

Lourdes Catholic School-Board of Education

Tuesday, December 18, 2018-6:00 PM

Location: Lourdes Catholic Library

Meeting Minutes

	<u>Voting Members</u>		<u>Non-Voting Members</u>
X	Tyler Edwards - President	X	Jennifer Alongi - Principal
X	Donica Mokosak – Vice President	X	Sheryl Lackey – Business Manager
X	Steve McIntosh– Secretary	X	Angie Kaney-H&S President
X	Fr. Jason Crossen		Fr. Chris Weber
X	Dave Reilly	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	Mark Martinez	X	Kelly Bush – Liaison BOE/Parish Council
X	Brian Nikulski (and SJV Representative)	X	Amy Paul-SAM
X	Karen Moldt	X	Miriam Wilson (Guest)
		X	Brent Morlok (Guest)
X	Beth Giese(Guest)	X	Brett Adams (Guest)

1. **Call to Order** - Meeting called to order at 6:03 PM by Tyler Edwards
2. **Opening Prayer** - Offered by Fr. Jason
3. **Introduction of Guests:**
4. **Approval of Agenda** - Motion offered by John Leinart, second Brian Nikulski, approved by board.
5. **Approval of October minutes:** Motion to approve with modifications; 1st Karen Moldt, 2nd Donica Mokosak
6. **Open Forum** - Nothing presented in open forum
7. **Old Business or New Business-Brent Morlok presenting**
 - a. I-74 Update

- b. 2019-5-year construction period (original) now down to 3.5 years
- c. Iowa bound traffic starting at Ave of Cities to River Dr. will be completely closed-new alignment. Need to take 19th Street to River Dr. on ramp, rail crossing at 4th Ave. will be an issue.
- d. Dynamic traffic control will be in use
- e. One lane on the bridge crossing the River
- f. In Iowa-Grant Street to Middle Road will be closed. Must get off at Grant Street
- g. Get on 14th, two Stages (2A) continue north on to Kimberly to Middle, take a right head back on 74. (6-8 weeks)
- h. During the detour 2A and 2B, it will last all of 2019. Starting April 1st give or take weather.
- i. There will be some road closures as well; Calvert Street and 14th Street closed to all traffic north of Jumpstart.
- j. Brown Street will be closed at 14th Street as well (April 1st as well)
- k. Temp traffic signal at Mississippi Blvd. and 14th Street
- l. Will create more backups
- m. Request into the DOT to change the staging a bit. Like to Start with 2B. DOT is still reviewing. An email will be sent upon getting an answer
- n. Little Lancers –no decisions made—just some thoughts. Utilize the alley, maybe eliminate the parking in the front for 2019. Encourage parents to park in available spaces and walk to pick up children.
- o. He did mention the bridge is behind schedule—the river’s height/floods have hurt the cause.
- p. The potential exists the detour could last beyond 2019, if the river span is not ready.
- q. Bridge will never be closed
- r. Dave Reilly questioned no planned work on the other bridges? He confirmed, however the Arsenal may do a little bit of work if they are appropriated the funds as they must use it.
- s. Fr. Jason asked will both on-ramps from the Iowa side be open? Yes.
- t. Planned work on 18th Street for 2020. Central Ave. to Lincoln. It may need to shift if this other work is not completed.
- u. At end of project 14th Street will turn into Brown Street
- v. West bound bridge supposed to be completed by Thanksgiving 2019
- w. Brent will come back in January BOE for another update.

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

- a) Introduced Brett Adams
 - Youth ministry in Chicago suburbs for the past 9 years
 - Primarily with middle school/HS, but are taking a broad approach
- b) Bettendorf Catholic Study meeting 2 sessions at SJV and Lourdes on the work that has been done thus far.

- More focused direction of the Bishop
- Then there will be a feasibility study after that
- c) Meeting with AHS subsidy is going down a little bit
- d) Christmas items
- e) Head of maintenance Travis Janson is leaving to go to East Moline
- f) Tony Lemek questions about the best way to communicate to the parents.
 - Fr. Jason said a Power Point presentation
 - Fr. Jason also said the communication has been on-going at the masses as well as educational presentation this past June. Advertised in the bulletin as well to educate and be transparent.

9. **Principal Report (Ms. Alongi)**

a. **SAM Report (Assistant principal)**

- i. School Administrator Manager
- ii. Function is similar to an Ast. Principal
- iii. Amy is in the process of getting her masters at St. Ambrose
- iv. She is overseeing the Catholic identity (Prayer Buddies, CSW committee, Mass & Special Events committee)

b. Discipline & Visibility

- i. Primary student discipline contact in the afternoon (morning she is teaching)
- ii. Frees up the Principal for instruction coaching focus Documents of middle school
- iii. Going to more Lourdes events (visibility)

c. Procedural Responsibilities

d. Mentoring New Staff

- i. Assists in mentoring coaching new teachers

e. Title Programs

- i. Monthly Title III meetings (take over in 2019)
- ii. Assist with Title II-A (professional development)

f. School Parish Relationship

Principal Report

- g. Providing the new tuition rate increase for next school year-it did pass
- h. JFK passed the 4.9% increase for child # 1
- i. 17% discount for next child
- j. Finance committee is meeting again Friday for Little Lancer rates.
- k. Tuition is the same for monthly or if it is paid in full at the beginning of the school year. Lourdes does not add a charge for splitting up the payments
- l. Motion by Karen Moldt to approve the tuition increase, 2nd by Brian Nikulski second. All in favor, motion passes.
- m. Questions on the test scores (by Tony Lemek). Looking for trends, doing more item analysis. Ms. Alongi was very impressed with the science results.

- n. Dave Reilly asked how it compares to last year and to Bettendorf and the other schools. Teachers are working on the item analysis reports now.
 - i. Ms. Alongi spoke of comparing against ourselves to see if there has been growth
- o. Probably the last year we will test in the fall—going to spring testing
- p. New testing funds the public schools but not the Catholic schools right now.

10. Special Interest Group Reports:

- a. **Boosters/AD Report (Alec Clark)-**
 - i. Boys basketball starts in January and one date in February
 - ii. Upgraded boys' basketball to Team Snap-receipt given to Sheryl
- b. **Home & School Association (Angie Kaney)**
 - i. Follow up on the \$20,000 how to best use the funds. Mary Guy will be dropping off the check this week
 - ii. Restricted income for the school
 - iii. Analyze the wish list of the past 4 years from Starry Night—look into why the overage occurred.
 - iv. If it happens again, have a statement that the overages would go into a future development fund approved by Pastor and Home and School
 - v. Donica Mokosak asks more about restricted income. Sheryl says we cannot keep carrying money in the checking account.
 - vi. Going forward 2019 need to spend by June 30th, 2020 -Angie Kaney stated
 - vii. Fr. Jason said it should cover the greatest need. Mentioned the boiler is on its last leg.
 - viii. Ms. Alongi said curriculum is a responsible way to spend this money.
 - ix. Dave Reilly said the plan needs to be communicated.
- c. DVD Sales was great Sold 93 CD's, approximately \$450 profit
- d. 100 Year Anniversary is on February 11th
- e. **Teacher Representatives (Cayleah Willits)**
 - i. Nothing separate from the report
 - ii. Kids finishing up reports/projects
 - iii. Santa visited today and again on Wednesday
- f. **Scott County Catholic Schools Advisory Board**
 - i. Have not met-so nothing new to report
- g. **Assumption High School (John Leinart)-**
 - i. Fees were discussed-and may require more study
- h. **School Improvement Advisory Committee (Jennifer Alongi/Donica Mokosak)**
 - i. Has not met-so nothing new to report
- i. **Parish Council Report (Kurt Tressel)**
 - i. Next meeting Jan. 22nd

11. Religious Ed. (Emily Andes)

- a. Karen Moldt mentioned she had 2 parents come up to her; they could not get out of the church—gathering space (North door).
- b. Fr. Jason commented we need to contact Per Mar

12. Board Committee reports

- a. **Finance Committee** - Meeting again this Friday (said Tyler Edwards)
- b. **Policy and Procedure – Tony Lemek**
 - i. Third reading 360A-*Contract Renewal/Non-Renewal*
 - 1. Karen Moldt asks if school is ok with April 15th. (Ms. Alongi was ok with this)
 - 2. Took out “provost” and “FFC”
 - 3. Capitalize the word “Pastor”
 - ii. Approval for 3rd reading with changes; 1st Donica Mokosak, 2nd Brian N.
 - iii. Motion passes
- c. Third Reading Policy 303B-*Administration/Contract-Teachers*
 - 1. Capitalize the word “Pastor”
 - 2. Motion for approval: first Dave Reilly, second by Donica Mokosak
Motion passes
 - ii. Policy 350.1A-*Administration—Third reading*
 - 1. A few edits were made “eight” members to “seven”
 - 2. Verbiage “Board of Education” instead of “3 Board members”.
 - 3. Capitalize Pastor
 - 4. 1st, Dave Reilly second by Donica Mokosak. Motion passes
 - iii. 360B-ADMINISTRATION (Staff/Personnel Grievances)-1st reading
 - 1. 1st page is current, 2nd page is what we are proposing based on the Diocese policy
 - 2. Karen Moldt said she is streamlining it to be just for the school
 - 3. She did add the last sentence highlighted in yellow (see report)
 - 4. Sheryl suggested adding that the Pastor –2nd sentence in # 3. “The administrator /principal informs the Pastor in writing”
 - 5. Sheryl Lackey suggested capitalizing “Board of Education”
 - 6. Motion for approval 1st reading with the changes above, Brian Nikulski 1st, Donica Mokosak 2nd.
 - 7. 1st reading passes
 - iv. 506.1B-Student Personnel (Suspension/Expulsion)-1st Reading
 - 1. Karen Moldt: (Proposed new wording), “Ms. Alongi and School Administration is responsible for developing, communicating and monitoring the policies and procedures that will be followed by Lourdes Catholic School administration and staff regarding student discipline. The policies are to be outlined in the school handbook and will comply with the Diocese of Davenport Board of

Education policies outlined in Sections 505 and 506.” (see handout)

2. Fr. Jason says be specific from “Lourdes Catholic School”
3. Motion to approve 1st reading, Brian Nikulski, 2nd Mark Martinez
- v. 380A-Administration
 1. Confirmed it is in compliance with the Diocese policies
 2. Crossed out “LCS” for “Lourdes Catholic School”
 3. Change “Administrator” to “Principal” noted Brian Nikulski
 4. Motion to approve 1st reading, 1st reading Brian Nikulski 2nd Dave Reilly.
 5. First reading passes
- vi. Policy 520A-*Student Personnel*-First reading
 1. New policy is much more encompassing
 2. Motion to approve 1st reading, Kurt Tressel 1st, 2nd Steve McIntosh, passes 1st reading
- d. **Grant Writing**
 - i. \$2,500 grant from Community Foundation to upgrade the playground
 - ii. Insurance company said that rubber mulch is desired for Big Toy playground area
- e. **Public Relations Marketing (Tyler Edwards)**
 - i. Registration coming up soon, coming up with a strategy to promote.
 - ii. Wine and Cheese Social again in January
 - iii. Discussed STEAM fundraiser, so far collected a little over \$5,900. Brian Nikulski will match up to \$10,000
 - iv. Brian Nikulski commented he didn’t want to put their name on it, but his wife wanted. He is uncomfortable with name attached.
 - v. Brian Nikulski asked about visiting SJV preschool—Fr. Vrba would rather use direct mail in lieu of our teachers and students visit the pre-K
 1. Ms. Alongi said Fr. Vrba provided names and addresses to direct mail; invite them to the Wine and Cheese Social as well as the Lourdes parents.
 2. Donica Mocosak asked if our choir could sing at SJV—Ms. Alongi said they have a really robust choir at SJV.
 3. Ms. Alongi invited us to all masses at start and end of Catholic Schools week
 4. Brian Nikulski mentioned the “vibe” at SJV is that SJV called Lourdes “our” school.
 5. Donica Mocosak stated SJV’s bulletin lists *Lourdes School* under Catholic schools
- f. **St. John Vianney Update (Brian Nikulski)**
 - i. They will continue to meet every other month

g. **Executive (Tyler Edwards)**

- i. Nominations are done in open session
- ii. Fr. Jason has looked at the names
- iii. Tony Lemek and Dave Reilly reviewed the candidates
- iv. 5 people were nominated for 1 full-time and 1 alternate.
- v. Tyler said they are considering having 2 alternates.
- vi. Fr. Jason commented-it's great for parent involvement to be on the Board, but no elders on the Board can be a little weak; not as diversified as we should be.
- vii. Father Jason said just not getting enough involvement. He said good examples in board members is previous teacher, retired principal, attorney, financial backgrounds
- viii. Ms. Alongi said a public-school teacher would be good as well.
- ix. Angie Kaney asked how many people will roll off the Board at the end of the term. Karen Moldt mentioned that she has a spreadsheet showing this.

13. **Business Manager Report (Sheryl Lackey)**

- a. Vicki Underwood (Part time food service) put in for her final day

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

15. **Adjourn Regular Session:**

- a. Motion to adjourn offered by Tony Lemek, second by Karen Moldt- 8 PM

16. **Future Meetings**

- 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