

Lourdes Catholic School – Board of Education

Thursday, April 12, 2018, 6:30 – 8:30 PM

Location: Lourdes Catholic School Library

Agenda

	Voting Members		Non-Voting Members
X	Karen Moldt - President	X	Jennifer Alongi - Principal
X	Maren Stoflet – Vice President		Sheryl Lackey – Business Manager
	Vacant – Secretary	X	Nicki Johnson – H&S President
X	Fr. Jason Crossen	X	Fr. Chris Weber, Sem James
X	Tyler Edwards	X	Sarah Snyder – Teacher Representative
	Teresa Heden	X	Cayleah Willits – Teacher Representative
X	John Leinart		Alec Clark –Athletic Director
	Steve McIntosh	X	Emily Andes – Director Faith Formation
X	Donica Mokosak		Dave Kaney – Parish Council
X	Brian Nikulski (and SJV Representative)		
X	Mike Puthoff		
X	Dave Reilly		
X	Tony Lemek		

- 1) **Call to Order** - meeting called to order at 6:32 PM by Karen Moldt
- 2) **Opening Prayer** – offered by Fr Jason Crossen
- 3) **Introduction of Guests**
 - a. Danielle Behnke, Becca Ashby, Jackie Rouse, Amy Paul, Lee Morrison, Miranda Lawrence, Cari Robinson, Shannon Heck, Mia Martinez, Miriam Wilson, Jenny Grobstich, Chrissy Hayes, Mike Gimbel, Joanne Anderson, Andrea Reilly, Angie Kaney, Amanda Little
- 4) **Approval of Agenda** – Motion offered by Mike Puthoff, second by John Leinart, approved by board
- 5) **Approval Minutes** - postponed due to additional revisions requested, approval to be electronically (for both regular Board of Education Meeting and special meeting for 2018-2019 budget approval)
- 6) **Open Forum** – Teacher in Charge discussion
 - a. **Karen Moldt read policy 213B on Open Forum procedures**
 - b. **Miriam Wilson (parent)** – aware that budget was approved with a part-time SAM (School Administrator Manager), concern who will fill the SAM position. Referenced email with this concern from a parent that was shared with Ms. Alongi. Doesn't think the SAM should be a part-time teacher in order to focus on teaching or assistant job, not both.

- c. **Jenny Grobstich (parent)** – Has students in 6th and 2nd grade and a 2-year old. In addition to Miriam’s concerns, is concerned with going from 2 to 1 section for Middle School 6th grade. She is concerned about discipline issues and having a single 6th grade classroom. Thinks there should be greater consideration for what is best for the class and not based on budget and is concerned families might leave.
- d. **Mike Gimbel (parent)** – Has students in 5th, 3rd, 1st, and Pre-K. His wife saw one of the proposals was a part-time SAM and part-time classroom teacher. Concerned with continuity of having split time between the two positions might not be best for the younger grades.
- e. **Karen Moldt** – SAM interviews have not yet taken place so no decision has been made at this time. Once that occurs there will be a formal communication of the decision, and then an open forum meeting by Ms. Alongi will be scheduled for her to explain duties and have conversation with parents.

7) Strategic Initiatives Update (Puthoff, Veit, Reilly, Snyder, Willits) – No Report

- a. Mike Puthoff hopes to have report for May meeting

8) Father Jason Report

- a. Fr. Jason – work continues on Strategic Planning by Bettendorf Catholic Community steering committee, including working with Fr. Vrba at St. John Vianney. Based on Bush Construction analysis, it will take a significant amount of money to upkeep the Lourdes buildings due to their age. The steering committee will review the analysis, continue to gather information, and discuss scenarios for possible future plans, and develop a report to be shared.

9) Father Chris Report

- a. Overview of discipleship Study - Fr. Chris handed out summary of Intentional Disciples book study feedback. Positive feedback overall and good participation. Spoke to feedback the study participants provided (shared white paper), discipleship in practice (yellow paper), and path to discipleship (purple paper). A meeting was held this past Saturday for participants and leaders with next steps to look at programs/projects (shared pink sheet) and would like meeting attendees to take home and read through.
- b. Emily Andes encouraged talking through the why and focus on interactions (for church and school).
- c. Parish in Grapevine, Texas has a robust plan, which Fr. Chris and Emily used as a starting model and goal is for future parish activities and ministries to be intentional in how and why, to help us grow or help people encounter Christ.

10) Special Interest Group Reports:

- a. Boosters/AD Report (Alec Clark) – See Report
- b. Home & School Association (Nicki Johnson) – See Report
 - i. Shared highlights – May 21st 7-8am muffins with mom, encouraged dads to volunteer.
 - ii. Shortage in SCRIP sales, but best year ever with Starry Night so total fundraised amount has not gone down but will need to stay aware and not be dependent on SCRIP. Status of online capability was asked and Donica Mokosak shared it is being pursued and reached out for help from St. Paul to potentially move to online SCRIP sales and recording/reporting (i.e. move from QuickBooks to online SCRIP program.) (St. Paul and LCS have shared help for fundraising

- setup in the past.) Depending on setup, may be able to be implemented over the summer - Karen Moldt volunteered to help.
- iii. Held elections for 2018-19 Home & School Board – several new members and good momentum.
 - c. Teacher Representative (Sarah Snyder and Cayleah Willits) - See Report
 - i. Cayleah Willits highlighted planning is underway for nearing the end of the school year.
 - d. Scott County Catholic Schools Advisory Board (Donica Mokosak, Jennifer Alongi) – No Report due to meeting being cancelled
 - e. Assumption High School (John Leinart) – See Report
 - i. John Leinart highlighted liquor license process was worked through for AHS fundraiser which should also apply for next LCS Starry Night fundraiser.
 - ii. AHS found prison service in Oklahoma for to scan old yearbooks for low cost. If there is interest for LCS to pursue, let John know.
 - f. Grant Writing (Teresa Heden) – See email
 - i. SCRA grant was submitted and now awaiting response.
 - h. Pastoral Council Report (Dave Kaney) – See Report
 - i. School Improvement Advisory Committee (Ms. Alongi/Donica Mokosak) – no meeting, next is scheduled in May

11) Religious Education Reports:

- a. Emily Andes – Director of Faith Formation – See Report
 - i. Highlighted Vacation Bible School and 1st Communion planning are underway
 - ii. Question was asked what can be done to better retain youth to be active in the church after Confirmation. Emily shared that ongoing effort with intentional discipleship will help with establishing adult support in order to address this. Emily also responded to a question about the potential for a Middle School bible study/group with combined Religious Education and LCS students that it is being worked on.

12) Board Committee Reports:

- a. Finance (Karen Moldt, Mike Puthoff, Dave Reilly Jennifer Alongi, Sheryl Lackey, Andrea McGivern)
 - i. Lessons learned exercise to improve the school budget preparation process
 - 1. Will be meeting later in April or early May so committees going forward can use lessons learned.
- b. Policy & Procedure (Maren Stoflet)
 - i. 2nd reading of Policy 810D: Business Procedures-Failure to Meet Financial Commitment - Motion offered by Brian Nikulski, second by Dave Reilly, approved by board as proposed with no additional changes suggested.
 - ii. 2nd reading of Policy 810E: Business Procedures-Tuition Refund Policy - Motion offered by Donica Mokosak, second by John Leinart, approved by board as proposed with no additional changes suggested.

- c. Public Relations / Marketing (Tyler Edwards) – See email
 - i. Generous donation received from a parishioner for marketing so committee is looking at ideas for utilizing. There is potential to use it for sponsoring a month on the QCMoms Blog with educational piece and articles. Also looking to use commercials from last year to re-run on focused demographic with a \$30 credit test run, possible Paula Sands Live appearance, and flyers for daycare centers.
- d. St John Vianney Update (Brian Nikulski) – See email
 - i. Good dialogue and support from SJV.
 - ii. Fr. Ross will serve as the Chaplain at Assumption High School and will continue at SJV as well, so good Catholic education promotion in the church.
- e. Executive (Karen Moldt-Chair)
 - i. Board of Education Elections for next term
 - 1. Two Board of Education member positions and one alternate position will be open to fill. There is a call-out and seeking nominations via the Church bulletin and email by Ms. Alongi next week. John Leinart and Dave Reilly will be the Nominating committee and will schedule a meeting to discuss nominations with Fr. Jason.
 - ii. Officer Elections for next year – President, Vice President, and Secretary
 - iii. May meeting date/time – Karen Moldt asked for the start time of the regularly scheduled BOE meeting to be moved up to 530 PM. All BOE members agreed and email notification will be sent.

13) Principal Report –

- a. Ms. Alongi provided update on enrollment. 6th grade potentially at 27 students (awaiting completion of online enrollment and fees) which would make it two sections; 3-year old Preschool has a handful of openings.
- b. Review 2018-19 School Calendar:

Differences from Bettendorf schools schedule- 1 day where Bettendorf schools are not in session but LCS is scheduled (Friday, May 10th) – will be no busing so will need to notify families and may look at before school care or volunteers for those families affected

A question was raised about weekly early outs on Wednesdays (that began in 2017-2018 school year) – teacher replies from those in attendance was thinking it is more productive every week for the shorter time, consistency in scheduling, allows time for staff and committees to meet.

Motion to approve 2018-2019 school calendar by Mike Puthoff, second by Tyler Edwards, approved by board.

14) Business Manager’s Report – See Report

15) Old Business or New Business - none

16) Closing Prayer – offered by Fr Chris Weber

17) Adjourn regular session – Motion to adjourn offered by Tony Lemek, second by Tyler Edwards, approved by board at 7:55 PM.

18) Closed Session – Student Issue

19) Adjourn – Motion to adjourn offered by Tony Lemek, second by Tyler Edwards, approved by board at 8:33 PM.

20) Future Meetings

- May 10, 2018 – 5:30 PM LCS Library (changed from regular 6:30 PM start time as agreed above)