

**Lourdes Catholic School
Faith Formation Board
Meeting Minutes
January 20, 2011**

1) Opening:

- a) The meeting was called to order by President Tom Quinn at 7:10 p.m.
- b) Board Members in attendance: Father Tim Sheedy, Katie Selden, Tom Quinn, Jim Kersten, Joyce Kloft, Jenny Preston, Mike Vonderhaar, Steve Weitz, Kristyn Tjaden, Marnie Carroll, Mike Wegmann, Jenny Braden, Andy Werling and Colbie Andes
- c) Guests in Attendance: Patti Finnegan for Kathy Rolf
- d) Opening Prayer: Father Tim Sheedy

2) Executive Session:

- a) Executive Session took place prior to the start of the meeting.

3) Approval of Agenda:

- a) Motion to approve made by Jim Kersten, seconded by Jenny Preston and approved by all.

4) Open Forum: None

5) Approval of Minutes from November Meeting:

- a) An error was noted. The motion to approve the November meeting minutes was seconded by Mike Wegmann not Steve Weitz.
- b) Motion to approve with noted change made by Jim Kersten, seconded by Steve Weitz and approved by all.

6) Father Tim Report:

- a) Parish Plan was submitted to the Bishop which will be put on the Diocesan website.
- b) Strategic Plan was also submitted to the Diocese.
- c) OLOL received the first check from the Diocesan Campaign. A new stove and exhaust system will be purchased for the PAC kitchen.

7) Administrative Reports:

- a) Katie Selden - Administrator - See attached report
- b) Joyce Kloft - Religious Education and Youth Group - See attached report
- c) Colbie Andes - Development Director - See attached report

8) Board Committee Reports

- a) Buildings and Grounds - Jim Kersten, Mike Wegmann - No report
- b) Finance - Tom Quinn, Jim Kersten, Mike Vonderhaar - No report
- c) Policy and Procedure - Jim Kersten, Marnie Carroll - See attached report
- d) PR/Marketing - See report from Colbie Andes
- e) Executive - Father Tim, Tom Quinn, Jim Kersten, Marnie Carroll - No report

9) Special Interest Group Reports:

- a) Home and School Association - Kathy Rolf - See attached report
 - i) Motion to approve an increase in fees for Home and School made by Mike Vonderhaar, seconded by Mike Wegmann and approved by all.
- b) Teacher Representatives - Jenny Braden, Andy Werling - No report
- c) Scott County Catholic Schools Advisory Board - Katie Selden, Jim Kersten, Steve Weitz -
 - i) Jim Kersten gave an update regarding subsidies from churches.

- ii) New signage promoting Catholic schools will be strategically placed.
- iii) The next step is to create a committee to address the collaboration with SJV.
- d) Religious Education Parent Group - This position remains open.
- e) Assumption High School Representative - Mary Ford - No report
- f) Pastoral Council - Father Tim discussed Faith Neighborhoods.
- g) Boosters - Andy Werling - The Adult Volleyball League is playing again this year.

10) Old Business:

- a) Strategic Plan for LCS - Tom Quinn shared the completed written document.
- b) School Improvement Advisory Committee - See Mrs. Selden's report
- c) Teacher Evaluations - See Mrs. Selden's report

11) New Business:

- a) The April FFB meeting has been rescheduled from the 28th to the 20th.
- b) The February FFB meeting has been rescheduled from the 17th to the 10th.
- c) The time and place of these meetings remain the same.
- d) Principal Evaluations are due back to the Diocese March 9th.
- e) We hope to have an Iowa Department of Transportation representative at the March Tri-Council meeting to discuss the proposed I-74 Bridge project and how it may impact the Church and school.
- f) The FFB goals prepared at the beginning of the school year were reviewed and action steps were discussed to reach any goals not yet met.
- g) A question was asked regarding what happens with unopened milk in the lunchroom. Mrs. Selden will look into this.
- h) A question was asked regarding the LCS Student Handbook. Mrs. Selden said it is being put on the website.

12) Review Action Items: None

13) Adjournment of Regular Session:

- a) A motion to adjourn was made at 8:35p.m. by Jim Kersten, seconded by Kristyn Tjaden and approved by all.

14) Next Faith Formation Board Meeting:

- a) Thursday, February 10th, 2011 at 6:30 p.m. in the OLOL Rectory Conference Room
- b) This meeting was previously scheduled for February 17th.

Respectfully Submitted,

Marnie Carroll

Faith Formation Board Secretary

Lourdes Catholic School – Faith Formation Board

Thursday January 20th at 6:30 pm

O.L.O.L. Rectory Conference Room

Agenda

- 1) Call to Order.**
- 2) Opening Prayer / Gospel Reading & Discussion.**
- 3) Introduction of New Members and/or Guests.**
- 4) Approval of Agenda.**
- 5) Executive Session.**
- 6) Open Forum.**
- 7) Approval of Meeting Minutes from the previous month.**
 - a. December 16th 2010 Faith Formation Board Meeting.
- 8) Father Tim Report.**
- 9) Administrative Reports:**
 - a. Katie Selden – Lourdes Catholic School
 - b. Joyce Kloft – Religious Education & Youth Group
 - c. Colbie Andes – Director of Development
- 10) Board Committee Reports:**
 - a. Buildings & Grounds (Jim Kersten, Mike Wegmann)
 - b. Finance (Tom Quinn, Jim Kersten, Mike Vonderhaar)
 - c. Policy & Procedure (Marnie Carroll, Jim Kersten)
 - i. 3rd Readings.
 - ii. 2nd Readings.
 - iii. 1st Readings.
 - d. Public Relations / Marketing (Colbie Andes, John Resnick, Mike Vonderhaar, Cassie Ehrecke, Marnie Carroll)
 - e. Executive (Father Tim Sheedy, Tom Quinn, Jim Kersten, Marnie Carroll).
- 11) Special Interest Group Reports:**
 - a. Home & School Association (Kathy Rolf)
 - b. Teacher Representative (Andy Werling & Jenni Braden)

- c. Scott County Catholic Schools Advisory Board (Katie Selden, Jim Kersten, Steve Weitz)
- d. Religious Education Parent Group (OPEN)
- e. Assumption High School (Mary Ford)
- f. Pastoral Council (Tom Quinn)
- g. Boosters (Andrew Werling)

12) Old Business:

- a. Strategic Plan for Lourdes Catholic School (Update)
- b. School Improvement Advisory Committee (Update)
- c. Teacher Evaluations (Update)
- d. Parish Planning / Bettendorf Catholic School System.
- e. School budget process for 2010-2011.

13) New Business:

- a. April 28th FFB meeting moved to Wednesday, April 20th.
- b. Do other meetings need to be rescheduled to coincide with Finance Council meetings and budgeting process?
- c. Summary of critical dates for Faith Formation Board and the LCS Administrator.
 - i. Distribute Principal evaluation.
 - ii. Share ITBS results if any.
 - iii. ICC update.
 - iv. Finalize staffing and registration assumptions including salary assumptions and benefits.
 - v. Letters of Intent to Teachers/Staff by 1st day of School in February.
- d. Principal Evaluations due to Diocese by March 9th.
- e. Invite Iowa DOT Representative to next Tri-Council meeting to discuss I-74 Bridge Project?
- f. Review goals set forth at August 22nd 2010 Tri-Council meeting.
- g. Student Handbook?

14) Review Action Items:

- a. None

15) Adjournment of regular session.

16) Executive Session (if required).

17) Next Faith Formation Board Meeting: Thursday February 17th at 6:30 p.m. (Rectory Conference Room).

Principal's Report
January 20, 2011

1. Faith Community Facilitator
 - a. Daily school-wide scripture and prayer at the start of the school day.
Prayer at the end of the day in each homeroom
 - b. Weekly Mass, Advent Reconciliation, daily Jesse Tree readings during Advent as part of the morning announcements. We were pleased to welcome Bishop Amos to LCS on January 19th for Mass.
 - c. Lourdes Catholic School Prayer Book is located in the school office with Special Intentions. These Intentions are included in our prayers each day.
 - d. Continuing to support the Catholic Identity Committee with the implementation of Adoration for the school children
 - e. Catholic Schools Week starts next week! We are celebrating over 2 weeks this year. The committee has worked hard to put together enjoyable events for the students. Hope to see you at Mass on Sunday. Thank you to the FFB members who volunteered their children to have their pictures taken—we had 17 children ‘model’ that day. I haven’t seen the pictures yet, but will let you know when I do.

2. Human Relations and Public Relations Leader
**Mr. Andes will report enrollment and registration information

3. Academic Leader
 - a. Iowa Core Curriculum alignment work continues---even though it appears changes are coming to these standards and we may be switching to the Common Core. We had an Inservice on January 3rd with SPS, ACSC, JFK, AHS to work on 21st Century Skills alignment. We’ll work on math alignment and Literacy this winter. Our next alignment meeting will be in February. I am keeping the teachers up-to-date with information about ICC as I receive it.
 - b. Observation/Evaluation process continues. To date, 37 observations have been completed. Information about staff evaluations will be shared in next month’s report.
 - c. BLT Meeting today to continue working on calendar discussions (early release/late starts are a possibility) for next year and a possible update to the “Unpack the Backpack”. Next meeting will be Feb. 10th and the CSIP will be evaluated as will the teacher/staff calendar for ’11-’12
 - d. During the last month we’ve had 2 math department meetings to focus our attention on the needs of improving critical thinking and analyzing skills, K-8. We will meet again next Thursday.

4. Program Administrator
 - a. Title I teacher was hired and is working with identified students.
 - b. Working on long-term substitutes for 2 maternity leaves that will start 4th Quarter

- c. I am meeting with BCSD on Monday to discuss their TAG program as I look to restart our TAG program at LCS
- d. Working on preliminary budget (tuition has been approved, fees are up for approval next)/schedule/contracts for 2011-2012
- e. Registration for (current LCS families)Early Childhood is underway
- f. SIAC: No update. Next meeting 1-31-11.
- g. Virtus: completed monthly trainings, facilitated the training of our new Title teacher
- h. SCCSAB. I did not attend the 1-10-11 meeting. Mr. Kersten will share his report
- i. Strategic Plan: Completed! Thank you to Mr. Andes and Mr. Quinn!
- j. Bettendorf Catholic School System and Parish Planning: Plan was completed and submitted to the Bishop. Thank you to Mr. Andes and Mr. Joseph
- k. SWVPP: Working with BCSD to get the necessary trainings for our teachers. Today, 7 teachers attended 1 of 4 trainings that are taking place this spring.
- l. Student Concerns Process: Continue to monitor students with academic concerns.
- m. Attended staff meetings, Finance Mtg., SWVPP mtg., Diocesan Principal's Meeting, Scott County Principal's Mtg., "Disability Suspect" meeting, BLT mtg, Parish mtg., team mtgs., parent meetings, Home and School mtg.

Respectfully Submitted,

Mrs. K. Selden

Items to share:

- The state's new gun law (Senate File 2379) recently went into effect. The new law allows for a nonprofessional permit to carry that has no restrictions on whether the weapon is concealed or not. However, there are still restricted areas – including public and nonpublic PK-12 schools – that apply to people with a nonprofessional permit to carry. There will be signs that will be posted on certain areas of our building. FYI.
- The Iowa House of Representatives could debate a bill as early as January 17, 2011. House Study Bill 1 (HSB 1) contains major components I'd like to share. The bill eliminates the Statewide Voluntary Preschool Program (SWVPP) for four-year-olds, eliminates funding for the implementation of the statewide Iowa Core Curriculum, reduces Area Education Agency (AEA) budgets for fiscal year 2010-2011 and subsequent fiscal years by \$10 million, and creates a mandatory tax relief fund that diverts surplus monies from education.
 - **Statewide Voluntary Preschool Program (SWVPP):** Research shows that funds invested in early education and preschool provide a large return on investment. Children who attend quality preschool typically enter kindergarten with increased cognitive abilities, increased literacy and mathematics skills, and tend to get along with others better than children who did not attend preschool. Children who attend preschool are more likely to progress through the grades successfully with lower retention rates and fewer special education placements, and are more likely to graduate than peers who did not experience preschool prior to kindergarten. As of spring 2010, nearly 90 percent of Iowa's school districts participated in the SWVPP and serve an estimated 21,300 (55 percent) of Iowa's four-year-old children. In June of 2010, the state's investment in the SWVPP was estimated to be \$64 million for FY 2011.
- Kindergarten and Gr. 1 Age requirements. Non-public schools do not have to follow the age guidelines set forth by the state. However, the Diocese of Davenport has a policy which says we will follow state law. So, first graders must be six before September 15 and kindergarten students must be five before September 15. Kindergarten programs have not been required for that many years. I do not believe kindergarten attendance is required by state law, but age requirements still apply for first grade.
- Board Orientation for this summer is being organized right now for June 1. I'll keep you posted as details are put together. As of now it appears that the time of the training will be 2-8:30p.m. and dinner will be served.
- Registration is in process---
- Catholic Schools Week is planned---
- FFB meetings need to be scheduled the Thursday before the Finance meetings next school year
- I've worked on a revised budget process and made additions to the FFB monthly 'to do' list---
- ICC update is included as the "HF 45 FY 2011 Budget Deappropriations"---
- ITBS results are not received. I will share them once they are received and have been analyzed
- ICC update: "21st Century Skills" were discussed at the January 3rd Inservice. There is talk about the ICC being thrown out and keeping the "Common Core" instead. See the HR 45 sheet for more information. For now we are continuing to align the Diocesan Standards to the ICC.
- Letters of Intent will be given to the teachers (policy 414A) on Thursday, Feb. 3 to be returned by Friday, February 18
- Finance Council voted on a change to the health insurance benefit effective July 1. That change was a move away from the flat rate cost sharing arrangement (which we currently have----where the church pays \$1800/year for single plans and \$2400/year for family plans) to a percentage of cost sharing arrangement. It is believed that this provides benefits to employees that are fair to all and doesn't discriminate based on age or family status. After reviewing 8 options, it was decided that effective July 1, Lourdes pays 50% of single insurance premium, 25% of family premium.

Religious Education Report

Jan. 20th, 2011

This will be a very short report, as most of you know I have been gone for 2 weeks and I am just getting back and catching up.

Here are the highlights:

Catholic Schools week is upon us and activities are set.

The All Scott County Catholic School Mass is also being planned and we have the 1st and 2nd Readings along with 2 servers and 2 Eucharistic Ministers for that Mass.

The Net retreat will be Wed. Jan. 26th from 5:00pm to 9:00pm in the gym and cafeteria area.

Sacraments are going well.

Religious Education is going well; letters have been sent to past due accounts, and classes are going well.

Youth is going well and we are in the midst of collecting for Super bowl of Caring, retreats, and NCYC 2011.

Respectfully Submitted,
Joyce Kloft
Director of Religious Education

**Marketing & Development:
Faith Formation Board**

Enrollment:

- As of January 3rd we have 370 students enrolled at LCS
 - 113 Preschool & Pre-K
 - 257 K – 8th Grade
- In the past month I have given 3 school tours.
- I have been answering many questions about enrollment and registration for both pre/prek as well as for new K-5 families.

PR and Marketing:

- Work with teachers to ensure LCS articles are being submitted weekly to OLOL bulletin
- George Joseph and I have completed the Parish Planning report. It should be live on the Diocesan website soon.
- Catholic Schools Week starts Sunday. Join us for mass and stick around afterwards for doughnuts and juice.
- LCS Marketing Committee will hopefully meet again next week (we have had to reschedule the past 2 weeks
- LCS Catholic Schools Week committee has finalized CSW plans which were sent home today.

Policy and Procedure Committee Report

January 20, 2010

Old Business

Policies Requiring Additional Readings

Policy 520A – Over-the-Counter Medications New Policy

Third Reading – Motion made by _____, 2nd _____

Lourdes Catholic School offers an option for parents to authorize the school to administer some over-the-counter (OTC) medications to students as needed/requested in the 5th through 8th grades. Authorization is given with the Permission to Administer Over-the-Counter Medication form completed by the parent/guardian for each individual student which is kept on file at the school office. The Permission form indicates the dosage of OTC medications the school keeps in stock. If a child needs a different dosage than what is kept in stock such medication should be labeled and brought to the school office in the original manufacturer packaging with the completed Permission form.

Policy 501A – Admissions

Third Reading – Motion made by _____, 2nd _____

Lourdes Catholic School is open to all Catholic students in Preschool through 8th grade. Non-Catholic students are admitted as long as class size does not exceed limits set by the Faith Formation Board.

A student shall not be admitted to Kindergarten LCS unless he/she is 5 years of age on or before the fifteenth (15th) day of September of the current year.

Should a prospective student who is perceived to have needs beyond those of the general education classroom, the LCS Administrator shall make the decision on a case-by-case basis. Students and parents/guardians must agree to an interview and agree to disclose paperwork from the previous school. No admission decision will set precedent regarding potential future enrollment decisions.

Transferring students will be admitted to LCS according to Policy 501B

Policies to Cover at the February FFB Meeting

- Explain to the Board the process for review of 540A, B, C and D – Discipline, Suspension/Expulsion, Tobacco, Alcohol and Controlled Substances and Student Due Process.

Home and School Report
January 2011

Although December was a good month for Scrip, sales are down 14% as of the end of December. At our monthly meeting this afternoon, we were brainstorming to try and fix the problem. We are looking into other schools' incentives for Scrip purchases such as a "buy-out" program or possible reimbursement of tuition. Other possibilities include restarting the Gala Auction or some other parent social function. We are very concerned about meeting our budget this year. The parish was paid \$10000 of the \$15000 of our yearly contribution.

Catholic Schools Week is almost here and plans are underway for the annual Buddy Lunch on January 31st and the Teacher Appreciation luncheon on February 4th. Hard to believe, but we will start the nomination process for next year's board in February. Any suggestions for positions, please suggest names to anyone on the Home and School Board. A nomination letter will also come out in February.