

February 2018 BOE Meeting Reports

LCS Booster Report – February 2018

Athletic Director Alec Clark

Family Fun Run

- Scheduled for April 14th
- Information for Registration has been published in the Bulletin, sent home, and sent via e-mail to parents
- Concerns: 6 people are currently registered, which is 13 fewer than last year at this point
- Survey was sent out to parents in regards to intent of running the race. The survey had 15 responses, with 93.3% of the responses saying they intend to run the race, but have not registered. Total number of participants added based on the survey: 53. We need at least 175-200 registrants to ensure we do not lose money.
- Sponsorship forms were sent to area businesses that are not already donating to Starry Night, but no businesses have sent anything back. A follow up will be held with businesses to see if interest has changed.
- Setting a deadline in March to either have the race or not as we cannot wait until April to cancel the race if this does end up happening, but last year we had several late registrations. I have talked with area race coordinators and the date may end up being our downfall as the race last year was held in March and there are very few races in March, which made our race more attractive.

Purchases

- With the use of Starry Night Funds, the following has/will be ordered:
 - o 26 Spalding Basketballs (\$649.74)
 - o Cheerleading Uniforms (\$1,695.00) (Not ordered yet and price could be lower, but will not be higher)
 - o After cheerleading uniforms are finalized, we will be all done with upgrading our uniforms
- Thank you to Home and School for their support!!

Boys Basketball Season

- The season will end on February 25th
- Lourdes has 3 hosting dates left for the season:
 - o February 12th
 - o February 20th (Tournament)
 - o Lourdes will again be hosting the finals at Assumption (February 25th)
- End of the year AD meeting will be in March. If there are any concerns or items that the board would like addressed, please let me know before March 1st.

LOURDES H&S REPORT for LOURDES SCHOOL BOARD
February 2018

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:

- Starry Night Fundraiser – March 3rd

Recently Completed Events:

- Catholic School's Week – January 28th-Feb 3rd, H&S did Buddy Lunch and Teacher Luncheon
- Pre-school Breakfast, Lunch and Dinner to attract new families
- Bingo night

Administrative/Communication/Staff Support (Nicki Johnson/Jenny Grobstich/Jeni Favetti):

- Nothing new since last meeting.

Treasurer (Mary Guy):

- Nothing new since last meeting.

Volunteering (Brooke Heckinger/Carla Lemek):

- Sending out letter or survey monkey to families asking them to report on volunteer hours so far this year.

Hospitality (Lindsey Jennings/Kelly Kruck):

- Preparing for hospitality room for teachers during conferences.

Room Parents (Meghan Cornish/Amber Edwards):

- Preparing for Valentine's Day parties.

Family Ambassadors (Angie Kaney/Anne Camarena):

- Nothing new since last meeting.

Publicity (Kris Girkis):

- No new report.

Fundraising (Donica Mocosak/Aimee Ruhl/Chrissy Hayes/Brooke Heckinger):

SCRIP – (Donica Mocosak/Kim Jondle)

- Starting contest using prizes from book fair proceeds. Kris working on this with SCRIP team.
- Planning for move to Scripware and online SCRIP purchasing, but need volunteers to make this happen.

Lourdes Starry Night Update (Chrissy Hayes)

- Lots going on with underwriting, silent and live auctions, selling raffle tickets, etc. If anyone is interested, I can send you a more detailed update from these meetings. Please come to Starry Night – March 3rd – spread the word!

Corporate Fundraising (Brooke)

- Nothing new since last meeting.

Monthly Restaurant Fundraising (Linda/Jessica)

Spirit wear (Linda)

- Nothing new since last meeting.

OTHER ITEMS:

UPCOMING MEETINGS: Next meeting will be Tuesday, February 27th at the school library.

Teacher Report - February **Sarah Snyder & Cayleah Willits**

School-Wide Highlights:

- Our 8th grade students led Starry Night Kick-off Pep Rally on January 26th.
- Wonderful turnout for Family Bingo Night on Friday, January 26th.
- Catholic Schools Week celebration January 28 - February 4. The students had a fantastic week filled with numerous of activities to celebrate our faith. Some of these events included, Mayoral Proclamation, Buddy Lunch for K-8th grade, School Mass with Bishop Zinkula, Prayer Buddy activity for K-8th grade All School Veterans/Active Military Appreciation assembly, All Catholic Schools Mass at Assumption for 2-8th grade, Dodgeball for Diapers with 4th - 8th grade, and student-created Appreciation Cards for Fr. Crossen and Fr. Weber.
- Teachers are preparing for Parent/Teacher conferences which will occur during the week of February 11th
- Students and Staff will attend Stations of the Cross each Thursday afternoon during Lent.

Classroom Highlights:

Pre-K- Mrs. Gustafson - February is national children's dental health month so we will be talking about having healthy teeth. Our students will each get a timer and a tooth holder for lost teeth. We're hoping to have a hygienist visit too. This week the students made bird feeders and Butterfly keepsake boxes for letter B. Next week the students will be making robots for letter R. We'll be having our Valentine's party. Most of our students are working on writing their last names and some are beginning sight words!!

First grade - In first grade we alternate between science and social studies. This month in science we are investigating how light helps us see, and in social studies we'll be learning about maps. All first graders are now taking the songbooks with them to Mass and are doing a great job with them.

Fifth grade - Fifth grade recently finished reading *Sign of the Beaver*. The students learned about how life was in Maine in 1768. We followed the relationship between two young men from different backgrounds and how they both learned skills from each other to survive. February is Black History Month, and we will be exploring famous African Americans in history.

Middle School - The 6th grade Science Fair was at Lourdes on February 6th. The Assumption Science Fair will follow this on February 7th. Middle School Academic Club begins on February 7th. This is an Enrichment activity for 6th-8th grade led by Mrs. Heck. The Middle School Ski Trip has been set for February 23rd.

Guidance (Mrs. Johnson) - The Scott County Catholic School Counselors will be holding a Parent University session on Thursday Feb. 22nd at Knights of Columbus Hall in Davenport at 6 PM. The featured guest speaker will be Dr. Tom Carpenter, Director of the School of Education at St. Ambrose University. The topic will be Supporting Student Success at Home. We will have another Parent University session in April on the topic of

Teacher Report - February
Sarah Snyder & Cayleah Willits

Internet Safety and Cyber Crimes. These sessions are open to all parents in the diocese to attend. (Lourdes, St. Paul's, All Saints, JFK and Assumption).

Assumption High School Report - 2/8/18

- The following link is to a copy of the recent Scott County Catholic Schools E-Newsletter. At the bottom of the page there is a place where you can sign up to have it sent to you quarterly. <http://mailchi.mp/assumptionhigh/scott-county-k-12-catholic-schools-newsletter-jan2018-1139205?e=603338415d>
- There were a couple of "information nights" for potential incoming freshman. We hope that the incoming class will be a large one (there are 171 8th graders this year).
- The online application for tuition assistance via the Family Tuition Plan is located here... <https://www.assumptionhigh.org/familytuitionplan/> .

Here is the Grant Committee's update. I will not be in attendance at this meeting.

Sheryl and Jennifer plan to meet with Linda at the end of Feb. The grant committee is unable to attend those meetings. We have not had a direction on what are the needs of the school, staff, or campus. The SCRA grant application is due April 1st. We are not planning to apply for this grant unless there is an identified need for the school.

Teresa

OLOL Parish Council Update to LCS FFB/ BOE – February 2017

Last Regular Parish Council Meeting: 23 January 2018

- Pat McLaughlin attended with 2 scouts (Patrick Mooney, Joseph Starr) to provide update on Boy Scouts troop activities & accomplishments

Next Regular Parish Council Meeting: 27 March 2018

- Commission Reports
- Strategic plan updates (Focus Topic: Cultivate Discipleship Among Parishioners)
- New Member Recruitment

Parish Council Membership:

- Vacant Parish Council seat will be filled by Larry Green

Commission Updates:

- Faith Formation Commission:
 - o Forming Intentional Disciples book study underway. 66 people signed up
- Church Life:
 - o Fall Festival Date Reserved: 25 August 2018
- Liturgy Commission:
 - o Liturgy planned through palm Sunday

Upcoming Events

- Soup Suppers on Mondays in Lent (Reconciliation, Stations of cross, Mass, Soup Suppers)
 - o Youth Group no longer hosting soup supper. Intentional Disciple groups will be hosting

Parish Strategic Planning:

- 25-30 people have agreed to being on the Bettendorf Catholic Needs Committee. Need to schedule first meeting
 - o Purpose of Committee:
 - Develop scenarios for future of the Church in Bettendorf
 - Give top 3 recommendations to Diocese
- Non-facilities portion of strategic plan will be updated at PC on rotating basis
 - o January Update was on “Increase Participation & Engagement” – See next page
- No word yet on the report from the life-cycle analysis from Bush Construction.

1. How can we increase Participation & Engagement?

1.1. Develop & publish a strategy for Parish Social Activities (large annual events & smaller recurring events)

Owner
Church Life Commission

Strategic Initiative	Owner	Notes
1.1.1 Develop Rough Cut Annual Plan for fellowship activities		1. Fall Festival in August - 25Aug - (Church Life) 2. Starry Night in March (Home & School) 3. Lourdes 5K - 14April (Sports Boosters) 4. Donut Sunday Monthly - 2nd Sunday (Church Life) 5. Soup suppers during lent (Liturgy) 6. Misc Other events (KofC Pancakes, etc.)
1.1.2. Create Fall Festival Planning Committee	Kris Derscha	23Jan18: 2018 Fall Festival scheduled for 25August2018
1.1.3. Expand Donut Sunday	Kris Derscha	23Jan18: On track. Expanding to include all school aged children. Would like to expand set up to add a few more tables and chairs in the gathering space. Need to improve clean-up logistics. Will not pursue moving to PAC this year, but may move outside when weather is nice.
1.1.4. Increase non-school parishioners' participation in Starry Night	LCS Home & School	23Jan18: Church office has approved selling raffle tickets in gathering space; General support for pulpit announcement. Recommended that message be crafted towards parishioners who may have a former or future connection with the school
1.1.5. Develop Parish Event Proposal / Approval Process	Parish Council	23Jan18: This initiative will be removed from strategic plan and handled by office staff
Other		

1.2 Provide more visibility to parish events and make it easier to participate. Make it easier to find opportunities for engagement

Owner
Parish Council

Strategic Initiative	Owner	Notes
1.2.1. Update parish & school websites to make them mobile friendly (Interactive calendar, web forms for event proposals, interactive ministry list)	Father Chris	23Jan18: Selected Diocesan Publications (same company that does the bulletin). Finalizing contract in February. 4-6 months for content development. Contract will be finalized in early Feb
1.2.2. Publish rolling 12-month calendar of major parish events to increase visibility	Office	23Jan18: Father Chris recommends waiting for the website to be up before we do any work on this
1.2.3. Create Marketing / Communications Committee to create communications plan		23Jan18: No immediate action. Review at next strategic plan review. Should comprise (- monthly e-Newsletter, - Alignment with school communication strategy)
1.2.4. Create volunteer coordinator position to manage volunteer list and investigate software for volunteer management	Staff / Stewardship Commission	Position created and filled (part time). Role definition in process
1.2.5. Weekly email of volunteer opportunities at the parish and the school (VIRTUS and Non-VIRTUS)		23Jan18: Office is working on creating an office-assistant ministry for individuals to help with some office tasks on an as-needed basis
Other		

1.3. Collaborate between church, school, and religious ed.

Owner
FF Commission & LCS Principal

Strategic Initiative	Owner	Notes
1.3.1 Hire Campus Minister to maintain alignment		23Jan18: On Hold
1.3.2 Get the LCS students visible at Mass		23Jan18: This happens at Catholic Schools week. Continue to discuss. No immediate action
1.3.3 Recruit kids to take an active role in weekend liturgy once per month.		23Jan18: Discussed at PC; Liturgy commission aware and will consider options
1.3.4 Merge School & Parish Strategic Plans		Kaney to work with Puthoff

Faith Formation Commission Report

Emily Andes

2/8/18

Adult Faith Formation

- Parish wide FORMING INTENTIONAL DISCIPLES book study and discussion groups
 - Working with Fr. Chris to make a plan to get feedback from group facilitators and plan “next steps”
- Working with FID groups and others to organize/staff Lenten Soup Suppers
 - Mondays during Lent at 6 pm
 - **Feb. 19: RCIA** (Lead: Emily Andes)
 - **Feb. 26: Monday FID Group** (Lead: Kelly Wernke/Dave Kaney/Mike Cipriano)
 - **Mar. 5:**
 - **Mar. 12:**
 - **Mar. 26: Thursday FID Group/LCS Middle School** (Lead: Andrea Riley)
- *These dates/leads current as of 2/1/18
- RCIA
 - Mondays at 6:30 in the RCR
 - Evangelization, formation, and support for preparing to receive sacraments at the Easter Vigil
 - In class and individually
 - 2 more inquirers added seeking Confirmation prep
- Getting Lenten devotionals/study materials ready to push this weekend

Children/Youth/Family

- RE
 - Ongoing resourcing and support for Catechists and families
 - KC’s free throw contest was a fun community event for our RE and LCS students. Still waiting on results from the KC’s.
- Sacramental prep
 - Working with Fr. Jason to make personalized plans for families who need catch up on formation and sacraments as needed. (Ongoing item)
 - One 5th grader will be receiving Baptism and Eucharist at the Easter Vigil in addition to the adults receiving sacraments that weekend
 - Developing a series of age appropriate lesson plans to use with upper elementary students
 - Dates for LCS and RE 2nd grade families...
 - **First Reconciliation Workshop:** Wednesday, Feb. 7th from 6-8 pm
 - **First Reconciliation Service:** Thursday, March 1st at 7:00 pm
 - **First Communion Workshop:** Wednesday, April 18th from 6-8 pm
 - **First Communion Masses:** Saturday April 28 at 5 pm OR Sunday April 29 at 10:30am
 - Exploring the possibility of a banner “workshop” where all 2nd graders and a parent/guardian could enjoy fellowship and work together on banners.
- Children’s Word
 - Weekly coloring sheets include topics for family conversation, activity, and prayer that set parents up to be the first and best catechists.
 - Recruited one new volunteer following Women’s CEW weekend!
- Beginning VBS planning

Lenten Soup Suppers

1. **Feb. 19: RCIA** (Lead: Emily Andes)
2. **Feb. 26: Monday FID Group** (Lead: Kelly Wernke/Dave Kaney/Mike Cipriano)
3. **Mar. 5:**
4. **Mar. 12:**
5. **Mar. 26: Thursday FID Group/LCS Middle School** (Lead: Andrea Riley)

*These dates/leads current as of 2/1/18

- Timeline
 - 3:00-- Leader arrive to organize and start making soup (unless it was arriving already prepared by a donor)
 - 4-4:30--Volunteers arrive. Leader gives instructions. Continue soup prep.
 - 4:30-5:00-- Set up tables
 - 5-5:40-- Prepare salads and desserts
 - 5:50-6:00-- Last minute instructions and Team prayer
 - Clean up and out the door between 7:30 and 8:00
- Volunteers needed:
 - 8 servers is ideal
 - 2-3 people serving soup
 - Others help shuttle trays, refill drinks, clear trash, etc as needed.
 - 2 welcoming and manning the donation jar
- Typically served 60-80 people
- 12 round tables w/ 7 chairs each set up on the kitchen side of the gym
 - Each table set with:
 - Paper placemats (could use plastic tablecloths)
 - Silverware
 - Napkins
 - Salt and pepper
 - Crackers
 - Bread
 - butter
- 3 rectangles for drinks, salad, dessert
 - Solicit donations for desserts
 - Pitchers of water and lemonade
- Typically did 2 kinds of soup each week. It's important to offer one vegetarian.
- Traditional suggested donation of \$5 per person

Marketing Committee Report
2/6/18

Why Lourdes Newsletters distributed- 4 part series

Last month on Google:

- 4004 people found us on Google
- 85 asked for directions
- 259 visited the website
- 95 called us
- 4.3 star rating on Google

Bethany for Children tag us on an Instagram post for our donation of diapers

Facebook Stats:

Catholic Schools Week Facebook Stats:

Page views 773

Reach 3,444

Post Engagement 6,884

Working to get Direct Mail piece together with targeted mailing

Mom Blog Feature piece- Demographics and Pricing on next page

Plan to start working on next years marketing plan with the committee this spring. I would like an outlined strategy for the year before the summer.

our audience & impact (continued)

our influence

Because we are committed to providing consumers with relevant information, we've developed a loyal audience and a trusted brand that people are listening to.

In fact, in our 2012 reader survey, 75% of respondents have tried a new product or business as a result of hearing about it from QCMB.

Gender	
Female	94%
Male	6%

Family	
children 0-5	75%
children 6-18	25%

our reach

Highest month of website visits: 69,610

Busiest day: 3,418

Facebook (FB) fans: 2,600+

87% of FB fans interact with QCMB each week.

73% of FB fans are women.

67% of FB fans are ages 18-34.

Age	
18-24	4%
25-34	68%
35-44	24%
45+	4%

Household Income	
Less than \$30,000	11%
\$50,000 to \$74,999	28%
\$75,000 to \$99,999	32%
\$100,000 to \$124,999	16%
\$125,000 or more	13%

sponsored post

A sponsored post allows your brand to be mentioned as a sponsor in the first paragraph of a blog post with a link to a website or Facebook page. (For example: "This post is sponsored by This Great Local Business. Get your child's closet ready for summer by visiting This Great Local Business on Saturday for half-off on all kids' clothes.") The remainder of the post could be about any topic on the blog (topic will be pre-approved by advertiser in advance). This opportunity provides a more organic way to introduce you to readers and shares a link to learn more.

	1 month	3 months
Dedicated sponsored story	\$300	\$800 (\$100 savings)
Sponsored post	\$100	\$250 (\$50 savings)

3rd Reading:

Policy 213A
BUSINESS PROCEDURES

Board of Education Meeting Format

Board of Education meetings are open meetings where a gathering of a majority of board members discuss and vote on board, committee and administrative recommendations and on items that establish or amend policy for Lourdes Catholic School.

General Order of Business:

1. Call to Order
2. Opening Prayer
3. Introduction of Guests
4. Approval of Agenda
5. Approval of Minutes
6. Open Forum
7. Information and Reports
8. Action Items from Old Business or New Business
9. Closing Prayer
10. Adjourn Regular Session
11. *Closed Session if needed
12. Re-enter/Adjourn Open Session

*Occasionally issues must be discussed in closed session due to reasons including but not limited to:

- Discussing sensitive matters directly involving a student or group of students.
- Evaluating the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered.
- **Discussing proprietary financial information**

The board may only enter closed session when authorized by the Board of Education President or Pastor.

Topics for Closed Session will appear on the public meeting agenda using only a generic description so as to keep confidential any sensitive information. The motion for a closed session, stating the purpose for the closed session, shall be made and seconded during the open meeting. Records of the request for closed session shall be documented in the Board of Education meeting notes. The board maintains discretion over who may be present during closed session, taking into account the sensitivity of the topic(s) being discussed.

Closed sessions shall have hand-written minutes documented by the board Secretary. The detailed minutes shall be sealed and shall not be public records open to public inspection. Records are maintained in the school office by the Administrator for one calendar year.

If matters discussed in closed session require a vote, the Board of Education must reconvene in Open Meeting format to vote on matters discussed in closed session. The outcome of the vote is documented by the Board of Education Secretary in the regular meeting minutes.

3rd Reading:

Policy 213B

BUSINESS PROCEDURES

Open Forum for Regularly Scheduled Board of Education Meetings

Open forum is a time to be used to hear questions and/or concerns from the school community. To assure an orderly meeting, the Board of Education will utilize the following procedures for open forum topics:

1. Before addressing the Board of Education, speakers shall identify themselves by name. If the speaker represents a group, the group should also be identified.
2. Comments shall be limited to no more than three minutes per open forum visitor. Time is monitored by the Board Secretary.
3. The speaker will address the Board President or person chairing the meeting.
Board members will not comment or ask questions of the speaker.

If further action is needed as a result of the issue brought forth in open forum, the Board of Education President will notify the speaker of the next steps to be taken by the Board of Education. Examples may include, but are not limited to, forming a committee, reporting back to the Board at the next regularly scheduled meeting, or holding a separate meeting with the speaker.

No action will be taken on any issue brought up in Open Forum until a future meeting. Participants will be notified when the issue will appear on a future Board agenda. A record of Open Forum visitors and topics is maintained as part of the Board of Education Meeting Minutes by the Board Secretary.

Policy 810A
BUSINESS PROCEDURES

Tuition

There will be a tuition charge for all students attending Lourdes Catholic School unless other arrangements have been made.

PROPOSED Policy 810A
BUSINESS PROCEDURES

Tuition

There will be a tuition charge for all students attending Lourdes Catholic School unless other arrangements have been made with the Pastor.

2nd Reading

ORIGINAL Policy 810B BUSINESS PROCEDURES

Tithing- Our Lady of Lourdes (OLOL) Students

OLOL parishioners (parents/guardians) with children attending LCS are encouraged to tithe 52 weeks per year, as are all parishioners, to support the OLOL parish mission to provide Catholic education for any student wishing to attend LCS.

PROPOSED (As amended during 1st reading) Policy 810B BUSINESS PROCEDURES

Tithing - “In-Parish” Lourdes Catholic School Students

OLOL parishioners (parents/guardians) with children attending LCS are required to tithe 52 weeks per year unless other arrangements have been made with the pastor.

Parishioners of Our Lady of Lourdes Church with students attending Lourdes Catholic School are required to tithe in accordance with the precepts of the Catholic Church, unless other arrangements have been made with the pastor.

2nd Reading:

**Original Policy 810C
BUSINESS PROCEDURES**

Contribution- St. John Vianney (SJV) Parish Students

Parents/guardians of LCS students from the SJV Parish will be expected to pay the OLOL tuition rates. In order to qualify for the OLOL tuition rates, these families are encouraged to be faithful stewards to their faith community and meet any requirements set forth by SJV Parish. The tuition shall be paid to LCS.

**PROPOSED (as amended during 1st reading) Policy 810C
BUSINESS PROCEDURES**

Contribution - St. John Vianney Parish Students

Parents/guardians of Lourdes Catholic School students from the St. John Vianney Parish will be expected to pay the In-Parish tuition rates. In order to qualify for In-Parish rates, these families must meet any requirements set forth by the pastor of St. John Vianney parish. Tuition shall be paid to LCS.

Policy 810D Business Procedures

Failure to Meet Financial Commitment

Lourdes Catholic School, the Faith Formation Board and the Finance Council of OLOL Parish are sensitive to the financial needs of parents/guardians who wish to have their children participate in the educational experience of Lourdes Catholic School.

If anyone is having financial difficulty or their financial situation has changed since they made their financial commitment, they need to talk to the Pastor to make other payment arrangements. Otherwise, the Parish Office Manager will contact the parents/guardians 30 days after the due date of payment, asking them to do so. When 45 days have passed after the due date for the payment, a reminder letter for immediate payment will be sent from a collection agency. At this time, the amount must be paid in full or a payment plan for the remainder of the year must be established with the Parish Office Manager. When 60 days have passed after the due date, a final letter will be sent by a collection agency. If the Parish office does not receive payment or hear from the parents/guardians within 10 days, the account will go to collections with a collection agency.

Parents/guardians with children enrolled in LCS, failing to pay the agreed financial commitment in any school year, will be prohibited from re-enrolling their child/children until all past financial commitments are paid in full.

With regard to Extended Care payment, if an account is past due over 30 days of invoice, arrangements must be made with the Parish office. The child cannot use the service until arrangements are made with the Parish office. Parents are required to sign a "contract" stating that they have read and understand this policy. If an account is past due more than 30 days more than once, the family must pre-pay in order to be accepted into the program.

PROPOSED:

Policy 810D

Business Procedures

Failure to Meet Financial Commitment

Lourdes Catholic School, the **Board of Education** and the Finance Council of **Our Lady of Lourdes** Parish are sensitive to the financial needs of parents/guardians who wish to have their children participate in the educational experience of Lourdes Catholic School.

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Lourdes Catholic School

Academics ♦ Faith ♦ Community

Principal's Report to the Board of Education February 8th, 2018

2017-18 registration: (K-8 223; PS-8 334)

K = 24	3 rd = 21	6 th = 24	3day PS (3-yr) = 16 (full)
1 st = 32	4 th = 23	7 th = 19	2day PS (3-yr) = 15 (1 open)
2 nd = 24	5 th = 30	8 th = 26	Prek AM = 32 (full)
			Prek PM = 32 (full)
			PS/PreK PM = 16 (full)

*new family of four will be starting in March (grades 1, 4, 5, and 7)

There are openings in all grades for next year (2018-19) except AM PreK.

- Pre-registration has just started and will be ongoing.
- Updates will be provided at each board meeting.

Leadership of School Culture and Instruction:

1. Catholic Schools Week was very successful. **Thank you** to all of our families who spoke from the pulpit, brought up gifts, and sold Lourdes Starry Night tickets after masses.

Managerial Leadership:

1. New school secretary was hired and began Monday, January 29.
2. Letters of Intent were distributed Monday to faculty and are to be returned by February 23rd.
3. I hope to begin discussions with the Business Office regarding teacher salaries for next year soon.

Public Relations/Marketing Leadership:

1. I have given 6 tours since our January board meeting, and have one more scheduled:
 - Three are for k-8 students to potentially start next year
 - Three are for PS/PreK students to potentially start next year
 - One is for the new family starting in March – they will tour at end of February and one students will shadow for the day.

Faith Formation Leadership:

1. Reconciliation Service for Lent is scheduled for 3/1 for grades 3-8.

BUSINESS MANAGER REPORT

FEBRUARY 8, 2017

BOARD OF EDUCATION

- 1) Preliminary Financial Statement
 - a. January 2018 – total school income \$179,067
 - i. \$64,861 received in 4yr, EOF – grants
 - ii. \$9869 Benevity
 - b. Total school expenses \$171,571
 - c. Net Surplus for School \$7,495
- 2) Profit/Loss Year to Date LCS (*includes Associations*)
 - a. Total Income \$1,183,641 Budget \$879,894
 - b. Total Expense \$1,245,396 Budget \$1,156,422
 - c. Net Loss (\$61,755) Budget (\$276,528)
- 3) Checking Balance @ 1/31/2018 (*not reconciled*):
 - a. Booster \$5,953
 - b. H&S Fundraising \$29,656
 - c. H&S \$6,779
- 4) Scrip Balance @ 1/31/2018 (*not reconciled*):
 - a. Checking \$40,497
 - b. Inventory \$33,715
- 5) Liabilities
 - a. \$5,220 prepaid next school year
 - b. \$3419 DC Fundraising
- 6) Boiler Issues
 - a. Boiler for PAC & Gym needs repairs, without heat 2/7/18
 - b. Part should be installed 2/7/2018
- 7) LCS Budget
 - a. Need to reschedule expense review with committee
- 8) Account Receivables
 - i. BASC billing – Monday/Tuesday of each week
 - ii. Interviewing PT receivable clerk, day time in addition to Bernadette
- 9) JMC Lunch updates
 - a. 2/7/2018 lunch reminders went out
 - b. Statements sent on 15th

4 Year Old Preschool Grant Program 2017-2018

Month	Amount	Report Submitted	Check Received
July	\$12,290.78	10/06/17	11/10/17
August	\$15,165.48	10/20/17	11/10/17
September	\$21,515.57	11/17/17	12/07/17
October	\$20,667.39	12/11/17	01/10/18
November	\$20,818.45	12/18/17	01/10/18
December	\$21,182.44		
January			
February			
March			
April			
May			
June			
TOTAL	\$ 111,640.11		

<u>SWVPP</u>	<u>Not 4 Yr Funding</u>	<u>Combined 3 day PreS</u>	<u>Combined 4 day PreS</u>
\$3,134.36 x 61	\$2,400 X 6	<u>Not 4 Yr Funding</u>	<u>Not 4 Yr Funding</u>
\$191,195.96	\$14,400.00	\$1900 x 4	\$2400 x1
		\$7,600.00	\$2,400.00

		PAID	REMAINING
\$17,207.64	Admin Cost	\$13,305.37	\$3,902.27
\$173,988.32	Program Cost	\$77,152.30	\$96,836.02

Lourdes Catholic School

BUDGET VS. ACTUALS: 2017-2018

January 2018

	TOTAL			% OF BUDGET
	ACTUAL	BUDGET	OVER 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	53,981	39,120	14,861	138.00 %
42002 Registration Fees	300	1,438	-1,138	21.00 %
42003 Other Fees (Band)	75	625	-550	12.00 %
42004 Transportation	550	1,250	-700	44.00 %
42005 Extended Care Fees	25,663	17,339	8,324	148.00 %
42006 Gifts and Donations				
42006.A Gifts and Donations	63	890	-827	7.00 %
42006.B SJV Support		5,190	-5,190	
42006.C Matching Gifts	9,869	892	8,977	1,107.00 %
Total 42006 Gifts and Donations	9,932	6,971	2,961	142.00 %
42007 Fundraisers LCS		833	-833	
42008 Grants and Funds (EOF/4Yr/FKM)				
42008.A EOF	20,975	7,807	13,168	269.00 %
42008.B 4 Yr Old Preschool Grant	41,486	16,608	24,878	250.00 %
42008.C Health Insurance	2,400	867	1,533	277.00 %
42008.D SCRA		5,601	-5,601	
42008.H CEBI, Comm Foundation, & Other		250	-250	
Total 42008 Grants and Funds (EOF/4Yr/FKM)	64,861	31,132	33,729	208.00 %
42009 Bequests & Memorials	185		185	
42010 Preschool Tuition - 2 day 3 day	6,637	4,667	1,971	142.00 %
42013 Refunds and Reimbursements	149	246	-97	61.00 %
42014 Other Instr, Tech, Admn Fee Income	60	725	-665	8.00 %
42018 Pre K Documentation	200	733	-533	27.00 %
42019 Before and After Care	6,030	3,363	2,668	179.00 %
42020 Student Lunch Income	7,661	6,635	1,026	115.00 %
42021 Faith Friday	1,800	233	1,567	771.00 %
42022 Student Activities	-75	792	-867	-9.00 %
42023 Before/After Care Registration		90	-90	
42024 Extended Care Registration	25	79	-54	32.00 %
Total 42000 School Income	178,035	116,270	61,765	153.00 %
42800 Other Associated School Organizations				
42865 Booster Income	1,032		1,032	
Total 42800 Other Associated School Organizations	1,032		1,032	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total Other Income	\$179,067	\$116,270	\$62,797	154.00 %
Other Expenses				
52120 Salary Expense				
52121 Administration	14,983	18,870	-3,886	79.00 %
52122 Instructional - Lay	52,419	52,342	76	100.00 %
52124 Instructional - Substitute	2,100	2,117	-17	99.00 %
52125 Operational Wages				
52125.A Building, Equipment & Grounds Wages	2,080	1,939	140	107.00 %
52125.B School Custodial Wages	498	917	-419	54.00 %
Total 52125 Operational Wages	2,577	2,856	-279	90.00 %
52126 Employer Tax Expense	7,312	8,593	-1,282	85.00 %
52128 Retirement Benefits	2,273	2,358	-85	96.00 %
52129 Other Benefits				
52129.B Continuous Education Reimbursement		50	-50	
52129.C AHS Tuition Assistance		83	-83	
Total 52129 Other Benefits		133	-133	
52130 Iowa Catholic Conference UE		133	-133	
52131 Food Service Wages	2,846	2,179	667	131.00 %
52134 Other School Personnel	6,088	6,319	-231	96.00 %
52136 Preschool Wages	13,956	12,017	1,940	116.00 %
52137 Extended Care Wages	10,674	15,462	-4,788	69.00 %
Total 52120 Salary Expense	115,228	123,378	-8,151	93.00 %
52127 Employee Insurance Expense				
52127.A School Employee Insurance Benefits Exp	4,899	3,020	1,879	162.00 %
Total 52127 Employee Insurance Expense	4,899	3,020	1,879	162.00 %
52237 Diocesan Insurance Fund LCS	7,442	2,417	5,025	308.00 %
52240 School Administration Expense				
52241 Staff Development		100	-100	
52242 Health Expense		38	-38	
52243 Professional Fees	2,565	300	2,265	855.00 %
52244 Public Relations	470	250	220	188.00 %
52245 Office Supplies	162	458	-297	35.00 %
52246 Postage		67	-67	
52247 Furnishings		167	-167	
52248 Equipment Maintenance/Repair				
52248.A Copier Lease/Maint. -Xerox & Riso	636	588	48	108.00 %
52248.B Xerox & Riso-Overages		40	-40	
52248.C Water Treatment Program		188	-188	
52248.D Inspection/Testing Fire Extinguishers		42	-42	
52248.E HVAC	180	750	-570	24.00 %
52248.F Plumbing Repairs	8	100	-92	8.00 %
52248.G Electrical Repairs	159	167	-8	95.00 %
52248.H Food Program Equipment Repairs	24	100	-76	24.00 %
52248.Z Other, Small Equipment		100	-100	
Total 52248 Equipment Maintenance/Repair	1,007	2,075	-1,068	49.00 %
52249 Technology Expenses	1,083	1,059	24	102.00 %
52250 Transportation	2,177	2,000	177	109.00 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
52252 Fundraising Expense		83	-83	
52254 Bequests Expense	1,778		1,778	
52255 AHS Scholarship & Other Expense	21	375	-354	6.00 %
52258 School Hospitality		67	-67	
52259 Yearbook Expense		35	-35	
52272 LCS Lunch Program Expenses	4,511	4,013	499	112.00 %
52273 Bad Debt Expense	419	417	2	101.00 %
52274 Bank Charges		17	-17	
52373 Faith Friday	144	233	-89	62.00 %
Total 52240 School Administration Expense	14,338	11,752	2,585	122.00 %
52360 Instructional Expense				
52361 Staff Development	93	150	-57	62.00 %
52362 Student Activities	308	792	-484	39.00 %
52363 Extracurricular Expense		417	-417	
52363.B Music/Band/Choir	199		199	
52363.D Awards	24		24	
Total 52363 Extracurricular Expense	223	417	-193	54.00 %
52364 Educational Materials	890	833	57	107.00 %
52365 Instructional Supplies		458	-458	
52366 Teaching Supplies/Paper		208	-208	
52367 Media/Library Expense	216	100	116	216.00 %
52368 Other Expense	34	83	-49	41.00 %
52369 Ext Care Bldg Expense		83	-83	
52370 Extended Care & BASC Expense	2,787	2,417	370	115.00 %
52371 4 YR Preschool Expense	4,132	1,667	2,465	248.00 %
52372 3 YR Preschool Expense		83	-83	
Total 52360 Instructional Expense	8,683	7,292	1,391	119.00 %
52480 Plant Operation Expense				
52481 Utilities				
52481.A Gas & Electricity	4,676	3,333	1,343	140.00 %
52481.B Water		167	-167	
52481.C Sewer		108	-108	
Total 52481 Utilities	4,676	3,608	1,068	130.00 %
52482 Telephone	100	100	0	100.00 %
52483 Custodial Supplies	394	917	-523	43.00 %
52484 Contracted Services				
52484.A Trash & Recycling	198	185	13	107.00 %
52484.B Pest Control	60	120	-60	50.00 %
52484.C Lawn Care	465	147	318	316.00 %
52484.D Snow Removal	360	417	-57	86.00 %
52484.E Janitorial Services	3,900	3,250	650	120.00 %
52484.F Fire Alarm		292	-292	
52484.G Security		100	-100	
52484.H Floors		375	-375	
52484.J Bottled Water	95	27	68	353.00 %
52484.K Credit Card Management	830	539	291	154.00 %
52484.M QB Payment Management	945	425	520	222.00 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 52484 Contracted Services	6,853	5,877	976	117.00 %
52485 Building Maintenance & Repair	8,014	1,182	6,832	678.00 %
52486 Extraordinary Repairs		5,601	-5,601	
52490 Grounds Maintenance & Equipment		59	-59	
Total 52480 Plant Operation Expense	20,037	17,344	2,693	116.00 %
52800 Other Associated School Organization Expense				
52865 Booster Expense	945		945	
Total 52800 Other Associated School Organization Expense	945		945	
Total Other Expenses	\$171,571	\$165,203	\$6,368	104.00 %
NET OTHER INCOME	\$7,495	\$ -48,934	\$56,429	-15.00 %
NET INCOME	\$7,495	\$ -48,934	\$56,429	-15.00 %