

Lourdes Catholic School – Board of Education

Thursday, November 09, 2017, 6:30 PM

Location: Lourdes Catholic School Library

Agenda

Attendees:

	Voting Members		Non-Voting Members
x	Karen Moldt - President	x	Jennifer Alongi - Principal
x	Maren Stoflet – Vice President		Sheryl Lackey – Business Manager
x	Kris Derscha – Secretary	x	Nicki Johnson – H&S President
	Fr. Jason Crossen		Fr. Chis Weber
x	Tyler Edwards	x	Sarah Snyder – Teacher Representative
x	Teresa Heden	x	Cayleah Willits – Teacher Representative
x	John Leinart		Alec Clark –Athletic Director
	Steve McIntosh		Emily Andes – Director Faith Formation
x	Donica Mokosak		Open – SJV Representative
x	Brian Nikulski	x	Dave Kaney – Parish Council
x	Mike Puthoff		
x	Dave Reilly		

Visitors: Mrs. Shannon Heck

1. **Call to Order** – Meeting called to order at 6:30pm by Mrs. Moldt
2. **Opening Prayer** – offered by Ms. Alongi
3. **Introduction of Guests** – Mrs. Heck, Mrs. Myriam Wilson
4. **Approval of Agenda** – Motion offered by Ms. Heden, second by Mr. Edwards. Motion passed.
5. **Approval Minutes** – October Minutes approved electronically by majority vote.
6. **Open Forum** – Mrs. Wilson requested an update on religion in Pre-K classrooms. The school is putting together a cross functional task force in November to discuss issue. Considering adding religion to curriculum in January. If that is not possible, will add to agenda next year. Task force membership: Fr. Chris, a board member, 3 Pre-K teachers, Ms. Alongi. Should be able to communicate status by December board meeting.
7. **Strategic Initiatives Update (Puthoff, Veit, Reilly, Snyder, Willits)** – See Report below. The strategic initiatives group is not responsible for implementation, just responsible for

ensuring sub-groups are moving in right direction. See report for update of strategic initiatives.



07 Strategic Plan
November 2017

- 8. Father Crossen's Report:** See Report below. Additionally, Brian Nikulski is going to be the SJV member on our board. Brian has been invited to Tuesday's Parish Council meeting at SJV.



08 pastors report
nov 2017.docx

9. Special Interest Group Reports:

- a. Boosters/AD Report (Alec Clark) - See Report below.



November 2017
Boosters BOE

- b. Home & School Association (Nicki Johnson) – See Report below in red.
- Please come to Donuts with Dad
 - St. Nick's Shop – parents active with wrapping gifts.
 - Online SCRIP is being tested – working on implementation using Quick-Books and not the SCRIP specific tool (SCRIP Ware).
 - Leftover Money from Starry night is being reviewed. Ensuring Awnings have been paid for, then Boosters will receive some money.
 - September SCRIP profits may be a little low compared to last year. EFTs are no longer allowed. Without EFTs or online SCRIP, we will not meet goal. Mrs. Mokusak meeting with Mrs. Lackey to discuss.

LOURDES HOME AND SCHOOL REPORT FOR LOURDES SCHOOL BOARD November 2017

Mission Statement: It is the mission of the Home and School Association of Lourdes Catholic School to support the school and all of those within through fundraising, volunteer coordination, and parental and parish involvement.

Community Development:

Upcoming Events:

- Donuts with Dad – Nov 13th

- Pizza Ranch Dining Night - November 20th
- St. Nick's Shop - Nov 27th – Dec 1st
- Buffalo Wild Wings Monday Dining Night - December 11th
- Recently Completed Events:
 - Trivia Night – October 13th. Great participation!
 - Trunk or Treat – October 26th. Raised \$1695 for the Washington DC trip.
 - Book Fair - Sold \$7800 which beat all past fairs, highest being \$6400.
 - **Administrative/Communication/Staff Support:** • • •
 - **Fundraising (Donica Mokosak/Aimee Ruhl/Chrissy Hayes/Brooke Heckinger):**
 - Scrip Update
 - September SCRIP sales were \$18,637. Profit was \$1,126. Annual goal of \$400,000 and profit goal of \$16,000. Please always be encouraging parents, teachers and associated businesses to purchase and use SCRIP. While we have several different fundraisers, SCRIP is one of our major fundraisers and sources of income.
 - Working on implementing Shop with Scrip online SCRIP sales program.
 - Trunk or Treat ○ Raised \$1695 for the Washington DC trip.
 - Moe's Dinner night **Volunteering (Brooke Heckinger/Carla Lemek):**
 - **NEED VOLUNTEERS.** All volunteer opportunities can be found on the school website.
http://www.lourdescatholic.org/Page/Parent_Volunteers.aspx?nt=21
 - Look for monthly opportunities in the Volunteer email sent out monthly.
 - We have been spreading the message about the school's expectation that families volunteer at least 10 hours
- We are trying to finalize purchases with funds raised from the 2017 Starry Night Fundraiser.

- There is roughly \$10K that is still available - connecting with Ms. Alongi on how she would like the remaining funds spent so we can focus on 2018.

Treasurer (Mary Guy): Fundraiser Account: In early October, I issued the \$26,000 check for the Science Lab to Sheryl. The balance in the fundraiser account is now approximately \$29,000.

H&S Account: I deposited \$3,148 in cash related to the Book Fair. There were several deposits related to used uniform sales (\$495 YTD) and I cut a handful of checks related to teacher supplies, Lego Robotics registrations, etc. Family activity fees of \$6,950 have been recognized YTD (Budget of \$7,050).

Starry Night budget was approved by the Board and Finance Council. It will become part of the H&S budget.

- Raised \$160 in October.

- Starry Night:

- Please spread the word to Save the Date for Saturday, March 3rd.

Hospitality (Lindsey Jennings/Kelly Kruck):

- Preparing for upcoming Donuts with Dad in November. This is a new event this year. It should be lots of fun!

Room Parents (Meghan Cornish/Amber Edwards):

- We raised \$1360.00 for our birthday buddy program, this gave each faculty member a \$40 generic scrip gift card for their birthday.

Family Ambassadors (Angie Kaney/Anne Camarena):

- Held multiple events to start off the school year. Lots of feedback from new families that they feel welcome and informed.

Publicity (Kris Girskis):

- Continuing FB, newsletter and variety of other communications.

- c. Teacher Representative (Cayleah Willits, Sarah Snyder) – See Report below.
 - Prayer Buddy Friday
 - Iowa Assessments wrapping up Friday.
 - Thank you to Middle School parents/students for haunted house and Candyland



BOE Teacher News
- November

- d. Scott County Catholic Schools Advisory Board (Donica Mokosak, Jennifer Alongi)
No Report
- e. Assumption High School (John Leinart) – See Report



Nov 6 AHS
report.docx

- f. Grant Writing (Teresa Heden) – Linda has been hired and has given several grants to review. Currently in the research stage; determining next steps for school and parish. Research will be complete by December 31st.
- g. Parish Council Report (Dave Kaney) – Next meeting November 28th.
 1. Formalize a process to determine what types of events are approved in our facilities. Looking for clarification on what constitutes an event.
 2. Lifecycle analysis is out and will be completed in December. Getting committee together to assess the needs of the Catholic community in Bettendorf.
 3. Dr. Tim Gray will be here on 11/17 – 11/18.
 4. Catholic Book Study – encourage school leadership to engage in this activity.



OLOL PC Update
to LCS

- h. School Improvement Advisory Committee (Ms. Alongi, Donica Mokosak) – No Report.

10. Religious Education Reports:

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

Faith Formation Commission Report

Emily Andes

11/8/17

- Recent...
 - Fr. Leo potluck and talk was a HUGE success!
 - Approximately 200 in attendance
 - Great evening of fellowship and learning for our community
 - Many guests from surrounding parishes
- Upcoming...
 - Dr. Tim Grey...professor, author, President of the Augustine Institute...all events are free and don't require a registration!
 - Friday Nov. 17th 7-8:30 pm "Beloved: The Spirituality of Marriage"
 - Saturday Nov. 18th pm mini-retreat from 7:30 am – Noon
 - Mass
 - 3 Talks
 - "Can You Trust in God?"
 - "Why Do We Need the Church?"
 - "Presence: Mystery and Meaning of the Eucharist"
 - Parish wide FORMING INTENTIONAL DISCIPLES book study and discussion groups
 - Planning and organization
 - 4 groups beginning in January and running 7 weeks
 - 2 groups with Day/Time/Location TBD by volunteer leader
 - Sunday between morning Masses (9:35-10:25)
 - Wed evening in conjunction with during RE classes (6:30-10:25)
- Adult Faith Formation
 - RCIA
 - Meets Mondays at 6:30 in the RCR
 - 5 interested in receiving the sacraments and joining the church
 - 3 life-long Catholics interested in brushing up on church teachings for purposes of evangelizing and defending the faith
 - Called and Gifted
 - Working with program leadership to assist participants in their discernment process by providing opportunities to "test" gifted areas in parish ministries.
 - Ongoing support and resourcing for study groups and individuals

11. Board Committee Reports:

a. Finance (Karen Moldt, Mike Puthoff, Dave Reilly Jennifer Alongi, Sheryl Lackey, Andrea McGivern) – Meeting in November.

b. Policy & Procedure (Kris Derscha, Maren Stoflet)

1. Third Readings:

(a) Policy 102B – No changes requested. Motion to approve third reading by Mr. Puthoff, second by Mr. Reilly. Motion passed Aye/Nay/Abstain: 10/0/0.



Policy 102B Name
of School.docx

2. Second Readings:

(a) Policy 805A – Budget – Lourdes Catholic School. No changes requested. Motion to approve second reading by Ms. Heden, second by Mrs. Mokosak. Motion passed Aye/Nay/Abstain: 10/0/0.



Policy 805A
Budget LCS.docx

(b) Policy 805B – Salary Review – Personnel. No changes requested. Motion to approve second reading by Ms. Heden, second by Mr. Leinart. Motion passed Aye/Nay/Abstain: 10/0/0.



Policy 805B Salary
Review.docx

3. First Readings:

(a) Policy 805C – F.I.C.A – Lay / Religious Personnel. Minor change requested to wording to include the word “parish” following “Our Lady of Lourdes”. Motion to approve first reading by Ms. Heden, second by Mrs. Mokosak. Motion passed Aye/Nay/Abstain: 10/0/0.



Policy 805C FICA
for Lay Religious

4. Draft Readings:

(a) New policy drafted to define Open Meetings/Closed Session expectations. Feedback received and will be combined to present official first reading at the next board meeting.

(b) New policy drafted to define board visitor expectations. Feedback received and will be combined to present official first reading at the next board meeting.

c. Public Relations / Marketing (Tyler Edwards) – See Report

- Website redesign: Waiting on bids from all three vendors. Targeting late spring for completion. Planning to create a small committee to capture what people want to see and to clean up what is currently on the website.



Marketing
Committee Report

- Facebook stats are all up right now.
 - Committee is considering the creation of a Why Lourdes newsletter for the PreK families.
 - Strategic plan – Idea to have a calendar similar to lunch calendar with events for the school and the parish (SJV and OLOL). Pass out at mass; give tours of the school. SJV currently has a sheet with all events in a month. Idea is to have a calendar that builds community between LCS, SJV and OLOL.
 - Reviewed LCS Survey – received 77 responses. See report for specifics.
 - Net promotor score: promoters-detractors/100. Best in class is a score of 75.
 - Use testimonials for the “why Lourdes” newsletter. Could use for post-cards to mail out.
 - Could consider putting testimonials in the bulletin. Kids, staff, parents...
 - Question: Is survey segmented based on pre-k? No, not without trying to match surveys based on comments.
- d. Executive Report (Karen Moldt – Chair): Goals for BOE Meetings – Would like to work harder as a team to make meetings more productive and not as lengthy. Mrs. Moldt will limit discussion and be a better facilitator. If you want to discuss something, make sure it’s on the agenda. Contact Karen in advance. For issues that come up during the meeting, will need to table discussion and pull offline for a meeting.

Scott County Strategic Planning Committee – Going to hire a consultant to look at the future of catholic schools in Scott county. What things can be done to assure continuation of Catholic Education in Scott County. Small committee across Scott county formed to review and hire a consultant. Feedback given on what people want from a consultant. Want to see actionable items that will work for our schools based on demographics. Some brick & mortar discussion, tuition, fine arts vs. athletics. Kindergarten loss, middle school growth, 9th grade retention at AHS. Plan to have someone hired by January. Study will go on through early 2018. Funding provided by Assumption Foundation. Andy Craig met with Bishop Zinkula and Bishop Zinkula is in favor.

12. Principal Report – See Report

- Two new Pre-K students potentially entering in January.
- Kindergarten update: ¼ through year with class at 25. We are ok, but would like to hold Kindergarten class at 22 in the future.

- Would like us to consider tuition incentive to stay for 1st grade. “Coupons” Could use to drive early registrations. To be discussed at finance council meeting.



BOE Prin Report
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13. Business Manager’s Report

Financials not yet updated. Report will be sent after meeting.

14. Old Business or New Business:

Boosters – Boosters committee has not yet been formed. Look for update in December meeting.

Would request that we have pastoral representation at future meetings.

15. Closing Prayer – Offered by Ms. Heden

16. Motion to Adjourn regular session - Motion: Ms. Heden, second: Mr. Nikulski; motion passed. Adjourn 8:16pm.

17. Closed Session - None

18. Adjourn: 8:16pm

Future Meetings – 6:30pm in LCS Library unless otherwise noted

- December 21, 2017 (This is a change from previous schedule.)
- January 11, 2018
- February 8, 2018
- March 8, 2018
- April 12, 2018
- May 10, 2018
- June 14, 2018