

**Lourdes Catholic School – Board of Education**

**Thursday, May 10, 2018, 5:30 – 6:30 PM**  
**Location: Lourdes Catholic School Library**  
**Agenda**

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

- 1) **Call to Order** - meeting called to order at 5:33 PM by Karen Moldt
- 2) **Opening Prayer** - offered by Fr Chris Weber
- 3) **Introduction of Guests**
  - a. Amy Paul, Danielle Behnke, Miriam Wilson, Kurt Tressel, Joanne Anderson, Jenny Grobstich, Andrea Reilly
- 4) **Approval of Agenda** – Motion offered by John Leinart, second by Steve McIntosh, approved by board.
- 5) **Approval Minutes** – April minutes were approved electronically 5/8/2018
- 6) **Open Forum** –
  - a. Jenny Grobstich – Questions about new open forum policy/procedure – concern with names and statements included in the BOE meeting minutes.
    - i. Karen Moldt - BOE meetings are public meetings, Maren Stoflet - names and summaries have been included in minutes.
  - b. Andrea Reilly – Shared concerns that feeling of open forum held in April BOE meeting with new open forum policy/procedure was not welcoming and lacked interaction, and concerned about staffing decisions.

- i. Karen - staffing decisions are within Ms. Alongi's responsibility as Administrator.

Also voiced concern, along with Jenny Grobstich, with how middle school religion is taught as they don't feel there is full support from the school.

- c. Jenny Grobstich suggested those families that choose to leave the school should be evaluated to find out for what reason(s), to learn why LCS enrollment has declined while other Diocese schools have not.
  - i. Karen - BOE will take into consideration. (The BOE has looked into this along with Ms. Alongi this year and in past years.)

**7) Strategic Initiatives Update (Puthoff, Veit, Reilly, Snyder, Willits) – See Report**

- a. Mike Puthoff highlighted it is the end of the 2<sup>nd</sup> year of the Strategic Plan initiatives (began 2016). Mike will meet with Dave Kaney on May 19<sup>th</sup> to merge the remaining portions of the plan with OLOL to move to a joint OLOL and LCS Strategic Plan, and may recommend closing out the LCS Strategic Plan. Both Mike and Dave are outgoing members of their respective boards (Mike Puthoff from LCS Board of Education, and Dave Kaney from OLOL Parish Council) and will bring representatives to the upcoming meeting(s) to transfer information and ongoing support. Karen will send an email to follow up after new BOE members are determined (later this meeting.)

**8) Father Jason Report**

- a. No Report – Information included in Fr Chris' Report below

**9) Father Chris Report**

- a. Bettendorf Catholic Study Committee is currently in the document writing phase, next meeting scheduled in June to begin to wrap in all subcommittee reports.

**10) Special Interest Group Reports:**

- a. Boosters/AD Report (Alec Clark) – No Report
  - i. Next Athletic Directors meeting will be August 16th to finalize plans for the 2018-2019 school year
- b. Home & School Association (Nicki Johnson) – See Report
- c. Teacher Representative (Sarah Snyder and Cayleah Willits) – See Report
  - i. Highlighted success of the Middle School Chicago trip, and Puppet Show was well received.

Andrea Reilly asked about availability of the reports being referenced. BOE members responded that reports are emailed in advance up to the BOE meeting date to the members and highlights or any items for action are discussed at the meeting. This is to keep the meetings to a reasonable duration. It was suggested to make paper copies of the reports available at the beginning of each meeting and BOE will consider for next school year.

- d. Scott County Catholic Schools Advisory Board (Donica Mokosak, Jennifer Alongi) – No meeting/report
- e. Assumption High School (John Leinart) – See Report
- f. Grant Writing (Teresa Heden) – No Report

- i. There has been teacher interest in a STEM grant application and Teresa will work with the teacher.
- h. Pastoral Council Report (Dave Kaney) – See Report
  - a. Accepting nominations to fill what will be 2 vacant positions, would like to have a LCS parent representative on the Parish Council
  - b. Dave is temporarily taking on duties vice Kris Derscha to cover the OLOL Fall Festival scheduled Sat. Aug 25<sup>th</sup> - will work with Home & School to coordinate. Teresa Heden suggested Cub Scouts may want to help support i.e. dunk tank, carnival in each classroom, etc. Tyler Edwards offered the Marketing Committee can help to link up church and school efforts. Discussion about support from parent volunteers, logistical questions. Dave will continue to pursue ideas with Home & School, Karen offered BOE to help, and Sheryl to research past costs/earnings to help with budget.
- i. School Improvement Advisory Committee (Ms. Alongi/Donica Mokosak) – No meeting/report, upcoming meeting May 21<sup>st</sup>

**11) Religious Education Reports:**

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

**12) Board Committee Reports:**

- a. Finance (Karen Moldt, Mike Puthoff, Dave Reilly Jennifer Alongi, Sheryl Lackey, Andrea McGivern) – will be meeting later in May to go over lessons learned
- b. Policy & Procedure (Maren Stoflet)
  - i. 3<sup>rd</sup> reading of Policy 810D: Business Procedures-Failure to Meet Financial Commitment - Motion offered by Teresa Heden, second by John Leinart, accepted by board.
  - ii. 3<sup>rd</sup> reading of Policy 810E: Business Procedures-Tuition Refund Policy - Motion offered by Teresa Heden, second by Steve McIntosh, accepted by board.
  - iii. Review and update of all policies has been completed as scheduled for 2017-2018 school year.
- c. Public Relations / Marketing (Tyler Edwards) – Tyler provided report at meeting
  - i. Field Day class color shirts funding has been secured by donations, 2<sup>nd</sup> posting for QC Moms Blog, ideas coming together for same landing page and updates to school and church websites
  - ii. Tyler – May pursue façade grant for City of Bettendorf. There had been an inquiry at a Bettendorf City meeting asking why LCS had not applied yet due to being affected by construction. There was discussion about the state of the parking lot and fence and potential options for the short-term. Sheryl Lackey will provide information regarding the facade grant to the Marketing Committee/Grant Writing Committee.
  - iii. Pre-K enrollment signage has been setup outside, flyers are available for distribution to anyone that has ideas for placement.
- d. St John Vianney Update (Brian Nikulski) – No meeting/report
- e. Executive (Karen Moldt-Chair) – No meeting/report

**13) Principal Report (Ms. Alongi) – See Report**

- a. Current K-8 enrollment is at 217 students (budget for 2018-2019 used 218).
- b. 6<sup>th</sup> grade has 27 students enrolled – Ms. Alongi will further discuss the possibility of two 6<sup>th</sup> grade classes with Fr Jason.
- c. Questions about enrollment numbers last year at this time and if any known reasons for those not re-enrolling – Ms. Alongi would have to check to confirm number, but thought to be higher currently than last year at this time, and gave overview of reasons given for not re-enrolling. Question was asked about financial hardship cases – Sheryl Lackey said efforts are made to work with those in a difficult situation.
- d. SAM (School Administrator Manager) position is close to a decision. Staffing and budget considerations for potential additional 6<sup>th</sup> grade teacher undergoing evaluation and decisions by Sheryl Lackey and Ms. Alongi.

**14) Business Manager’s Report (Sheryl Lackey) – See Report**

- a. Higher income last month – due in part to Embracing Our Future money, 4-yr old Preschool grants money, and other grant money and donation coming in (grants are not normally budgeted.) Income will likely decrease next month.
- b. Better collection with past due accounts, more contacts are being made.

**15) Old Business or New Business**

- a. SCRIP – Donica Mokosak led discussion about going online for SCRIP ordering via Great Lakes site. Donica asked for input with setup where families get a certain percentage toward tuition, and remaining percentage goes to the school, and if it might help encourage SCRIP sales. This setup is for submitting an order and doesn’t include credit card payment (which has an additional fee.) Several thought the two big changes (online ordering and split in percentage) might be a lot at one time. May be better to start discussions for potential split percentage return at beginning of next school year so that it could be included in next year’s budget process.
- b. Board of Education (BOE) Elections for next term
  - i. Nominating Committee (John Leinart and Dave Reilly) – Made recommendations for new (2018-2021) BOE members and met with Fr Chris Weber and they have been reviewed by the OLOL Parish Office.
    1. Two BOE member positions – Kurt Tressel, Nicki Johnson
    2. One BOE alternate position – Mark Martinez
  - ii. Election of Executive Committee (2018-2019) by voting members – Mike Puthoff presided over the election. Mike Puthoff and Fr. Chris Weber tallied the votes.
    1. President – Karen Moldt received the majority of votes, and respectfully declined. Other votes were cast for Tyler Edwards, Steve McIntosh, and Maren Stoflet. Second ballot was cast and Maren Stoflet received the majority of votes, and accepted.
    2. Vice President – Tyler Edwards received the majority of votes, and accepted.
    3. Secretary – Steve McIntosh and Donica Mokosak received the same number of votes. Second ballot was cast for the two nominees and Steve McIntosh received the majority of votes, and accepted.

**16) Closing Prayer - offered by Fr Chris Weber**

**17) Adjourn regular session** - Motion to adjourn offered by Tony Lemek, second by Teresa Heden, approved by board at 6:47 PM.

**18) Closed Session – none held**

**19) Adjourned at end of regular session**

**20) Future Meetings**

- June 7, 2018 at 6:30 PM in the school library