

**Lourdes Catholic School – Faith Formation Board**

**Thursday September 23<sup>rd</sup> at 6:30 pm**

**O.L.O.L. Rectory Conference Room**

**Agenda**

- 1) Call to Order.**
- 2) Opening Prayer.**
- 3) Introduction of New Members and/or Guests.**
- 4) Approval of Agenda.**
- 5) Open Forum.**
- 6) Approval of Meeting Minutes from the previous month.**
  - a. August 19<sup>th</sup> Faith Formation Board Meeting.
  - b. August 22<sup>nd</sup> Tri-Council Meeting.
- 7) Father Tim Report.**
- 8) Administrative Reports:**
  - a. Katie Selden – Lourdes Catholic School
  - b. Joyce Kloft – Religious Education & Youth Group
  - c. Colbie Andes – Director of Development
- 9) 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. Update binders with policies that are missing.
    - ii. 3<sup>rd</sup> Readings.
    - iii. 2<sup>nd</sup> Readings.
    - iv. Confirm 2<sup>nd</sup> Reading of Policies 410A, 540D and 615B.
    - v. 1<sup>st</sup> 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).
- 10) 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)

**11) Old Business:**

- a. Strategic Plan for Lourdes Catholic School
- b. Revise policy 210.2C (Faith Formation Board scheduled meetings).
- c. F.F.B. Representative to Pastoral Council.

**12) New Business:**

- a. Summary of critical dates for Faith Formation Board and the LCS Administrator.
  - i. Assemble 'School Improvement Advisory Committee' (Policy 612.3A).
  - ii. List of Faith Formation Board members to Diocese by September 15<sup>th</sup> (Policy 221).
- b. Parish Planning Meeting on Sunday October 3<sup>rd</sup> at 3:00 pm (St. Paul's).

**13) Review Action Items:**

- a. None

**14) Adjournment of regular session.**

**15) Executive Session (if required).**

**16) Next Faith Formation Board Meeting: Thursday October 21<sup>st</sup> at 6:30 (Rectory Conference Room).**

**Lourdes Catholic School  
Faith Formation Board  
Meeting Minutes  
September 23, 2010**

**1) Opening:**

- a) The meeting was called to order by President Tom Quinn at 6:35 p.m.
- b) Board Members in attendance: Father Tim Sheedy, Katie Selden, Tom Quinn, Joyce Kloft, Marnie Carroll, Mike Wegmann, John Resnick, Steve Weitz, Kristyn Tjaden, Jenny Braden, Andy Werling, Kathy Rolf and Jenny Preston
- c) Guests in Attendance: Jodie Schwartz- LCS parent
- d) Opening Prayer: Joyce Kloft
- e) Introduction of New Board Members: Jenny Preston and Alternate, Jamie Randall

**2) Approval of Agenda:**

- a) Motion to approve made by Steve Weitz, seconded by Kristyn Tjaden and approved by all.

**3) Open Forum:**

- a) LCS parent, Jodie Schwartz requested clarification of Policy 540D Cell Phone/Electronic Device Policy for Students.

**4) Approval of Minutes from August Meetings:**

- a) FFB Meeting (8/19) - Motion to approve made by John Resnick, seconded by Kristyn Tjaden and approved by all.
- b) Tri-Council Meeting (8/22) - Motion to approve made by Marnie Carroll, seconded by Steve Weitz and approved by all.

**5) Father Tim Report:**

- a) Fall Festival last weekend was a success despite cloudy weather.

**6) 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

**7) Board Committee Reports**

- a) Buildings and Grounds - Jim Kersten, Mike Wegmann -
  - i) Recent rain caused leaks in the roof. Chris Harmsen is looking into the problem.
  - ii) A loud speaker is being installed at Big/Little Toy for emergency announcements. This will be installed next week.
- b) Finance - Tom Quinn, Jim Kersten, Mike Vonderhaar -
  - i) Information will be included in the Bulletin regarding OLOL outstanding bills.
  - ii) AHS Assessment increased by \$18,000
  - iii) Annual Diocesan Appeal increased by \$12,000
- c) Policy and Procedure - Jim Kersten, Marnie Carroll
  - i) Three policies were sent out via email on Sept. 19th to the FFB for a second reading per Policy 210.4F -Urgent Board Decisions.
  - ii) Ten of eleven Board Members responded.
  - iii) Policy 410A Cell Phone/Electronic Device Policy for Teachers and Staff - 10 of 10 voted yes to approve the second reading.

- iv) Policy 540D Cell Phone/Electronic Device Policy for Students - 9 of 10 voted yes to approve the second reading.
- v) Policy 615B Computer/Internet Policy for Teachers, Staff, Volunteers or Any Other Adult - 10 of 10 voted yes to approve the second reading.
- vi) As majority rules, the second readings of these three policies passed.
- vii) See the attached reports.
- d) PR/Marketing
- e) Executive - Father Tim, Tom Quinn, Jim Kersten, Marnie Carroll - No Report
- 8) Special Interest Group Reports:**
  - a) Home and School Association - Kathy Rolf - See attached report
  - b) Teacher Representatives - Jenny Braden, Andy Werling - No report
  - c) Scott County Catholic Schools Advisory Board - Katie Selden, Jim Kersten, Steve Weitz -
    - i) Meeting focused on the purpose of the SCCSAB.
    - d) Religious Education Parent Group - This position remains open.
    - e) Assumption High School Representative - Mary Ford - No Report
    - f) Pastoral Council
      - i) A representative from the FFB is still needed to replace Tom Quinn in this position.
    - g) Boosters - Andy Werling -
      - i) Girls basketball season is going well.
- 9) Old Business:**
  - a) Strategic Plan for LCS - Committee will meet next week.
  - b) Mrs. Selden and Father will be writing introductions to the plan
- 10) New Business:**
  - a) Summary of Critical Dates -
    - i) Per Policy 612.3A - A School Advisory Committee will be assembled by Mrs. Selden with Kristyn Tjaden representing the FFB.
    - ii) Per Policy 221 Mrs. Selden has sent a list of the FFB Members to the Diocese by the Sept. 15 due date.
  - b) The Bishop is presenting a Parish Planning Meeting at St. Paul's on Oct. 3rd at 3:00pm
    - i) All parish and school leaders are needed at the meeting to have our voice heard.
- 11) Review Action Items:** None
- 12) Adjournment of Regular Session**
  - a) A motion to adjourn was made by Kristyn Tjaden, seconded by Steve Weitz and approved by all.
- 13) Executive Session** - Not needed
- 14) Next Faith Formation Board Meeting:**
  - a) Thursday, October 21, 2010 at 6:30 p.m. in the OLOL Rectory Conference Room

Respectfully Submitted,  
Marnie Carroll  
Faith Formation Board Secretary

# Our Lady of Lourdes Tri Council

## Meeting Minutes

12:00 Sunday, August 22, 2010

**Attendees** – Fr. Tim Sheedy, George Joseph, Colbie Andes, Jul Lindner, Andrea McGivern, Patrick Ward, Greg Adamson, John Resnick, Katie Selden, Joyce Kloft, Jim Kersten, Tom Quinn, Marnie Carroll, Butch Stahler

**Guests** – Tammie Picton, Paul Picton, Bev Lamarque, Wendy Engelbrecht

### Agenda

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1. Fr. Tim opened the meeting with a prayer.
2. Mission – The mission of Our Lady of Lourdes is to make the living Christ visible by sharing our faith with all.
3. Purpose of meeting – The purpose of these meetings is for all three councils to report on their activities so we can work together as a community.
4. Faith Formation Board – Tom Quinn – They aligned their meeting times with the other two councils this year. They are still looking for a voting member and an alternate. They have 2 new teacher reps – Jane Volden & Andrew Werling. The new superintendent came to their first meeting. The policy and procedures manual has been revamped. They eliminated duplicates of the diocese. They have a new technology policy that addresses cell phone, internet and electronic devices. Steve Weitz, Katie Selden and Jim Kersten are on the Scott County Advisory Board. The FFB goals are to improve communications, publish meeting dates and put preliminary meeting minutes on the website, involve teachers in decisions, keep up the momentum on policy & procedure review, put strategic plan into action, continue bullying program, and get representation from religious ed. The strategic planning committee started in October of '09 and is at step 9 of 15. They developed critical issues and are ready to write the plan. Areas to address include school/youth, parish, marketing, finances and facilities. The school goals are to strengthen our Catholic identity, maintain education excellence, build relationships with neighboring parishes, and address declining enrollment (goal is to increase by 25% - 5% a year for 5 years). The Parish goals are increased engagement/pride, retaining members, continuing with parish survey action items, increasing E communications, and making the church more visible. The marketing plans include better marketing of the school. Budgeting goals include looking out to the next 5 years. Facilities needs include addressing space constraints, expansion, and the bridge project, and assessing our capital needs.
5. Religious Education – Joyce Kloft – Religious ed needs a representative on the FFB. 12 families that left the school joined religious ed (6 are middle schoolers). The program is within budget. They need new books for kindergarteners and 30 new

books for the other grades. Enrollment is at 137. They have not heard from 17 families, and 5 families will be home schooled, but will still pay materials fee. They will be required to come to the sacrament workshops. Last year's enrollment was 142.

6. Marketing – Colbie Andes – Colbie is working to promote Lourdes to the community. They have had radio and newspaper ads. The focus through the school year will be on retention. Colbie's goal through December is to meet with preschool and pre-K families. The Fall Festival will have an adult only evening Saturday night, the Bean bag tournament is in November, and the Ministry Fair is coming up. These should help keep families connected to Lourdes. Tom Quinn suggested that Colbie also meets with the 5<sup>th</sup> graders going into middle school, as we see a decline in enrollment in 6<sup>th</sup> grade. It would also be helpful if we were allowed to approach the pre-K families at SJV. Fr. Tim said we need to have current SJV families promote the school. Doug Grenier said we need to reconsider the idea of charging half for kindergarten. Tom also asked if there is a formal marketing plan, and Colbie stated that it is in process.
7. Parish Council – Peter Britt – The parish council currently has four goals. The first goal is the Ministry Fair, which will be held after each mass October 9 & 10. There will be opportunities for service for parishioners. The second goal is to launch the faith neighborhood program. There should be 30 – 40 neighborhoods of 30 – 40 families. This will need an educational component, and a leader in each neighborhood for the first gathering. The third goal is to enhance liturgy in all aspects. The fourth goal is to expand outreach to our Lady of Reconciliation in Peru. This is where Joe Lohmiller volunteers.
8. Finance – Jul Lindner – The investment account was moved from Quad City Bank to Fidelity. This has saved us around \$4000 to date. The school budget was based on K – 8 enrollment of 250. We are currently at 259. The total is 371 from Pre – 8. We have received pledges from 400 families, but the pledged amount is down 32%. This leaves a large shortfall. The budget is set at \$1,052,000 in tithing. The ADA is within \$600 of their goal. Improvements that have been done with the help of the endowment, grants and fundraising. These include the alarm system, playground, entrance gate, and school name on the building. Budget increases were based on trends in cost and salary increases. George Joseph suggested that we look at why families are pledging less money. Jul stated that we will start getting money from the capital campaign. Teri Powers stated that many people don't pledge, but still give money. Last year we received almost \$900,000 in tithing. Doug Grenier stated that the investment account is up to almost \$500,000, from \$250,000 a few years ago. Greg Adamson informed us that the Endowment money was down in value, which meant they couldn't give money, so they changed their policy to be able to make donations when their value is below contributions.
9. 2010-2011 Budget – Teri Powers – The biggest change is the increase needed in envelopes. They look at historical information to come up with the current budget. We need tithing increases to cover the increased expenses.
10. Capital Campaign – Father Tim – Total pledges were \$1,200,329 (this includes money the bishop raised). Our goal was \$1,042,000, so we surpassed our goal. We will get \$240,000 (20%) back based on pledges that have been paid. These payments will be

in January and July over the next 5 years. We need a committee to plan for how these funds are allocated. We also raised \$250,000 a year ago. The diocese as a whole is \$62,000 short of their \$22 million goal.

11. Building and Grounds – Chris Harmsen – There has been a great team effort in the maintenance and improvements of our facilities. The new playground looks great.

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**Tentative date for next meeting: Sunday, March 27, 2011, 12:00pm**

Principal's Report  
September 23, 2010

1. Faith Community Facilitator
  - a. Weekly School Mass resumed yesterday. Fall Festival was last weekend
  - b. Daily school-wide scripture and prayer at the start of the school day. End-of-the Day prayer at the end of the day in each homeroom
  - c. Lourdes Catholic School Prayer Book is located in the school office with Special Intentions. These Intentions are included in our prayers each day.
  
2. Human Relations and Public Relations Leader

*Mr. Andes will be addressing areas of enrollment, PR/Marketing, and Events in his monthly report.*
  
3. Academic Leader
  - a. Monday morning staff meetings 8:00-8:20. Thursdays 3:20-4:00 are reserved for small group staff meetings. Iowa Core Curriculum: Implementation Plan was submitted to the State of Iowa at the beginning of June. Had our first Peer Review Mtg. yesterday. I am now revising the timeline of the Implementation Report after feedback from yesterday's meeting. The Building Leadership Team is helping with this implementation plan. We are already working on alignment (between ICC and Diocesan standards) the Science. Social Studies is next.
  - b. Test scores have been evaluated. Will be shared with the community in October.
  - c. CSIP and APR were submitted to the Department of Education. The next report (BEDS) is due October 15<sup>th</sup>.
  - d. Currently working on 3 Diocesan Reports that are due Oct. 5<sup>th</sup>
  - e. Working on Virtus paperwork. It is due next Thursday to the Diocese.
  - f. Diocesan handbook, Faith Formation Guidelines and LCS policies are being passed out to teachers throughout this week during individual meetings. 13 meetings completed, 9 to go.
  - g. Evaluation process is underway. 2 were completed this week. My goal is to complete 2 per teacher by Christmas. Professional conversation will include portfolio work and career development plans
  - h. Mary Weiser spoke to the teachers today as we work on establishing where each teacher is with regards to Catechetical training.
  - i. Reviewed records of transfer students
  
4. Program Administrator
  - a. Virtus Renewal took place this morning---34 participants
  - b. Dress Code was distributed with a couple minor changes.
  - c. Wellness Policy was implemented
  - d. New Discipline Report is at the printer

- e. Middle School Parent Night took place in early September which included a cyber-bullying presentation to the parents and then the next day to the m/s students: received a lot of positive feedback about these presentations.
- f. Working with Bettendorf to hire a Title I Reading Teacher (waiting to hear about details)

Respectfully Submitted,

Mrs. K. Selden

Religious Education and Youth Ministry  
September 2010

**Religious Education:** Our 1<sup>st</sup> night of RE was August 25<sup>th</sup> with a Mass of explanation; this is where Fr. Tim stops and explains why we do what we do and our responses. After Mass we introduced the catechists and lead the students off to their rooms. Registration was done on a few more families and hand books were given out. We have registered to date 156 students plus 4 students who are being home schooled. This is about 14 more students than last year not including the home school students. We are still taking phone calls asking about RE so our numbers could change again.

We have hosted 8<sup>th</sup>, 7<sup>th</sup>, & 2<sup>nd</sup> grade parent nights already and Kindergarten will be next week. This has been very good doing the sacrament years early so the parents can get the information right away and know what to expect and to be prepared for everything that is coming due for the students. I also attended the middle school parent night for Lourdes and gave out the same information. This weekend will be the 8<sup>th</sup> grade confirmation candidate/ sponsor retreat on Sunday Sept. 26<sup>th</sup> from 1-6:00 with all of us attending the 5pm Mass.

On Friday night Sept. 17<sup>th</sup> we sponsored one of several JR high nights called "TPH" The Party is Here We held a bonfire/scavenger hunt over at Our Lady of Victory. Lourdes had 15 students in attendance from school and RE. Look for pictures in next week's bulletin. All that attended had a great time; Lourdes will be hosting the Nov. event which is a dance on the 19<sup>th</sup>. This is a great opportunity for students to meet other students from area churches.

The JR high and high school students helped with the blow up toys and the games for the fall festival this past weekend. Great fun for all who attended.

Looking ahead we have the ministry fair, 1<sup>st</sup> reconciliation workshop, Catechist in-service, Lourdes JR. high bean bag tournament, Youth Rally, 8<sup>th</sup> grade vocation day, and Trick or Treat from the trunks/ Saint celebration coming up the next month. Lots of things to do.

**Youth Ministry:** We have started the year off on Sept. 1<sup>st</sup> and have been meeting on Wed. from 7:30 to 9:00pm. Again this year I have Mrs. Katie McDermott helping and she has been preparing the apologetics lesson for discussion with the students. They seem to enjoy learning more about their faith and ways to defend what they believe. We are going to do some fun activities also this year and plan on holding our annual Rack n Roll early in Nov. The crowd for youth night is a little small but those that come enjoy and get a lot out of it. We need to encourage our young students to be involved; I know we are always looking for singers to join us at the 5:00pm Sunday night Mass. We will be planning for the upcoming retreats in the early part of Jan. Good things are happening all around us!

Respectfully submitted,  
Joyce Kloft  
Director of Religious Education, Youth Ministry and Sacramental Prep.

## **Marketing & Development: Faith Formation Board**

### **Enrollment:**

- As of Sept. 20<sup>th</sup> we have 367 students enrolled at LCS
  - 111 Preschool – PreK
    - We have lost 2 in 2-Day since beginning of the school year.
  - 256 K – 8<sup>th</sup> Grade
    - We have stayed even since beginning of the school year.
- In the past month I have given 3 school tours.

### **PR and Marketing:**

- I have meet with all Realtor offices in Bettendorf and eastern Davenport.
- In the beginning of October I will begin to meet with all preschool and preK families about who have their oldest or only child in these 2 grades.
- We have identified a few families from SJV who are interested in seeing more LCS presence at SJV and will be finalizing that committee in the next few weeks.
- Initial marketing plan and calendar are complete and being worked

### **Development:**

- FKM golf outing was a success.
- OLOL and LCS Festival was a success
  - About 100 people attended Saturday night
  - Numbers still out on Sunday.
- Ministry Fair is set for Oct. 9<sup>th</sup> and 10<sup>th</sup>
- LCS Bean Bag Tournament is set for November 6<sup>th</sup> and the Committee is working hard.

## **Policy and Procedure Committee Report**

**September 23, 2010**

### **Meeting Recap**

\*FFB binders will be handed out to those absent from the August meeting. **Done**

\*Diocesan policies will be handed out and inserted into FFB binders. **Done**

**Second readings of Policies 410A, 540D and 615B approved by the Board via email on September 19, 2010 were confirmed by President Tom Quinn.**

### **Policies Requiring Additional Readings**

#### **Policy 410A Cell phone/Electronic Device Policy – Teachers and Staff**

Second reading was made via email on September 19, 2010.

Third reading – Motion made by **Mike Wegmann**, 2<sup>nd</sup> – **John Resnick**  
**Policy is passed.**

Cell phones may not be used in the presence of students unless a school emergency arises or a School Administrator has approved such use. This includes taking photographs and/or texting. Cell phones may be carried while supervising recess or activities away from the school building as a means to communicate should an emergency arise. Personal communication devices that provide wireless, unfiltered connection to the internet may not be used for personal use during school hours.

#### **Policy 540D Cell Phone/ Electronic Device Policy – Students**

Second reading was made via email on September 19, 2010.

**Discussion among Board members established that wording of policy does not need to change.**  
Third reading – Motion made by **Steve Weitz** 2<sup>nd</sup> **John Resnick**  
**Policy is passed.**

Cell phones/Electronic Devices are not permitted at school from the time the student arrives to school until departure. Personal communication devices that provide unfiltered connection to the internet are never allowed. Phones may not be used to take photographs of any kind and text messaging is not allowed. If a student has a cell phone/electronic device in his or her possession, the item will be taken from the student and kept in the Administrator's office until the end of the school day. A Discipline Report will be sent home following the 1<sup>st</sup> offense. With the 2<sup>nd</sup> offense and each offense thereafter, the item will be held in the Administrator's office until the parent/guardian comes to pick it up.

#### **Policy 615B Computer/Internet-Teachers, Staff, Volunteers, Parishioners or Any Other Adult**

Second reading was made via email on September 19, 2010.

Third reading – Motion made by **Mike Wegmann** 2<sup>nd</sup> **Kristyn Tjaden**  
**Policy is passed.**

School computers are the property of Lourdes Catholic School and should only be used for academic purposes. Teachers and staff should not use, or attempt to use, personal devices (during school hours) or computers (that are the property of Lourdes Catholic School) anytime that provide unfiltered connection for the following purposes:

- Gaining or seeking to gain, access to proprietary information without authorization
- Conducting personal or political business, excluding email which is allowed during duty-free lunch or prep
- Downloading, processing, displaying, storing or distributing obscene pornographic, profane, or sexually explicit materials.
- Sending messages that are threatening, harassing, libelous, defamatory, discriminatory, profane or obscene
- Infringing on copyrights or other intellectual property rights, license agreements, or hardware and/or software contracts, including illegally installing, copying or distributing such materials to others
- Illegal activity
- Messaging or participating in social networking sites such as Facebook, Twitter, MySpace, etc. unless a school Administrator approves such use.

**Policy 210.4E Meeting Times-**

First reading – Motion made by Mike Wegmann , 2<sup>nd</sup> John Resnick

Faith Formation Board meeting dates for the upcoming academic year will be determined in May by the Administrator and the Faith Formation Board President. ~~When possible, meeting dates will be scheduled for the first Thursday of the month with the exception of July unless otherwise rescheduled by the Board.~~

**Policies to Delete**

It is recommended that the following policy be deleted and covered instead in the Staff Handbook

**Policy 312B Grievances –**

Policy will not be deleted. It will be reviewed this year.

**Policies to Review as per Monthly Schedule**

At the October FFB meeting we will review the following policies:

- 501B - Transferring Students – No major changes anticipated
  - 551A – Illness/Injury Procedures - No major changes anticipated
  - 562A – Examination of Student Records – No major changes anticipated
  - 680A – Hot Lunch Program - No major changes anticipated
  - 710A – Health Procedures - No major changes anticipated
- Second reading – 210.4E – Meeting Times  
Pass out final policies for binders – 410A, 540D and 615B

Faith Formation Board

Home and School Report

September 2010

With the start of the school year, Home and School has become very busy! The teachers were all granted money for classroom supplies -\$150 for full time teachers and less amounts for those who are part time. The various volunteer calendars have been compiled; however most of our chairs are still looking for more volunteers. We will set up a table for volunteering during the parent-teacher conferences hoping to get more names, especially our new families to get them involved. During this time, Home and School's Hospitality Committee will be providing food for the teachers since they may not have a lot of time between student conferences to eat. The fall Book Fair has started which will raise money for the library. Our goal this year is to raise \$9000 between the fall and spring Book Fairs. Scrip, unfortunately, has seen a slow start and we are currently brainstorming for new ideas to stimulate sales. If you have any suggestions, let me know or our Scrip chairs of Mary Walsh and Kristyn Tjaden.

Respectfully submitted,

Kathy Rolf

Home and School President