

**Lourdes Catholic School – Board of Education**  
**Tuesday, May 18<sup>th</sup>, 2021 - 6:00 PM**  
**Virtual Zoom Meeting**  
**Agenda**

**Attendees:**

	<b><u>Voting Members</u></b>		<b><u>Non-Voting Members</u></b>
X	Tom Melchert – President	X	Jennifer Alongi - Principal
X	Mark Martinez – Vice President	X	Sheryl Lackey – Business Manager
X	Dave Reilly – Secretary	X	Megan Stopulos - H&S President
X	Rev. Jason Crossen – Pastor	X	Rev. John Lamansky – Parochial Vicar
X	Sandra Adamson	X	Amy Paul-Assistant Principal
X	Tyler Edwards	X	Gloria Mesick – Teacher Representative
X	Tony Lemek	X	Victoria McCollum – Teacher Representative
X	Donica Mocosak		Dan Colbrese – Athletic Director
X	Brian Nikulski (and SJV Representative)		Emily Andes – Director Faith Formation
X	Tom Quinn	X	Brett Adams-Coordinator of Evangelization & Youth Ministry
X	Kurt Tressel		Kelly Bush – Liaison BOE/Parish Council
	TBD		Ryan Wermes (SCRIP)
			John Leinart- (AHS Rep)

**Guests:**

Total of 43 participants joined the meeting including BOE members and guests.

- 1) **Call to Order** – 6:03 pm
- 2) **Opening Prayer** – offered by Fr. Laminsky
- 3) **Introduction of Guests** – Andy Craig, Assumption Highschool President and Nicki Gartner, CFO Diocese of Davenport
- 4) **Approval of Agenda** – motion to approve agenda offered by Tyler E., second by Tony L., motion approved by the board
- 5) **Approval of Minutes** – motion to approve April minutes offered by Mark M., second by Sandra, motion approved by the board
- 6) **Open Forum** – no items
- 7) **Old Business**
  - Tom M. provided a reminder for BOE members e-mail Tom their previous and current committee assignments to determine future committee assignments.
- 8) **New Business**

- **Scott County Catholic Schools (SCCS) system model:** Andy Craig and Nikki Gartner presenting
  - i. Andy introduced the topic and shared Nikki Gartner is on finance committee, Brian Nikulski is on the planning committee
  - ii. Planning for the SCCS system began in 2016-2017. As discussions progressed the parish pastors and school administrators began working with Meitler Group to identify the need for a regional school system.
  - iii. Three committees have been formed; Structure & Governance, Finance & Funding, Communication & Marketing – each committee is reviewing how things are currently being done and existing process at each of the five schools. Differences in processes, best practices and future needs to support SCCS are being identified in each of the respective committee areas.
  - iv. Intent of SCCS is to create a structure that provides what is needed within each school yet keeps the individual identity of each school
    - Looking at the bigger picture, Catholic Schools in Scott County as a whole
    - Need to market as a whole... recognizing that Catholic school enrollment in Scott County as a whole has been declining for the past several years
    - Branding – working to maintain branding of each school but show unity
  - v. Organization Structure – The Bishop will have leadership authority of SCCS advised by a Board of Trustees which is made up of the pastors from each parish. The board of directors and a SCCS president will report to the board of trustees... various departments supporting the regional system will then report to the board of directors and president.
  - vi. Financial changes – All schools will operate with a standard chart of accounts
    - Standard chart of accounts provides the ability to compare and benchmark across the schools
    - This is a large change for some schools – significant work to be done to be ready with new chart of accounts for the next fiscal year
  - vii. Pastors have reviewed and approved the by-laws and articles of incorporation
  - viii. Currently working through documenting who owns what decision rights
  - ix. Goal of this initiative is to put us collectively in the best possible position to succeed as Catholic Schools
  - x. **Questions asked by meeting attendees:**
    - **Where is the role of the superintendent?** Trustees (pastors) will work in tandem with the superintendent under bishop
    - **Who will review the principals, currently is done by the superintendent that has the training to complete administrator evaluations?** Administrator reviews will still be completed by someone with the required training.
    - **When will the common salary scale be rolled out to the teachers?** Currently we have five schools and five scales that need to become one, still working on a plan to converge for salary. Also still working out the plans for all benefits – focus is on big three of salary, insurance and retirement.
    - **How are we looking at having a common tuition plan when the expenses at each school are not the same?** It has been proposed to formalize the structure of the tuition. Don't yet have a good handle on expenses as compare between each school to recognize the differences. Each school is handling expenses and parish support differently. Need to understand all the expenses before can confirm the detail of a plan for common tuition.
    - **What is being done to encourage teachers to want to teach at a Catholic school vs a public school that pays more?** Need to promote the benefits of teaching kids and families that are part of Catholic schools, the benefits are well beyond pay.
    - A thought was shared that while looking at common plans for pay, benefits, and tuition for the Catholic schools in the county; the differences within the various school districts, and differences within the various communities within the county are significant. That is a challenge that needs to be kept in mind.
    - **Will there be a policy for common class sizes, not all schools are currently the same?** Need to look at this further – both on financial stability and needs of the school. Ms.

Alongi also shared that the principals have also discussed the needs for school caps beyond the budget aspect and need to gain alignment on policy so not competing based on class size.

- **How will fundraising be handled for Home & School in the future?** Andy shared that if look at top 50 contributors across all schools you see significant overlap between who they are. He gets asked often “Why am I asked multiple times to support the groups that I am involved in?”. The SCCS committee believes there needs to be common approach/strategy for fundraising, while also sharing a sense of community. **If someone wants to commit funds for LCS will the money be spent with LCS?** Andy said he is firm believer in restricted donations... organizations need to spend money how the donor wants the money to be spent.
- Tom Melchert thanked Andy for his time, shared that further communication would be appreciated. We will bring Andy Craig back in the future for additional updates on the progress of implementing a SCCS regional system.

**9) Father Jason Crossen Report** – comments share by Fr.

- Wrapping up spring sacramental celebrations; Confirmation and First Holy Communion
- Dioceses is making changes with social gatherings as CDC has changed – working through balancing expectations for those that are not yet vaccinated while relieving restrictions for those that are

**10) Principal Report** – see report, comments shared by Jennifer

- ISAPS results will be sent home at end of the week. Tom asked for summary of results at next meeting. Jennifer will provide, she reminded us that we do have a compare for this tests to the prior years.
- Discussion around proposed BOE dates, there are two potential dates that conflict with Parish Council. Motion was made to approve 2021-2022 school year BOE meeting dates with a future motion to be made for resolve conflicting dates with Parish Council to be approved in June, motion made by Mark M., seconded by Kurt, motion passed by the board.
- Sandra asked if partitions in classrooms will be removed as COVID restrictions change. Ms. Alongi answered that will remain in place for rest of the school year.
- A question was asked if larger classes would be split into two sections. Ms. Alongi responded that plans for teachers aids for larger classes are being made and explained that classes would not be split until 30 students are reached. Significant discussion followed regarding class sizes with multiple teachers and parents expressing concern about current class sizes of 27 and 29 students going planned for next year.
  - i. Teacher contracts were offered in April, following acceptance of contracts student changes in enrollment may change class sizes by grade requiring teaching assignments to change by grade to best match class size needs.
  - ii. A teacher expressed concern about young students having lost time last year. It is very difficult to make up the time lost especially with large class sizes that make individual attention difficult.
  - iii. Ms. Alongi will send a Communication by end of week regarding class sizes and staffing including details for the middle school.

**11) Business Manager’s Report** – see report, comments offered by Sheryl

- Review of budget for 2021-2022 school year.
  - i. Motion to approve budget as presented made by Kurt, second by Donica, 2021-2022 school year budget approved by the board.
- Currently monthly billing does not align with the fiscal year, LCS needs to adjust next year’s billing cycle in order for the invoices and payments to align with the fiscal year. The finance committee determined that the best plan to resolve this discrepancy is to move to 11-month billing for the next school year. While families paying monthly will need to cover tuition over 11 months instead of 12 months this one-year change to put the billing on the proper cycle. Motion made by Kurt to approve 11-month billing for the 2021-2022 school year, second made by Sandra, motion approved by the board.

**12) Special Interest Group Reports:**

- Boosters/AD Report – see report, comments shared by Dan
  - i. Reviewing options for fundraising for athletics in general vs multiple fundraisers
- Home & School Association – see report, comments shared by Megan
  - i. New members welcomed at meeting last night
  - ii. Starry Night still being reconciled but results are very positive, potentially record year. A report will be shared with results when finalized.
- Teacher Representative – see report, comments made by Ms. Mcollum
  - i. 8<sup>th</sup> graders ready for graduation, looking forward to graduation mass and ceremony
- Scott County Catholic Schools Advisory Board- no report
- Assumption High School – no report
- Parish Council Report – meeting is next Tuesday the 25<sup>th</sup>, no report this month
- School Improvement Advisory Committee – no report

### **13) Religious Education Reports:**

- Director of Faith Formation – see report, comments shared by Brett
  - i. Continuing to work with youth groups, getting them back together in person as possible
  - ii. National Catholic Youth Conference is planned to happen in person this fall. Safety guidelines and limited registration will be put in place to ensure a safe conference.

### **14) Board Committee Reports:**

- Finance – covered with budget discussion
- Policy & Procedure – complete for the year
- Grant Writing – no report
- Public Relations / Marketing – comments shared by Tyler,
  - i. currently editing video of school tour to be posted online
  - ii. Looking forward to opportunity to have in person events
- St John Vianney Update – no report
- Buildings and Grounds – see report
  - i. Need some leaks to investigated
- Executive – none

**15) Closing Prayer** – offered by Fr. Crossen

**16) Adjourn Regular Session** – motion offered by Kurt, second by Mark, approved by the board.

**17) Closed Session If Needed** – N/A

**18) Adjourn**

### **Upcoming Meetings:**

- Tuesday, June 15, 2021, 6 PM