

Lourdes Catholic School – Board of Education

Thursday, March 8, 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		Nicki Johnson – H&S President
X	Fr. Jason Crossen	X	Fr. Chris Weber
X	Tyler Edwards		Sarah Snyder – Teacher Representative
X	Teresa Heden	X	Cayleah Willits – Teacher Representative
	John Leinart	X	Alec Clark –Athletic Director
X	Steve McIntosh		Emily Andes – Director Faith Formation
X	Donica Mokosak	X	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 6:31 PM by Karen Moldt
- 2) **Opening Prayer** – offered by Fr Jason Crossen
- 3) **Introduction of Guests** – Seminarian James Flattery, Anne Camarena, Miriam Wilson, Chrissy Hayes
- 4) **Approval of Agenda** - Motion offered by Teresa Heden, second by Mike Puthoff, approved by board.
- 5) **Approval Minutes** – February minutes were approved electronically
- 6) **Open Forum** – nothing offered
- 7) **Strategic Initiatives Update (Puthoff, Veit, Reilly, Snyder, Willits)** – No Report
 - a. Mike Puthoff - committee will review report and have a report next month
- 8) **Father Jason Report**
 - a. Work is ongoing by the Bettendorf Catholic Community steering committee. The committee met for a kick-off meeting on March 28th and facts and information were presented, questions were answered, and they scheduled to meet again (2nd session) March 21st at 6pm in the LCS gym. The Bettendorf Catholic Community steering committee has 3 representatives from each parish, as well as the Pastors and some staff from each parish.

- b. Update on discussions with Fr Vrba regarding financial support from St John Vianney – Sheryl Lackey has been in communication (but she was unable to attend tonight’s BOE meeting for an update)

9) Special Interest Group Reports:

- a. Boosters/AD Report (Alec Clark) – See Report
 - i. Diocese Athletic Directors met to begin scheduling sports games for next year, there are a good number of games scheduled at LCS with 18 so far.
 - ii. Update on LCS Fun Run - due to the number of registered participants at only 37, Mr. Clark asked for input with regard to postponing the fun run until the Our Lady of Lourdes Fall Festival time or the beginning of next school year. There was group discussion and it was agreed to try coinciding it with the OLOL Fall Festival day. Dave Kaney will follow-up with a POC at OLOL for logistics to check if it will work with setup timing in the gym.
- b. Home & School Association (Nicki Johnson) – See Report
 - i. Starry Night was a great success and \$70k was raised which is the highest in any year so far.
- c. Teacher Representative (Sarah Snyder and Cayleah Willits) – See Report
 - i. Mrs. Willits highlighted the recent school play (Alice in Wonderland) success. Teachers will be refreshing with activities following Spring Break.
- d. Scott County Catholic Schools Advisory Board (Donica Mokosak, Jennifer Alongi) - had not met
- e. Assumption High School (John Leinart) - See Report
- f. Grant Writing (Teresa Heden)
 - i. Grant committee is pursuing the SCRA grant for \$15k for desks and chairs throughout the school. They will be finishing up the application for the March 31st deadline.
- h. Pastoral Council Report (Dave Kaney) – off month, so no meeting
 - a. There are vacancies to fill on some of the committees and elections will be held in May.
- i. School Improvement Advisory Committee (Ms. Alongi/Donica Mokosak) – No Report

10) Religious Education Reports:

- a. Emily Andes – Director of Faith Formation – See Report

11) Board Committee Reports:

- a. Finance (Karen Moldt, Mike Puthoff, Dave Reilly Jennifer Alongi, Sheryl Lackey, Andrea McGivern) – been meeting on budget to work on finalizing. Budget information below in Business Manager’s Report section.

- b. Policy & Procedure (Maren Stoflet)
 - i. 3rd reading of Policy 810B: Tithing-LOLOL Students – Motion offered by Tyler Edwards, second by Teresa Heden, approved by board with no additional changes.
 - ii. 3rd reading of Policy 810C: Contribution-SJV Students – Motion offered by Teresa Heden, second by Dave Reilly, approved by board with no additional changes.
 - iii. 1st reading of Policy 810D: Business Procedures-Failure to Meet Financial Commitment – Motion offered by Donica Mokosak, second by Teresa Heden, approved by board as proposed with no additional changes suggested.
 - iv. 1st reading of Policy 810E: Business Procedures-Tuition Refund – Motion offered by Tony Lemek, second by Steve McIntosh, approved by board as proposed with no additional changes suggested.
- c. Public Relations / Marketing (Tyler Edwards) – See Report
 - i. Timeline of marketing activities – web redesign (LOLOL and LCS working together,) just received vendor contract so work will continue. Direct mail postcards were sent to Mark Twain and Jefferson elementary school families with focus due to their potential for closing. Two stories were written for the QCMom’s Blog – Ms. Alongi will be in contact with Kris Girskis to give the okay to post the articles.
 - ii. Committee wants to set a plan and focus areas for next year. It was suggested to use a range of formats for communicating activities, to increase awareness and participation.
- d. St John Vianney Update (Brian Nikulski) – No Report – next meeting is March 20th
- e. Executive (Karen Moldt-Chair)
 - i. Board of Education elections for next term – There will be 1 vacancy as Mike Puthoff is at the end of his term (2nd of 2 consecutive 3-year terms.) There is 1 alternate vacancy (Kris Derscha’s position was filled by Tony Lemek, so Tony Lemek’s alternate position is now vacant.) Teresa Heden, Maren Stoflet, and Donica Mokosak are at the end of their 1st 3-year terms and have the option to continue for a 2nd consecutive 3-year term. Karen will send out the process for elections soon so that all are prepared for the nomination process. New members will be elected at the May 10th BOE meeting.

12) Principal Report – See Report

- a. Anticipating additional enrollment in the Pre-K and Kindergarten classes.
- b. Request for BOE approval to add a full-time School Administrator Manager (SAM) (i.e. Assistant Principal) position for the upcoming 2018-19 school year. (See Principal Report or information identifying the need for a SAM.) Ms. Alongi noted that earlier that day Fr. Jason informed her that the current budget would not be able to support this recommendation.
 - i. Fr Jason provided input, understanding the identified need for a SAM, as well as concern with what LCS/LOLOL can afford. He researched what other area Catholic schools are doing and shared what he learned about JFK, All Saints and St. Paul’s. The salary for a full-time SAM of \$30k plus \$7k for benefits would put LCS/LOLOL in a position of financial burden given the current budget.
- c. Questions were asked if one or two sections of Kindergarten are anticipated given enrollment numbers, if there are any other grades shifting from two to one section, and

how Middle School Spanish will look next school year. Ms. Alongi said she is tracking enrollment and this isn't finalized yet.

- d. After further discussion related to staffing, the BOE decided to look at alternatives (such as a part-time SAM) that would meet budget needs. Costs and benefits of alternatives for Middle School Spanish also need further exploration.

13) Business Manager's Report –

- a. Review of 2018-19 School Budget (Sheryl Lackey was unable to attend and provided proposed budget in advance of BOE meeting)
 - i. BOE went through the preliminary budget, which was based on 218 students, reflected the 2018-19 tuition increase, and registration fees based on the 218 student number. The preliminary budget included the addition of a Kindergarten Aide and a full-time SAM, and no replacement for the Middle School/Spanish position for 2018-19.
 - ii. Questions that were raised – how did the personnel cost increase with one teacher leaving rather than decrease, how does Starry Night Home & School pay for educational materials (ex. textbooks) and is this accounted for, is the SAM position included as an expense by itself or is it included as part of the regular staffing numbers, and is the increase in dollars for maintenance due to the aging facility and anticipated increased costs for repair? Action for Sem. James Flattery to bring these questions to Sheryl Lackey for clarification.
 - iii. Total budget shortfall is -46% (Fr. Jason noted that the goal is to work to get at or below -43%.) Karen Moldt suggested including this in the budget the information we have as of today, and pointed out there is the potential to change if enrollment changes and if there is a need for four versus three Middle School classes/teachers. In order to reduce the shortfall to the -43%, the draft budget needs to be reduced by 3% which is \$41k. It was recommended to revise the budget for removal of \$21k for online Spanish instruction, resolve how the Starry Night H&S contributions are accounted for if they should increase from funds raised by \$7k and if textbook purchase of \$18k is included, and it was mentioned that there is potential the enrollment is conservative and could increase. Once revised, this may bring the budget close or within the needed shortfall range of -43% or less.
 - iv. Karen Moldt will get bring the aforementioned forth to Sheryl Lackey for revisions, Finance Committee will review, and then get back to BOE for approval.
 - v. A question was asked about blended teaching in Middle School as potential to cover subjects. Ms. Alongi is uncertain if the Middle School scheduling would allow.
 - vi. BOE agreed to schedule a special meeting so that the voting members can complete the discussion and approve the 2018-19 budget after the numbers are firmed up. Action for Maren Stoflet to find a date/time that the majority of voting members can meet within the last 2 weeks of March.

14) Old Business or New Business – none

15) Closing Prayer – offered by Fr Chris Weber

16) Adjourn regular session – Motion to adjourn offered by Teresa Heden, second by Brian Nikulski, approved by board at 8:12 PM.

17) Closed Session - session held

18) Adjourn – Motion to adjourn offered by Tyler Edwards, second by Donica Mokosak, approved by board at 8:26 PM.

19) Future Meetings

- April 12, 2017 – 6:30 p.m. LCS Library