Craft area with Lourdes H&S Volunteers
  - o Please promote to school families!!
- Donut Sunday in PAC starting in August

#### Family Life (Vacant)

- Marriage Sponsor Couple Training held. Couples are currently being paired with sponsor couples.

#### Parish Strategic Planning:

- Strategic plan will become parish council agenda content, managed by commissions
- Facilities planning team will operate separately. Team structure is being determined
- Engineering firms quoting facilities life cycle analysis. Analyses and concept proposals target availability early calendar 2018

#### Other Updates:

- The Parish is Updating the Pictorial Directory
  - o Photos to be taken August 15<sup>th</sup> through 19<sup>th</sup> & Aug 28<sup>th</sup> thru Sept 1st

#### Next Regular Parish Council Meeting: 26 Sept 2017

- Agenda Items:
  - o Strategic Plan Check In
  - o Planning for 2017 / 2018 Year (Officer Selection)

#### Upcoming Meetings / Activities:

- August 2017 (15 – 19, 28<sup>th</sup> – 1Sept) – Pictorial Directory Photos
- 26 August - Fall Festival
- 29/30 September - Dr. Tim Gray Mission
- 14 October - Mass in the Park

## Attachment 6: Faith Formation Report

### **Faith Formation Commission Report**

Emily Andes

7/25/17

#### **DIOCESAN SUGGESTED ACTIVITIES**

- Comprehensive adult catechetical opportunities which meet the real needs and concerns of adults.**
  - Work to more effectively utilize social media as a tool for faith formation.
    - More frequent Facebook posts featuring current events and parish info, as well as items to encourage followers along on their faith journey.
    - MailChimp used for RE communication
      - Can measure readership, opens, bounces, etc. so we know who actually gets emails being sent.
      - Good for potential future communication...perhaps a monthly parish wide e-newsletter
  - FORMED.org promotion
    - Helping groups choose materials for study/growth
    - Renewed parish membership
  - RCIA
    - Prepping calendar and schedule for the next round of formation to begin in September. Collaborating with Fr. Jason and Fr. Chris on this, as well as volunteer leadership.
    - Beginning to invite participants and promote classes.
    - Continuing to follow up with new members to encourage growth as disciples and help make connections to the faith community through involvement in parish activities.
  - Exploring Alpha program to run in late fall. Researching materials and talking to potential leadership.
    - Alpha is a formation program that operates very simply with hospitality, videos, and small group discussion for seekers or people new to church to learn the basics of the Christian faith and develop relationships to facilitate discipleship growth.
    - Attending a "Run Alpha" training conference on Aug. 16
- A coherent, well integrated catechetical plan for children, youth, young adults, and seniors which provides opportunities for them to grow in faith and to build the Kingdom of God in the world.**

- Continued study of the 6 Tasks of Catechesis (from the National Directory of Catechesis) and becoming aware of how our programming aligns with these. Focusing on being intentional about communicating these Tasks in all future Faith Formation endeavors.
    - The 6 Tasks of Catechesis are:
      1. Promoting Knowledge of the Faith
      2. Liturgical Education
      3. Moral Formation
      4. Teaching to Pray
      5. Education for Community Life
      6. Nurturing Missionary Spirit
  - Sacramental Prep
    - Scheduling dates for second grade workshops as well as First Reconciliation and First Communion. These will be communicated to all second grade families ASAP after they are approved.
  - Curriculum planning for 2017-2018 academic year...using the same materials for RE and LCS students when possible.
- ☒ **Youth and Young Adult Ministry initiatives are in accord with the “Renewing the Vision of Youth Ministry” and “Sons and Daughters of the Light”.**
- Looking at these documents in an effort to align our programming.
  - Beginning to take stock of all of our programming and see where gaps are. Looking to create a clear discipleship track for all children, youth, young adults and adults in the parish. Collaborating with Fr. Chris and will be consulting LCS leadership as we get further along in the process.
  - OLOL and SJV Young Adults meeting twice monthly at YACHT Club...one social event and one study event.
    - Meetings on Aug. 6<sup>th</sup> (kickball at Veteran’s Memorial Park at 6 pm) and Aug. 20<sup>th</sup> (bible study at OLOL)
    - Contact Nick Helle for more info
- ☒ **Acquire adequate funds, resources, staff, and space to implement the catechetical and ministerial plan.**
- We have decided to put a pause on the search for a Campus Minister to better define what we need or want. We’re taking advantage of Fr. Chris’ years of experience in youth ministry to assess our programming and revision the position to meet the needs of our community.
- ☒ **Guidance and formation opportunities provided to parents in understanding their role in the ongoing formation of Christian values with their children.**
- Incorporating monthly Masses and family events into the RE calendar for the coming year.
  - Working with Fr. Jason to make personalized plans for families who need catch up on formation and sacraments as needed.

- Catechesis if provided for persons with special needs.**
- Provide opportunities so that all catechists and ministers are skilled in effective methodologies and knowledgeable in the foundational aspects of Vatican II theology, scripture, and liturgy in light of the *Joy of the Gospel*.**
  - Attendance at monthly MORE and YM meetings to stay in the loop of what's happening at the Diocesan level.
  - Investigating future formation opportunities, retreats, trainings, etc.
  - Become more familiar with "requirements" for catechists and work to align both LCS and LRE teachers with the help of diocesan staff.
- If there is a school, that the academic program is strong and there is continuous improvement displayed.**
  - Continuing efforts to build up communication and cooperation with LCS.
  - Back to School Blessing at all Masses Aug. 26/27
  - Parish staff to be present at LCS back to school events.
- Ensure cooperative planning between school administration and parish staff for ongoing development of sacramental prep. All sacramental prep is done in the parish.**
  - Work with Ms. Alongi to schedule a time to "praise and polish" the 2016-2017 year and plan for all sacramental prep for the 2017-2018 year...still needs done!
    - Establish a calendar for workshop and sacramental dates to be communicated ASAP after approval.
  - Become more familiar with the curriculum for religious education at LCS and continue to align as much as possible with the LRE curriculum.
- Children, youth, and young adults are made aware of the various options for professional Church ministry especially in priesthood, religious life, and lay ministry.**
- Recruitment and training of new members (new catechists and ministers).**
  - Personal invites and follow up.

## **Attachment 7: Policy and Procedure Schedule 2017/2018**

### **Scheduled for 2017-2018 School Year**

#### **100 BOARD OF EDUCATION**

- Policy 102B Name of School

#### **800 STAFF PERSONNEL**

- Policy 805A Budget – Lourdes Catholic School
- Policy 805B Salary Review - Personnel
- Policy 805C FICA for Lay / Religious Personnel

- Policy 810A Tithing
- Policy 810B Tuition
- Policy 810C Contribution - SJV Parish and 'Other' Parish Students
- Policy 810D Failure to Meet Financial Commitment
- Policy 810E Tuition Refund

## **Attachment 8: Policy 510 Class Size**

### Policy 510.3 Class Size

Lourdes Catholic School understands the importance of the educational needs of its students for their academic, behavioral, social and spiritual development. The determination of class size will take the following considerations (in no particular order of importance):

- a. Age, curriculum, achievement and grade level
- b. Nature of instructional program
- c. Number of adults available to assist the program, including professional aides and certified instructors
- d. State regulations and school credentials needed to maintain accreditation
- e. Instructor credentials, skills, experience and administrative recommendations
- f. Financial needs of Lourdes Catholic School to remain a viable institution

The recommended maximum number of students per class per grade is:

- K-1: 25 students
- 2-5: 26 students
- 6-8: 28 students

*Note: The above guidelines are recommendations, not requirements. The Administrator will determine if additional full or part time staffing is required, based on factors such as class size and instructional need. Recommendation for additional staffing will be presented by the Administrator to the Executive Committee of the Board of Education for consideration. If the Executive Committee approves the recommendation, it will then be presented to the full Board of Education for approval.*

## Attachment 9: Marketing Report

Marketing Committee Members: Tyler Edwards, Jennifer Alongi, Dave Reilly, Donica Mokosak, Steve McIntosh, Kris Girskis, Miranda Lawrence, Angie Kaney, Linda Mosher

The goal of the marketing team is to increase enrollment of our 2018-2019 Kindergarten class and increase retention on our Kindergarten students into 1<sup>st</sup> grade. We plan to increase enrollment by:

- Increasing matriculation of our 2017-2018 Pre-k Students into LCS 2018-2109 Kindergarten class. (Currently 25%)
- Increasing matriculation of St. John Vianney Pre-K enrollment into LCS 2018-2019 Kindergarten class.
- Increase retention of Kindergarten to 1<sup>st</sup> grade

We would like to consistently have enough enrollments to open 2 Kindergarten classes each year.

### Internal Marketing Strategy:

- Make adjustments to Family Ambassador Program (Possibly create training program for Ambassador families next year)
- Develop a calendar of events to showcase Catholic Education after Masses at OLOL and SJV (strategic plan)
- Organize tours of school on a quarterly basis after mass (strategic plan)
- Increase Social Media Promotion (Facebook, Instagram, Twitter)
- Survey to Parents asking why they choose LCS

### External Marketing:

- Increase Social Media Presence
  - o Created Instagram Account
  - o Hootsuite (test platform for posting on Facebook, Instagram, Twitter)
  - o YouTube page (more postings and public profile)
  - o Facebook Advertising
  - o Snapchat Filter Promotions (Unpack, First day, Trivia Night, Starry Night)
- Website Redesign (End of 2017)
  - o Possible joint effort with the Church
  - o \$2000
  - o Make the site Mobile Friendly (2/3 of traffic is mobile)
  - o Updates, Teacher and Staff Bios, Enhanced Calendar
  - o Possible Mobile App (Push Notifications)
  - o Marketing Landing Page

Marketing Budget:

\$3,000

### Priority

- **Snapchat Geofilter** (It's on Right now!) 8/22 3PM- 8/23/27 5PM
  - o \$25 Gift Card giveaway to post your pic to Facebook
- **\$2000 Website redesign** (December 2018)
  - o Top Ranked Pre-K in the Quad Cities
    - Reader's Choice- 2016 winner (Best Daycare and Best Preschool)
    - Photos of Pre-k Facility (4 or 5)
    - Bio of Pre-K Teachers
    - Wrap around care
  - o Faith Based Education
    - Religious Education
    - Church Leaders involved in school
    - Sacraments
    - Bio of Faith director
    - Photos of Children interacting with priests
  - o Kindergarten Round-up
    - Dates times
    - Photos of current kindergarten
    - Bio of Kindergarten Teacher
- **\$500 Initial Facebook Advertising** (January- March 2018)

### Secondary advertising

- \$800 Billboard Bettendorf Middle Rd and I 80 (4 weeks)
  - o Possible Dates:
    - 12/25/17
    - 1/8/18
    - 1/15/18
    - 1/22/18
    - 2/5/18
- \$286 [500 5X7 pieces Direct Mail (including postage)]
  - o Front- Nice print similar to banners in Church
  - o Back- Education for Parents or Testimonials (\$25 off registration voucher)
- YouTube Advertising / Ad words
  - o Linking advertising to videos
    - Example: Our Ads play before a Fr. Mike Schmidt Video
- Pre-K Shirt Program
- Lourdes Window Clings
- Making a Virtual tour of the school (using a drone for the outside and videos of the inside)
- Press Releases to local News organizations about School events and improvements
- Quad City Mom Blog

LCS Facebook Statistics:

Total Page Followers: 630 (406 this time last year)

Total Page Likes: 688 (430)

Average daily reactions: 21 First half 2016, 55 second half of 2016, 75 first half 2017, 100 second half 2017

Average daily shares: 2 first half 2016, 8 second half 2016, 12 Share 2017

Average daily total reach: 349 (61) The number of people who were served any activity from your Page including your posts, posts to your Page by other people, Page like ads, mentions and check-ins.

Reach during advertising in 2016 Facebook Campaign 4k-5k

Facebook Demographic:

- 80% Women, 20% Men
- 17% 25-34, 26% 35-44, 15% 45-54, 10% 55-64
- Davenport (216), Bettendorf (193), Rock Island (27), Moline (22)



# Lourdes Catholic School

Academics ♦ Faith ♦ Community

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## Attachment 10: Principal's Report

Principal's Report to the Board of Education  
August 10<sup>th</sup>, 2017

### 2017-18 registration: (K-8 225; PS-8 334)

K = 24	3 <sup>rd</sup> = 22	6 <sup>th</sup> = 26	3day PS (3-yr) = 16 (full)
1 <sup>st</sup> = 32	4 <sup>th</sup> = 23	7 <sup>th</sup> = 19	2day PS (3-yr) = 13 (3 open)
2 <sup>nd</sup> = 23	5 <sup>th</sup> = 30	8 <sup>th</sup> = 26	Prek AM = 32 (full)
			Prek PM = 32 (full)
			Ps/PreK PM = 16 (full)

We ended 2016-17 with 220 students in K-8 and 316 PS-8 students. **Enrollment is officially "UP"!!** 😊

- up 5 students in K-8
- up 13 students in PS & PK
- up 18 overall PS-8

### Leadership of School Culture and Instruction:

1. A draft of my Professional Growth Plan for 2017-18 is attached.
2. Recommendation to increase maximum class size for one PreK class to 17 to accommodate SJV family. **Approval** requested.
3. Science Lab is expected to be completed by Friday. Mrs. Driscoll may be asking for volunteers to help her move equipment into the room.
4. Professional development for teachers next week includes Trauma Informed Care (presented by Kelly Bush), Homelessness in the Quad Cities (presented by Pamela Hauman of Christian Care in Rock Island), and Stress Management presented by a local physician.
5. **Curriculum Night is "mandatory" will be held Tuesday, Sept. 12. at 6:00 PM.**
6. Unpack the Backpack is **Tuesday, August 22 from 4:00-6:00 PM.** Class lists will be posted. All PS-8 are encouraged to attend to meet their teacher and see their classroom.
7. New Family Night is **Wednesday, August 16 at 6 PM.**
8. "Knight" at the Movies is **Thursday, August 17 at 6:45 PM** on the new football field at St. Vincent Center. Please make every effort to attend! We will be viewing "Facing the Giants." OLOL Parish Council member Kelly Bush, faculty member at AHS, conceived the idea and organized the entire event. Thanks, Kelly!

### Managerial Leadership:

1. We currently have added a part-time custodian position and are accepting applicants. We also are looking to fill vacancies for After School care.
2. Recommendation to add After School Club for students age 13+. Currently we have eleven 7<sup>th</sup> and 8<sup>th</sup> graders signed up in sign up genius, and four 6<sup>th</sup> graders (who would prefer to be in the “After School Club” with the students who are age 13+). We would charge \$5 per hour per student, so as long as we have at least two 7<sup>th</sup>-8<sup>th</sup> graders every hour, we can pay someone \$8 per hour to staff the room.  
**Approval** requested.
3. School Improvement Advisory Committee (SIAC) meeting will be scheduled in September. **Requesting** name of board rep to attend.
4. Lourdes now has a Gaga Pit on the Big Toy playground. Summer Care students have already been enjoying it. We think it will be a big hit. If it is successful, we may add a second Gaga Pit in the future.  
**Thank you** to Andy Haberkorn, Eagle Scout, for his leadership in organizing this and carrying it out.
5. Two Buddy Benches have been added to the Big Toy playground. The permanent locations have not yet been determined. **Thank you** to the second grade (now third grade!) Brownie troop for these!
6. New lighting with sensors has been installed in the gym, **thanks to Karen and Pete Moldt!**
7. **Fall 2017 SCRA grants need to be completed by Monday, September 25<sup>th</sup>** in order to have them to the diocese well before the hard deadline of October 1.

Public Relations/Marketing Leadership:

1. We plan to use state dollars purchase Lourdes PreK t-shirts for all 80 PreK students and the teachers will hand them out as gifts during home visits conducted between August 14 and August 30.
2. Marketing Report – Tyler Edwards
3. Tours June-July-August so far:
  - June 21 – Nelson (PS; reg. in PM PS/PK)
  - July 10 – from KY (stood up?)
  - July 12 – Sannito (reg. in PK)
  - July 25 – from Germany (reg. in Sept. if room)
  - July 31 – Garrison (PreK; reg. in PM)
  - July 31 – SJV PreK (full unless 17)
  - Aug. 2 – Kilburg from St.Paul (6<sup>th</sup>; reg.)

Faith Formation Leadership:

1. K-8 School Masses will be on Tuesdays at 9:00 AM. Fr. Jason and I made this decision because with every Wednesday being 2:30 dismissal, we wanted to make sure we had enough instructional time for Reading, Language Arts, Math, Science, and Social Studies on Wednesdays.
2. Class masses are a new addition to Thursdays at 9:00 AM. Each grade will have 4 or 5 turns during the year having an extra mass on Thursdays. This will be a smaller mass than Tuesdays, similar to the weekday 6:30 AM masses at OLOL.
3. OLOL will have **Back to School Blessing for All Students at every mass on the weekend of August 19-20**. Please plan to attend with your family.
4. All teachers will do a book study again this fall. The book is Forming Intentional Disciplines by Sherry Waddell. Teachers will read it, complete a study guide, and discuss the book in small groups called PLCs (professional learning communities). PLCs for K-8 teachers are Wednesdays from 2:45-3:15. The PS/PreK PLC meets Fridays from 1:00-1:30.

# BUSINESS MANAGER REPORT

August 10, 2017

Faith formation board

- 1) Preliminary Financial Statement – *please note that bank accounts has not been reconciled yet.*
  - a. July 2017 – total school income \$307,499
    - i. Increase tuition & fees, beginning of new school year and captured revenue that was paid in March – April 2017
    - ii. \$23,000 donations for science lab & gym lights – THANK YOU!
    - iii. \$30,000 from STO and annual 401k reimbursement EOF
    - iv. \$16,000 additional Insurance Claim recovery from water damage to library
  - b. Total school expenses \$146,776
    - i. \$4,000 AHS Scholarship – awards to 8<sup>th</sup> graders attending AHS 4 years
    - ii. \$15,000 Extraordinary Repairs – Science Lab expenses
  - c. Net Surplus for School \$160,723
  - d. Income/Expense for School Associations not complete yet pending bank rec
    - i. Booster Net Income \$475
- 2) Profit/Loss Year to Date LCS
  - a. Total Income \$308,024      Budget      \$167,277
  - b. Total Expense \$146,826      Budget      \$165,203
  - c. Net Surplus \$161,198      Budget      \$2,074
- 3) **Profit/Loss 2016-2017 LCS FINAL**
  - a. Total Income \$1,636,162      Budget      \$1,534,754
  - b. Total Expense \$1,933,462      Budget      \$1,985,216
  - c. **Net Loss      -\$297,300      -\$450,462**
- 4) Account Receivables
  - a. Covenant letters were sent from Father Jason for 2017-2018.
  - b. We have 3 families in collection for non-tuition and childcare.
  - c. We have 7 families with balances older than 60 days.
- 5) Construction Updates
  - a. 5 new roof top units for the school will be installed in September on a Saturday
  - b. Library work is complete.
  - c. Science Lab should be completed next week.
  - d. Awnings complete for the school, LLL pending.
  - e. New paint and ceiling tiles should be completed next week.
  - f. New artwork for PAC on order.
- 6) 4 Year Old reimburse detail 2017-2018 has not been received yet.

- a. Reimbursement are requested monthly, following payment of invoice.
- b. 2016-2017 – We received 90% of all 4 YR Program Cost, LCS expensed 10% 4 YR Program Cost.

## 4 Year Old Preschool Grant Program 2016-2017

Month	Amount	Report Submitted	Check Received
July	\$9,649.32		09/09/16
August	\$17,669.65	09/16/16	10/06/16
September	\$20,223.67	10/17/16	11/10/16
October	\$16,549.94	11/22/16	12/07/16
November	\$17,022.47	12/14/16	01/13/17
December	\$16,848.56	01/25/17	02/08/17
January	\$15,549.49	03/06/17	03/20/17
February	\$19,093.23	03/31/17	04/20/17
March	\$14,466.56	05/01/17	05/17/17
April	\$13,732.32	05/16/17	06/07/17
May	\$16,591.22	06/28/17	07/06/17
June	\$12,678.64	07/31/17	
<b>TOTAL</b>	<b>\$ 190,075.07</b>		

<u>BHS Figures</u>	<u>No 4 Yr Funding</u>
\$3099.21 x 62	\$3000 X 6
\$192,151.02	\$76,000.00

		<b>PAID</b>	<b>REMAINING</b>
\$19,373.53	Admin Cost	\$19,373.53	\$0.00
\$172,777.49	Program Cost	\$170,493.27	\$2,284.22

**2016-2017 We were only allocated 90% of Program Cost and 19% Administrative Cost.**

Attached separately due to file type.