

Lourdes Catholic School – Board of Education

Thursday, December 21, 2017, 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	X	Sheryl Lackey – Business Manager
X	Kris Derscha – Secretary	X	Nicki Johnson – H&S President
X	Fr. Jason Crossen	X	Fr. Chis Weber
X	Tyler Edwards	X	Sarah Snyder – Teacher Representative
X	Teresa Heden	X	Cayleah Willits – Teacher Representative
X	John Leinart	X	Alec Clark –Athletic Director
X	Steve McIntosh		Emily Andes – Director Faith Formation
	Donica Mokosak	X	SJV Representative (Mr. Nikulski, voting member)
X	Brian Nikulski	X	Dave Kaney – Parish Council
X	Mike Puthoff	X	Tony Lemek – Board Alternate
x	Dave Reilly		

- 1) **Call to Order** 6:32 pm by Karen Moldt
- 2) **Opening Prayer:** Offered by Fr. Crossen
- 3) **Introduction of Guests:** Mrs. Myriam Wilson
- 4) **Approval of Agenda:** Motion by Ms. Heden, Second by Mr. Edwards. Aye/Nay/Abstain – 11/0/0. Agenda approved.
- 5) **Approval Minutes** – November meeting minutes approved electronically.
- 6) **Open Forum** – Mrs. Wilson requested an update on religion in the pre-K program. Ms. Alongi stated that LCS will be moving forward with purchasing a religion curriculum for the pre-K students in 2018/2019 school year. For 2017/2018 school year we will continue with what we have been doing this school year. Mrs. Wilson expressed her dissatisfaction with the process duration and that ultimately no formal religious curriculum would be added during the 2017/2018 school year for pre-K students. Father Chris stated the process took a reasonable period of time given the steps that needed to be taken by the research committee. He explained that waiting until next school year is best course to take – the committee polled affected parents and it was not a unanimous vote to add religion to the curriculum. Since we are well into the school year, it will be best to wait until next year to add the curriculum.
- 7) **Strategic Initiatives Update (Puthoff, Veit, Reilly, Snyder, Willits)** – No Report.
- 8) **Father Crossen’s Report:** Fr. Vrba (SJV) and Fr. Crossen are in communications regarding a committee to study the needs of the Catholic community in Bettendorf. A kickoff meeting will

be held in the first two weeks of January. Committee members from both parishes are being invited after Christmas.

9) Special Interest Group Reports:

a. Boosters/AD Report (Alec Clark) – see report



09 a Athletic
Booster Report

- i. Discussion about Starry Night Funds – Mr. Clark will work with Ms. Alongi and Mrs. Lackey to distribute 2017 Starry Night Funds.
- ii. Considering Athletic Booster fund (like Field Trip Fund) in 2018/2019 school year.
- iii. Forming Booster Committee and formalizing meetings between athletic director and committee.

b. Home & School Association (Nicki Johnson) – see report



09 b BOE LCS H&S
Report Dec

LOURDES STARRY NIGHT FUNDRAISING ACCOUNT		
Item(s)	Cost	Notes
2017 Starry Night Profits	\$60,000.00	
Give 10% to Church from 2017 fundraiser	\$6,316.00	Actual amount paid on 8/22/17
Items for the Teacher/Staff LSN Wish List 2017	\$1,845.24	See "Teacher Wish List" items additional spreadsheet below for status
2016-2017 Science Lab Grant Matching funds	\$26,000.00	Total is 26K (decreased by 5K) - check cut 10/8/17
Reading/LA textbook adoption - K & 1st Grades	\$13,457.04	Actual amount - paid \$12,705.40 on 7/23. Paid \$728.64 on 9/4 for additional first grade materials.
TCI Social Studies text - 2nd & 3rd Grades	\$3,386.25	Actual amount paid on 7/9
Replace 13 desktop computers - Computer Lab	\$16,421.00	Actual costs for 13 desktop computers and 3 teacher laptops (reduced from 5 to 3). Paid on 8/22
New software for new desktops	\$2,000.00	No receipts received to date. Allocated 2K in the budget
Total estimated amount spent/to spend from fundraising account in '17:	\$69,425.53	
Current Fundraiser Account Balance:	\$29,056.08	Balance as in Quickbooks as of 12/13.
Field Trip Fund 2017/2018	\$5,000.00	Ongoing - teachers submit forms as field trips arise.
Additional Computer Software	\$2,000.00	Mrs. Lawrence confirmed she will be utilizing. Awaiting receipts.
Items for teacher/staff wish list	\$1,579.60	See status on "Teacher Wish List" items spreadsheet below. Total costs will be over by \$45.24 after all purchases/reimbursement.
Awnings	\$2,625.00	
Kids Service Committee	\$250.00	
Prayer Buddy Activities	\$250.00	
2017/2018 Emergency Fund	\$10,000.00	
Fundraiser funds still available:	\$7,351.48	
Additional Wish List Items with 2017 Funds - Ms. Alongi provided costs 12/18/17		
3 bar-height stools for the science lab	\$256.00	Additional shipping charges may apply
Cheerleading uniforms	\$2,000.00	Mr. Clark estimating between \$1K and \$2K
Additional ipad or two for use the special ed classroom	\$858.00	2 ipads
3 additional teacher laptops	\$3,000.00	3 laptops
Girls & Boys Basketballs	\$900.00	
Total Additional funds to be spent:	\$7,014.00	
Estimated Amount to be carried over to 2018:	\$337.48	
Starry Night Wish List Items - 2018/2019		
Reading/Language Arts Adoption - 2nd & 3rd Grades	\$10,500.00	
Middle School Science Adoption - 6th - 8th	\$19,700.00	
Part-time floating reading/math aide for 2018-2019 - Various Grades	\$11,000.00	
Processional Banner - Fr. Jason	TBD	
Field Trip Fund 2018/2019	\$5,000.00	
	\$46,200.00	

- i. Starry Night expenditures attached. H&S does have \$ for Cheerleading uniforms and Girls/Boys basketballs.
- ii. SCRIP Sales low, but have plans to work on it. Ongoing plans to publicly thank families who purchase SCRIP.
- iii. Starry Night – Wish-list for 2018 doesn't include budget for boosters. Ms. Alongi and Fr. Crossen will decide how to move forward to include \$ for boosters in Starry Night.
- iv. Religious Ed participation in Starry Night – Is there an opportunity to invite parish families to attend Starry Night? Would like to see improved marketing of this fundraiser to the parish. Fr. Crossen offered to allow announcements after masses to formally invite parishioners to the school fundraiser.

c. Teacher Representative (Sarah Snyder and Cayleah Willits) – see report



09 c BOE Teacher
News - December

- i. Robotics – one team (Lego Team “Pumped Up”) advancing to the state competition in January. This is the second year that this team has represented Lourdes Catholic School at the State Lego Competition. Congratulations!
 - ii. Christmas Programs – very successful. Thanks to Mrs. Lowe and Mrs. Navarro!
- d. Scott County Catholic Schools Advisory Board (Donica Mokosak, Jennifer Alongi) – No meeting; one scheduled in January.

e. Assumption High School (John Leinart) - see report



09 e AHS report
BOE.docx

- Voted on tuition increase – will go up 5% for AHS students.
- f. Grant Writing (Teresa Heden)
- Professional grant writer (Linda), Mrs. Lackey and Ms. Alongi have plans to sit down after January 1st to select which grants to apply for. Grant committee has offered to have a first meeting with the professional grant writer to ensure a smooth process.

g. Pastoral Council Report (Dave Kaney) – See Report




OLOL PC Update
to LCS

- Accepted resignation of parish council member Ms. Dickson and are working on backfilling on this vacant position.
 - Looking for opportunities to bring church / school together. Donut Sunday is being opened to both school and parish families beginning in January.
 - Fall festival on the calendar for 8/25/2018. Mark your calendars!
- h. School Improvement Advisory Committee (Ms. Alongi/Donica Mokosak) - No Report.

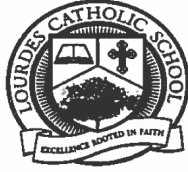
10) Religious Education Reports:

- a. Director of Faith Formation (Emily Andes)
 - i. Forming intentional disciples – opportunity to do some culture shifting in parish. Board is encouraged to attend.

11) Board Committee Reports:

- a. Finance (Karen Moldt, Mike Puthoff, Dave Reilly Jennifer Alongi, Sheryl Lackey, Andrea McGivern)
 - i. Committee has started working on 2018-19 school budget and will be meeting again in January.
 - 1. Looked at pre-K tuition rates and are making suggested changes for next year.
 - 2. Wrap around care rates are being reviewed.
 - 3. Plan to vote on preschool fees / rates at the January meeting. Vote on fees/tuition in February.
- b. Policy & Procedure (Kris Derscha, Maren Stoflet)
 - i. Policies 805A– 3rd Reading - Aye/Nay/Abstain – 11/0/0. Third reading passed.
 - ii. 805B – 3rd Reading - Aye/Nay/Abstain – 11/0/0. Third reading passed.
 - iii. Policy 805C – 2nd Reading - Aye/Nay/Abstain – 11/0/0. Second reading passed.
 - iv. Policy 810A- 1st Reading – Aye/Nay/Abstain – 11/0/0. First reading passed.
 - v. Board of Education Meeting Format – 1st Reading – Aye/Nay/Abstain – 11/0/0. First reading passed, pending review of Diocesan policies and By-Laws.
 - vi. Board visitor Expectations – 1st Reading - Aye/Nay/Abstain – 11/0/0. First reading passed with amendment to remove statement about BOE members engaging in discussion at Open Forum.
- c. Public Relations / Marketing (Tyler Edwards) – See Report

11 c BOE LCS
Marketing
 - i. Met in December to brainstorm ideas for marketing. Exploring student videos where children explain why they love LCS.
 - ii. Preschool newsletter in January – including testimonials. Angie Kaney is coordinating.
 - iii. Family ambassador program – expanding to include pre-K families.
 - iv. Baptismal records – keep in contact with people baptized in the church.
 - v. Web design – met to review three bids received. Will finalize and sign contract in January after final approval received from Fr. Crossen and Ms. Lackey. Bids range from \$2,100 to almost \$20,000. Website will be mobile friendly.
- d. Executive (Karen Moldt-Chair):
 - i. January meeting special topic: There will be a presentation by City of Bettendorf on I-74 bridge traffic patterns and delays planned for 2019. City representative(s) will explain bridge traffic patterns in 2019 due to lane closures and construction of new bridge.

12) Principal Report (Ms. Alongi) - see report



Lourdes Catholic School

Academics ♦ Faith ♦ Community

Principal's Report to the Board of Education December 21st, 2017

2017-18 registration: (K-8 224; PS-8 334)

K = 25	3 rd = 21	6 th = 25	3day PS (3-yr) = 15 (1 open)
1 st = 32	4 th = 23	7 th = 19	2day PS (3-yr) = 15 (1 open)
2 nd = 24	5 th = 29	8 th = 26	Prek AM = 32 (full)
			Prek PM = 32 (full)
			PS/PreK PM = 16 (full)

*One family left and is now attending in East Moline (3rd grader; 6th grader).

*A tour Friday scheduled with a new family who wants to be in 3day preschool.

Leadership of School Culture and Instruction:

1. Iowa Assessments results arrived and went home to parents a couple of weeks ago. "90s" highlights for Lourdes:
 - 95% of our third graders are proficient or advanced in Reading and Math; 91% are proficient or advanced in Science.
 - 91% of our 4th graders are proficient or advanced in Science.
 - 100% of our 7th graders are proficient or advanced in Math; 95% are proficient or advanced in Science.
 - 92% of our 8th graders are proficient or advanced in Math; 96% are proficient or advanced in Science.
2. I am working to rearrange my duties starting in January to be more visible in classrooms during the school day.
3. The PreK Task Force has completed its work. We are adding the **Discovering God's World** (Sadlier) 4-year old Catholic faith curriculum to the Lourdes Starry Night Wish list to be implemented in the PreK classes next school year, 2018-19.

Managerial Leadership:

1. I would like the BOE to approve recommended **tuition and fees for 2018-19** so we can begin registration with accurate numbers in late January. See attached.
2. Survey to PreK parents indicates 21 of our 73 current 4-year olds plan to enroll at Lourdes for Kindergarten. One of our current K-8 families has a PreK student at SJV who plans to enroll for kindergarten, bringing our total to 22 kindergarteners expected for next year so far.
3. The K-7 survey thus far indicates:
 - 16 kindergarteners intend to enroll for 1st grade; 3 are not and 6 are unknown/undecided
 - 29 1st graders intend to enroll for 2nd grade; 1 is not and 2 are unknown/undecided
 - 22 2nd graders intend to enroll for 3rd grade; 2 are unknown/undecided
 - 19 3rd graders intend to enroll for 4th grade; 2 are unknown/undecided
 - 19 4th graders intend to enroll for 5th grade; 4 are unknown/undecided
 - 20 5th graders intend to enroll for 6th grade; 3 are not and 6 are unknown/undecided
 - 18 6th graders intend to enroll for 7th grade; 1 is not and 6 are unknown/undecided

- a. Proposed Tuition increase 4.5%; same as all Catholic Schools in the diocese. Motion to approve tuition increase K-8 – Motion by Mr. Leinart, second by Mr. Nikulski. Aye/Nay/Abstain – 11/0/0. Motion Passed.
- b. Athletic fee – Increase to \$40/student who plays a sport (including cheerleading). Up from \$30/family.
- c. Eliminated Before and After Care registration fee.
- d. Removed instructional fee.
- e. SJV support – need to discuss ‘inflation’ with SJV. LCS tuition continues to increase but SJV support has not changed in two years. Fr. Crossen plans to discuss with Fr. Vrba.
- f. Motion to approve fees by Mr. Edwards, Second by Mr. McIntosh. Aye/Nay/Abstain – 11/0/0. Motion passed.

13) Business Manager’s Report (Sheryl Lackey) – see report

Lourdes Catholic School

BUDGET VS. ACTUALS: 2017-2018

July - November, 2017

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
INCOME				
Total Income			\$0	0%
GROSS PROFIT	\$0	\$0	\$0	0%
EXPENSES				
Total Expenses			\$0	0%
NET OPERATING INCOME	\$0	\$0	\$0	0%
OTHER INCOME				
42000 School Income				
42001 Tuition	281,084	231,607	49,477	121.00 %
42002 Registration Fees	18,375	7,188	11,188	256.00 %
42003 Other Fees (Band)	7,350	3,125	4,225	235.00 %
42004 Transportation	9,200	6,250	2,950	147.00 %
42005 Extended Care Fees	73,930	86,694	-12,764	85.00 %
42005.A Summer Program	29,691	30,000	-309	99.00 %
Total 42005 Extended Care Fees	103,621	116,694	-13,073	89.00 %
42006 Gifts and Donations				
42006.A Gifts and Donations	34,648	4,448	30,200	779.00 %
42006.B SJV Support	41,409	25,950	15,459	160.00 %
42006.C Matching Gifts	1,300	4,458	-3,158	29.00 %
42006.D Other Parish Support	412		412	
Total 42006 Gifts and Donations	77,769	34,856	42,912	223.00 %
42007 Fundraisers LCS	1,365	4,167	-2,802	33.00 %
42008 Grants and Funds (EOF/4Yr/FKM)				
42008.A EOF	62,836	39,035	23,801	161.00 %
42008.B 4 Yr Old Preschool Grant	56,726	83,038	-26,311	68.00 %
42008.C Health Insurance	2,300	4,333	-2,033	53.00 %
42008.D SCRA	35,785	28,005	7,780	128.00 %
42008.H CEBI, Comm Foundation, & Other	26,000	1,250	24,750	2,080.00 %
Total 42008 Grants and Funds (EOF/4Yr/FKM)	183,647	155,660	27,987	118.00 %
42009 Bequests & Memorials	2,305		2,305	
42010 Preschool Tuition - 2 day 3 day	34,848	23,334	11,515	149.00 %
42013 Refunds and Reimbursements	6,621	1,229	5,392	539.00 %
42014 Other Instr, Tech, Admn Fee Income	8,380	3,623	4,757	231.00 %
42016 School Development	3,683		3,683	
42017 Yearbook	75		75	
42018 Pre K Documentation	11,450	3,667	7,783	312.00 %
42019 Before and After Care	16,035	16,813	-778	95.00 %
42020 Student Lunch Income	31,468	33,175	-1,706	95.00 %
42021 Faith Friday	733	1,167	-434	63.00 %
42022 Student Activities	972	3,958	-2,986	25.00 %
42023 Before/After Care Registration	1,300	448	852	290.00 %
42024 Extended Care Registration	1,275	396	879	322.00 %

- a. Waiting on pre-K money to be issued from State of Iowa - \$42K.
- b. Annual Diocesan Appeal update: 107% of target achieved. \$142K. 70% paid already.
For comparison, did not make our ADA goal last year until Easter.

14) Old Business or New Business

- a. None.

15) Closing Prayer – Fr. Weber

16) Adjourn regular session: Motion by Mr. Puthoff, Second by Mr. Edwards. Aye/Nay/Abstain – 11/0/0. Motion passed. Adjourn meeting at 7:55pm to enter closed session.

17) Closed Session – requested by Ms. Alongi to discuss student issues. Called to order at 8:00pm by Mrs. Moldt. Adjourn at 8:10pm.

18) Adjourn Regular Meeting – Motion by Ms. Heden, second by Mr. Edwards. Aye/Nay/Abstain – 11/0/0. Meeting adjourned 8:11pm.

19) Future Meetings

- a. January 11, 2018
- b. February 8, 2018
- c. March 8, 2018
- d. April 12, 2018
- e. May 10, 2018
- f. June 14, 2018