

**Lourdes Catholic School-Board of Education**

**Tuesday, August 21, 2018-6:00 PM**

**Location: Lourdes Catholic Library**

**Meeting Minutes**

	<u>Voting Members</u>		<u>Non-Voting Members</u>
X	Maren Stoflet - President	X	Jennifer Alongi - Principal
X	Tyler Edwards – Vice President		Sheryl Lackey – Business Manager
X	Steve McIntosh– Secretary	X	Angie Kaney-H&S President
X	Fr. Jason Crossen	X	Fr. Chris Weber
	Nicki Johnson	X	Sarah Snyder – Teacher Representative
X	Kurt Tressel	X	Cayleah Willits – Teacher Representative
X	John Leinart	X	Alec Clark –Athletic Director
X	Tony Lemek		Emily Andes – Director Faith Formation
X	Donica Mokosak	X	Kelly Bush – Liaison BOE/Parish Council
X	Brian Nikulski (and SJV Representative)		Mark Martinez
	Karen Moldt		Danielle Behnke
X	Dave Reilly		

1. **Call to Order** - Meeting called to order at 6:02 PM by Maren Stoflet
2. **Opening Prayer** - Offered by Fr. Chris
3. **Introduction of Guests** (No guests)
4. **Approval of Agenda** - Motion offered by Kurt Tressel, second by Tyler Edwards, approved by board.
5. **Approval of Minutes** - May meeting minutes approved electronically
6. **Open Forum** - Nothing presented in open forum
7. **New Board Member Training Session** *PowerPoint* developed by Dr. Lee Morrison delivered by Maren Stoflet to the Board: Some of the slide headlines:
  - a) Value of the Catholic School

- b) Teachers promoting the Catholic faith
- c) Types of Boards, and the purpose of the Board
- d) Talked about what items make the Board Catholic
- e) Advantages of the Board
- f) Purpose of the Board—Advise the Pastor and Administration—faith based to guide the school
- g) Spoke of the items that the Faith Formation does not do
- h) Spoke of policy formation-Fr. Jason with the authority to veto
- i) Board Responsibilities/Role of the Administrator/Role of the Pastor/Role of the Board President/Chain of Command
- j) Spoke of the issues that are Board concerns
- k) Board's leadership role/ Effective boards/Setting the Agenda

8. **Fr. Jason Crossen Report / Fr. Chris Weber Report**

- a) Preparation for the school year.
- b) Not much has changed since last meeting on the Bett. /Catholic study
- c) Parish offices officially moved in July—same building as Little Lancers. Open house Sunday, August 26th
- d) (Fr. Chris) no Thursday class masses—replaced with prayer workshops.
  - i. Priests will talk about different prayer topics throughout the year
- e) Approved the new logo
- f) Working on the updated website—must be mobile friendly—will have an app as well
- g) *ALPHA* (new program) -10-week series, answering fundamental Christian questions. For people exploring their faith for the first time or lifelong Catholics
- h) *Catholicism 101*-New series in January – “Everything you should have learned in Sunday School but didn’t”
- i) Scheduling interviews to lead the youth ministry

9. **Special Interest Group Reports:**

- a. **Boosters/AD Report (Alec Clark)-No report**
- b. **Home & School Association (Angie Kaney)**
  - i. Highlights—upcoming events
  - ii. Lourdes Calendar of events—Nice summary of events that take place at the school and church—will be continually updated throughout the year.
  - iii. Goals of Home &School—100 years for the school/ 115 years for the Church
  - iv. Improving communication and document roles and responsibilities
  - v. Brian Nikulski offered a question—Online Scrip sales? It will be ready to go in the coming days commented Donica Mocosak.
- c. **Teacher Representatives (Sarah Snyder and Cayleah Willits)**
  - i. *Teachers took Trauma informed training* in June—Help with students
- d. **Assumption High School (John Leinart)**

- i. John shared-enrollment up this year at AHS
- e. **Parish Council Report (Kurt Tressel)-No new report**
  - i. Next meeting September
- f. **School Improvement Advisory Committee (Jennifer Alongi/Donica Mokosak)**
  - i. NO REPORT

10. **Religious Ed. (Emily Andes) No New Report**

11. **Board Committee reports**

- a. **Finance Committee - No New Report**
- b. **Policy and Procedure – Tony Lemek**
  - i. 1<sup>st</sup> Reading Policy 303A-Contract Period (Change “LCS” to “Lourdes Catholic School”—keep word “Administrator”)
    - 1. All in favor—Motion passes
  - ii. 1<sup>st</sup> Reading Policy 303B-Contract-Teachers
    - 1. Kept 1<sup>st</sup> sentence and removed the details after the 1<sup>st</sup> sentence
    - 2. Dave Reilly had questions concerning all of the items crossed out.
    - 3. Ms. Alongi shared those items all should be crossed out as it is not currently being followed.
    - 4. No motion to approved—needs to go back to Policies to review and perhaps edit.
  - iii. 1<sup>st</sup> Reading Policy 501A-Admissions
    - 1. Proposed to delete 2<sup>nd</sup> sentence,
    - 2. Fr. Jason offered a re-wording, “current families, parish families, non-parish families”
    - 3. Needs to be re-written and read again at the next meeting
  - iv. 1<sup>st</sup> Reading Policy 501B-Transferring Students
    - 1. Remove sentence three
    - 2. Ms. Alongi shared it is far too detailed for board policy
    - 3. Reilly votes to accept , all accepted
    - 4. First reading approved with changes
- c. **Grant Writing**
  - i. Bettendorf Façade Grant will be sent out this week as shared by Maren from Karen Moldt (via email earlier in the day)
- d. **Public Relations Marketing (Tyler)**
  - i. Lourdes Wine and Cheese Social
  - ii. Target Jefferson/Mark Twain areas to come to Lourdes
  - iii. QC Mom Blog—1300 clicks on the stories we had written
  - iv. 100-year Anniversary new banner approved
- e. **St. John Vianney Update (Brian Nikulski)**
  - i. Brian would like direction on a couple of items improving Lourdes/SJV relationship

- ii. Ms. Alongi shared after Pre K—SJV should be actively promoting that these children attend Lourdes
- iii. Brian shared that SJV is doing a golf outing and are encouraging Lourdes parishioners to join on September 9<sup>th</sup>. Lourdes is actively promoting
- f. **Executive (Maren Stoflet)**
  - i. Goals for 2018-2019
    1. Visibility and communication
    2. Strengthen SJV/Lourdes links
    3. Efficiency of meetings
  - ii. Committee Chairs and members for 2018-2019
  - iii. BOE page updated on LCS website

12. **Principal Report (Jennifer Alongi)**

- a. *Uncommon Gratitude* is being used as book study for the teachers
- b. (Alongi) Multiple staffing changes for the upcoming school year
- c. Gave 18 tours this summer
- d. Preschool and pre-k—only a few slots left

13. **Business Manager Report (Sheryl Lackey)-No Report**

- a. Security system install

14. **Old Business or New Business:**

- a. Tony Lemek asked can we track or improve different people to volunteer (always the same people). Can the Board do anything?
  - i. Angie Kaney offered a response using ministry scheduling Pro to sign up for multiple areas.
  - ii. 10 iPads set up at Unpack the Backpack should make it easy for those to sign up to volunteer
  - iii. Volunteer survey set out a few weeks later to encourage new volunteers and make it easier.
  - iv. Tyler said Marketing plays a role in this as well—personal invites to Lourdes events. Personal emails vs. mass email.
  - v. Brian Nikulski asked that Home & School have more social events...trivia, BINGO, etc. to get more people involved.

15. **Closing Prayer:** Offered by Fr. Jason

16. **Adjourn Regular Session:** Motion to adjourn regular session offered by John second by Tony, approved by Board at 7:59 PM

17. **Future Meetings**

- a. (Approved electronically as of June 30, 2018)

- Tuesday, September 18, 2018, 6 PM
- Tuesday, October 16, 2018, 6 PM
- Tuesday, November 20, 2018, 6 PM
- Tuesday, December 18, 2018, 6 PM

- Tuesday, January 15, 2019, 6 PM
- Tuesday, February 19, 2019, 6 PM
- Tuesday, March 19, 2019, 6 PM
- Tuesday, April 16, 2019, 6 PM
- Tuesday, May 21, 2019, 6 PM
- Tuesday, June 18, 2019, 6 PM