

OUR LADY OF VICTORY BOARD OF EDUCATION MEETING
7:00 P.M. Tuesday, February 7, 2017 @ Gathering Space Meeting Room

AGENDA OF REGULAR MEETING

1. OPENING PRAYER
2. ROLL CALL: Pat Archer, Evan Brankin, Korby Jackson, Fr. Jake, Todd Morris, Luke Roth, Peter Schuster, Lisa Snider, Lisa Stachula, Chad Steimle, Jen Wemhoff
Teachers: Laurie Burke, Mary Epping, Karen Youngerman
Parish Council: Kathy Peterson
3. ACCEPTANCE OF AGENDA
4. READING AND APPROVAL OF MINUTES OF January 3, 2017
5. COMMENTS FROM AUDIENCE and OPEN FORUM
6. UNFINISHED BUSINESS
7. NEW BUSINESS:
 - a. **Discussion: Board Decisions over Email**
8. ADMINISTRATIVE REPORTS (Written reports pre-submitted)
 - a. Principal of JFK (Chad)

Facilitator of Faith Community:

1. The highlight for the talent show was when we started the day by “Skyping” with Peg Gooder and praying with her.

Ethical Leadership:

1. The Iowa Department of Education has issued guidance regarding four year old preschool “exclusions.” We are to use the same definitions and report in the same manner “exclusions” as we do for K-12 students. Essentially, definitions of suspensions and expulsions have now been extended to preschoolers. The DE seems particularly concerned about what it describes as “soft suspensions” where a student might be sent home because he/she is “having a bad day.”
2. Our assigned AEA consultant is now on an extended medical leave. We have been assigned time from three different consultants to attempt to reduce our backlog of students awaiting detailed assessments for learning difficulties, behavioral difficulties, or difficulties caused by health/disability issues.
3. Fr. Jake and I will meet next week to discuss the 50 families that are behind in tuition payments.
 - a. Fifteen of the families have a twice per year payment plan (August and January) and have not yet paid their January amount due.
 - b. Five have not made any payments this year.
 - c. The average amount the families are behind is \$1,220.Dave Mattke is making phone calls as per the tuition policy and will have more information for us to use as we make decisions about to whom a tuition contract will be offered for next year and to whom a different letter will be sent informing families that they need to be current with their tuition payments before a contract for next year will be extended.
4. We will have our 2nd annual “Diversity Panel” for 7th/8th graders on February 27th. We hope to have representatives from a racial minority group and the NAACP, a parent of a child with disabilities, and an imam. (We would be remiss if we didn’t think our children are not influenced by “reality TV,” social media, politics, music, etc.)
5. Whenever there is a case of lice, there are many concerned adults. I sent out information to all parents this time due to how things were publicly posted for DHS programs. The position of the health department and all of the schools in Scott County,

supported by research as well, is basically that lice are nearly as common as the common cold. Research indicates that between 12% - 25% of children between the ages of 3 – 11 have lice each year. Adults should monitor their children for this “disease” as they do for all other diseases, and take similar common sense precautions just as we do to stop the spread of or protect ourselves from other “germs.”

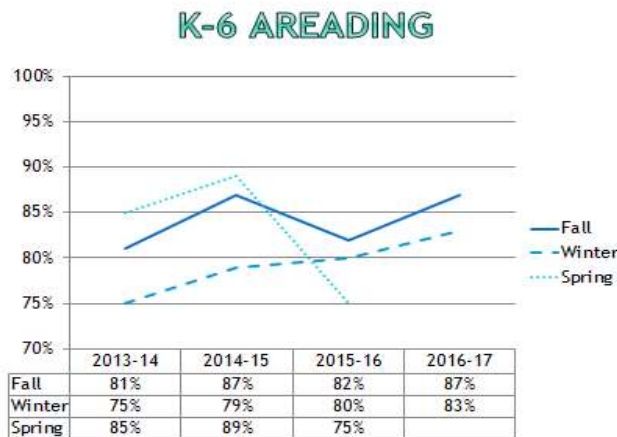
Leadership of School Culture and Instruction:

1. Professional Development:

- a. JFK was accepted to be a pilot school for the Self-Assessment of MTSS Implementation (SAMI) process for 2017 and 2018. All schools will eventually be required to undergo the process.
- b. Caitlin Putnam has begun her work toward a master’s degree in education and ESL endorsement and is taking advantage of our new benefit for a teacher pursuing an ESL endorsement.
- c. Lego League, with a focus on coding, will start again for the second semester. Lori and Adam Brown are the main facilitators of our three teams of students.

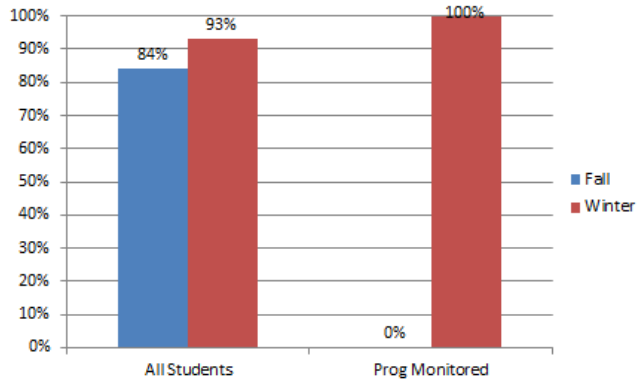
2. Winter screenings in reading and math have been completed. We still struggle with some students racing through the assessments, and some are retested. A few highlights are below:

- a. The first graph shows that the trend for K-6 aReading, our primary screener, are positive for fall and winter:

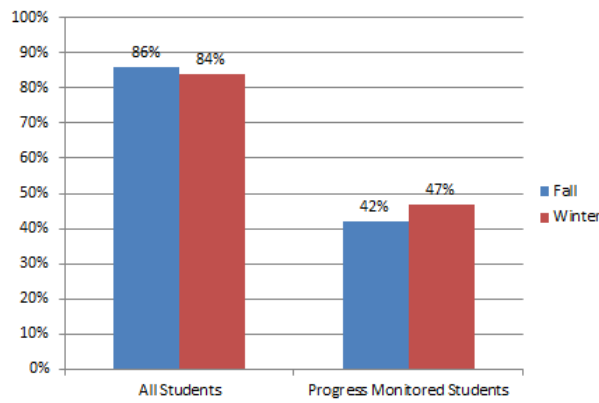


- b. The following graphs, which I’ll go over with the board, all show the benefits we are experiencing from increases in interventionists and the reading services they provide, from WIN time in K-2, and from increases and re-distributions of aide time:

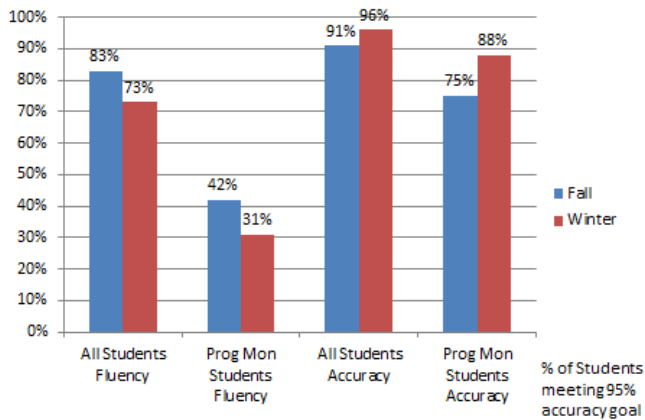
Kindergarten eReading: Percent at Benchmark



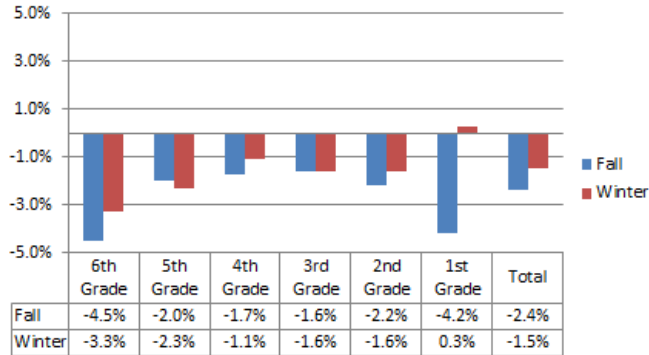
Grades 1-3 aReading: Percent at Benchmark



Grades 2-6 CBM-R: Percent at Benchmark

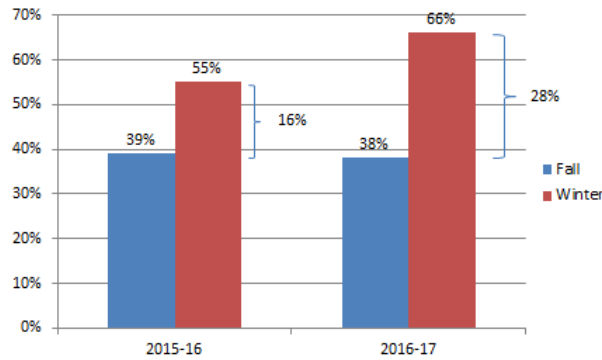


Let's Apply It
 aReading grades 1-6
 Average Percent from Benchmark
 n = the 36 in "red" in the fall



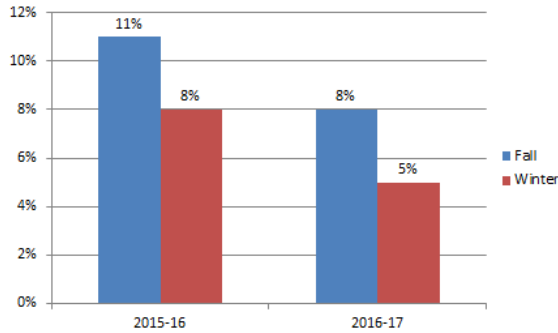
- c. In our second year of I-Ready for math, we continue to see positive growth between fall and winter screenings, and this year's growth was even larger than last year's.

I-Ready: Tier I Growth Fall to Winter



- d. Even the percentage of students needing more intensive help in math has improved, according to I-Ready results:

I-Ready: Tier III Reduction Fall to Winter



- e. Determining a correlation between I-Ready usage for extra lessons and screening results remains difficult due to overall usage:
 - i. Last year, over 15 weeks, for example, the average usage was six minutes per week per student.
 - ii. This year, since Christmas, only 43% of students in K-8 have used I-Ready.
- f. Information regarding student performance and the resources expended to achieve those performance levels provide a useful context for the decisions that need to be made, particularly when it comes to finances. Salaries/benefits, the number of staff members (both licensed teachers and aides), technology, and textbooks are the biggest expenses for the school. They all have direct impacts on students as well.

LIMITED RESOURCES: PERSONNEL (INCL INTERVENTIONISTS AND AIDES), TIME, MATERIALS

	2016-17 Budget		2017-18 Draft as of Jan 3	
Sal/Benefits	\$2,057,350	83.2%	\$2,129,390	85.3%
Tech	\$93,460	3.8%	\$65,620	2.6%
Summer improvements	\$45,370	1.8%	\$19,050 Boiler not incl	0.8%
Utilities	\$35,000	1.4%	\$38,000	1.5%
Textbooks, IA Assessments or SBA	\$31,900	1.3%	\$39,730	1.6%
Ins: Property, workers' comp	\$28,600	1.2%	\$30,500	1.2%
Other	\$182,390	7.4%	\$175,510	7.0%
Total	\$2,474,070	100%	\$2,497,800	100%

- 3. Statewide assessments are up in the air again. The DE has suspended all work toward the transition to Smarter Balanced Assessments (SBA) as legislation has been introduced to retain the Iowa Assessments and any of their descendants as the official statewide tests in Iowa. (Iowa Assessments are produced through a partnership of

Houghton-Mifflin-Harcourt and Iowa Testing Services [University of Iowa.] The legislation goes so far as to strike from code the 2013 directive that the DE form the task force that had led to the 20 to 1 vote to recommend the switch to the SBA over the Next Generation Iowa Assessments. The 2013 legislation had also stated that the new assessment was to be in place by May 2017, which has, obviously, been delayed already.

4. Julie Delaney, principal of St. Paul's, will be contacted again to see if she'll lead a number of our Catholic schools in the search for textbooks aligned with the Next Generation Science Standards. Julie taught science before going into administration and looked into the search for us last year when we concluded that science textbooks had not yet been written/updated adequately for the new standards.

Managerial Leadership:

1. We will be receiving a donation of two new fan coil units for the cafeteria.
2. Changes have been made to the website calendars and procedures for data entry. Website calendars are now the "official" calendars for the parish and school, with the exception of private details such as who the parish center renters are. Dianne Siefers, our technology coordinator, should be credited for the work in converting our calendars.
3. All state reporting for winter has been completed.
4. The cafeteria/gym divider panels move too much for our liking when people run into them. We will be adding floor pins during spring break. One panel was also damaged over a weekend when someone must have gone into it particularly hard and cracked the drywall underneath the carpet. It will also be repaired during spring break.
5. Most staff members have completed the Protecting God's Children program's Keeping the Promise Alive annual renewal. Fourteen of the 24 DHS staff members have also completed all eleven modules of the new Childcare Essentials training. The DHS training needs to be completed by most of the 24 by the beginning of the next school year.
6. As part of our in-service day, a group of teachers met to work on the details for CSW, and another group met to discuss salaries/benefits. (See the separate document summarizing our benefits.) Below are some of the notes passed on to me from the benefits meeting:
 - a. Teachers are interested in raising the employer retirement match from 2% to at least 3%.
 - i. The plan itself only allows for a 2% match. A discretionary contribution can, however, also be made for all employees, regardless of their participation. Adding a discretionary contribution is part of our long-term plan and supported by Finance Council. We have done it once as an end of the year bonus, which made it even more complicated to do.
 - b. When utilizing their \$900 continuing education benefit, teachers would like to not have their coursework approved by the administration.
 - i. It is rare that I have not approved a course/workshop, but it has happened. Administrator approval is a safeguard.
 - c. Sick days:
 - i. Teachers would like mother-in-law, father-in-law, and grandparents added to the relatives for whom sick leave may be used. The list is currently "the employee or the employee's children, spouse, parents or stepparents."
 - a. If there is an expansion of language, step-children may also want to be included, as it appears that issue may be coming up in the future (see below about step-children). Perhaps language similar to bereavement leave should be examined. That leave includes

- “a spouse, child, parent, sibling, grandparent, grandchild, in-law or any relative of the employee or employee’s spouse residing in the employee’s household at the time of death.”
- ii. Teachers expressed interest in short-term disability insurance for when there are not enough accumulated sick days.
 - a. Something like A-Flac can be offered without the employer paying into it.
 - b. In the past, finance committees have considered the ability to accumulate 90 sick days extremely generous from the employer’s perspective.
 - c. Teachers receive 15 sick days per year and can accumulate them to 90.
 - d. Our certified staff members have, on average, 76.4 days of accumulated sick leave. That translates into a liability of almost \$234,000 should it all be used. Many of our hourly employees also have paid sick leave. We budget for about \$40,000 in sub pay per year.
 - iii. Teachers are interested in an option to “gift” sick days to another employee in need of extra days in extreme circumstances.
 - d. Personal and emergency days:
 - i. Teachers would like to have these combined into four personal days. They currently have two personal days and two emergency days.
 - a. This request comes up quite often, and finance committees have discussed just going to three days. No action has ever been taken. As of the last comparisons, no other schools in the diocese have more than two personal days, and no other school has emergency days.
 - ii. Teachers would like to be able to pay the sub fee if they go over their paid days rather than have their pay deducted.
 - a. The minimum per diem rate for a teacher is \$148, and the average is more like \$184. The typical sub rate is \$90 per day.
 - e. Tuition reduction:
 - i. Teachers would like step-children to be included in the benefit, at least as a percentage.
 - a. Full time teachers do not pay tuition for their children to attend JFK.
 - b. As with all families, tuition is based upon the status of at least one of the legal guardians.
 - ii. Teachers would like the 33% reduction on tuition for their children at AHS to be increased.
 - a. The long-term goal had been to increase it to 33%. I believe we achieved this goal about 3-4 years ago.
 - iii. Teachers would like the additional fees paid at Back to School Registration waived.
 - f. Stipend for 7th/8th grade core subject assignment. There was a lot of discussion about why this stipend was in place, and staff members present did not know the reason.
 - i. This stipend was added years ago at the request of the administration as a “recruitment” tool akin to “shortage area” stipends in public schools. Because subject specific endorsements are required for teaching 7th and 8th grades and because JFK’s 7th/8th grade teachers must hold

endorsements in more than one subject area and/or also be Catholic and able to teach religion, these teachers are in “shortage areas” for JFK. At the time this stipend was added, there was no vocalized objection from teachers.

- g. Teachers would like mileage reimbursement for PS home visits:
 - i. Mileage reimbursement is not allowed, by policy, for travel within the I-80/I-280 corridor.
 - ii. When gas prices were increasing a few years ago, the stipend was increased from \$375 to \$400.
 - iii. Home visits are not included in any preschool standards, but the language is included from the DCSD in its 28E agreement with its preschool partners. We are objecting to this language for partners as the DCSD does not even require its own preschool staff to do home visits. It seems likely that home visits will be discontinued in the near future.
- h. Other stipends: There were many discussions about who receives these stipends and why the stipends exist.
 - i. 7th/8th grade homeroom teacher(s) -- \$200: Originally, it had been \$400 to the 8th grade homeroom teachers, if I recall correctly, and was to compensate them for all of the additional time and work that goes along with the 8th graders such as Confirmation and service projects, fundraising, the fall play, the spring show, field trips (some of which are beyond the normal work day), etc. When 7th grade seemed to be doing some of the same work, there was agreement among the 7th/8th grade teachers to split the amount to \$200 each. As the projects, work, and staff change over the years, the agreement and understanding for this stipend also ebbs and flows.
 - ii. Crusader Chronicle -- \$700: This stipend was begun when one teacher coordinated the newspaper as, more or less, an extra-curricular activity. Then, it was split between two teachers. As newspaper work becomes more a part of the curriculum for all 5th-8th graders, there is more question about the Chronicle stipend.
 - iii. Janet Thomas playing for all shows -- \$1,000: Teachers are wondering what happened to this stipend now and who should be receiving it. When approved, the board was very specific that this stipend was only approved for Janet and would not necessarily apply to another accompanist, which is why the stipend has her name specifically on it.
 - iv. The decision to add stipends for various activities always leads to a great deal of polarizing discussion, and changes in staff and activities over time also create challenges. We have teachers in 5th-8th grades, for example, doing regular “tutoring” after school for math, and Creative Crusaders has been quite a hit for students this year.
 - i. When examining benefits, the board should also keep in mind that about 40% of the JFK staff members are not teachers. Teachers and non-teachers do not have the same benefits, and the board has recognized some legitimacy for the differences. However, one might say that a general trend has been to make the benefits more inclusive for all staff.
- 7. While there is not a lot of work to be done on the budget prior to next week’s kindergarten round-up, in particular, and the beginning of preschool and ECLC registration, enrollment adjustments have been made on the current draft that replaced the January draft’s surplus of about \$5,000 with a deficit of about \$1,500.

8. In order to make sure we are following timelines in diocesan policy, the board should issue a statement in February regarding staff positions for next year. At this time, the following type of statement is recommended: "Although a reduction in the number of FTE teaching positions is not anticipated, it is possible that enrollment and funding will make a reduction necessary. It is also possible that non-contractual/"at will" positions will be changed or reduced depending upon school needs, enrollment, and financial circumstances."

Public Relations Leadership:

1. We are in the midst of preparing for kindergarten round-up and preschool/childcare registration. Numerous marketing materials have been designed and purchased, and ads have been placed. We assemble materials for five different audiences: our own preschool and preschools from which we typically receive students, other preschools that allow us to distribute information, kindergarten round-up, preschool and childcare registration, and prospective families who have neither kindergartners nor preschoolers. Andy Craig, president of Assumption, will speak at kindergarten round-up about the family tuition plan.

Leadership in Diocesan/Parish Context:

1. I made a third HVAC presentation to Finance Council this year:
 - a. The VRF recommendation for A/C and long-term heating in most locations was reviewed. The mechanical ventilation is also included in this recommendation.
 - b. A one boiler solution for heating was recommended.
 - c. Ryan & Associates was recommended as the vendor.
 - d. Finance Council approved \$172,000 for the boiler and heating project to begin this summer. An approximate breakdown of costs is below:
 - i. Boiler: \$115,800
 - ii. Hot water heater: \$ 10,918
 - iii. Classroom controls and valves: \$ 18,326
 - iv. Boiler room asbestos removal: \$ 5,890
 - v. Misc asbestos removal: \$ 680
 - vi. Repairs/upgrades to 2011 VAV: \$ 9,000
 - vii. Contingency (7%): \$ 11,243

Closed Session Needed?

Yes, to inform board of disciplinary action

Respectfully submitted by Chad C. Steimle

b. Faith Formation-Religious Education Director (Jennifer)
BOE Report from Jennifer Wemhoff DRE
Report as follows in reference to my job description

- 1) Providing faith formation, religious education and sacramental preparation for K-8 students and their parents. Preparing Generations of Faith events and communications for Family Faith Formation suitable for K-8.
 - a) We purchased the booklet "Together in His Footsteps Family devotions and activities for Lent" and will distribute to all Faith Formation and JFK families.

- 2) Recruiting, enabling, and supervising catechists and other volunteer personnel for Faith Formation. K- 8
 - a) I held an in-service for our catechists and support helpers on Wednesday January 25.
- 3) Assessing needs, and planning and evaluating programs implementing Diocesan curricula for K-8. Includes Human Relations Programming (Circle of Grace 2013).
 - a) Our catechists taught the Circle of Grace curriculum this month. Materials were sent home to those families who students missed any of the curriculum that was taught.
 - b) Attended the January MORE meeting at St. Alphonsus in Davenport.
- 4) Acting as resource person for JFK catechists.
 - a) Provided resources to several teachers for various topics.
 - b) Provided correlation information to 8th grade catechists for using *Decision Point* with our Confirmation books (*Confirmed in the Spirit*)
- 5) Maintaining or improving the existing educational programs
 - a) Nothing new at this time.
- 6) Managing the Faith Formation office including supplies and necessary reports to Parish and Diocese.
 - a) Written reports to the BOE
 - b) Written reports to the Parish Council
- 7) Participating with YM and Catechetical Ministries Assistant to prepare budget for respective areas to review with the Business Manager and BOE Finance Committee.
 - a) Currently discussing which areas of our budget need review.

Confirmation Coordinator

- Collected and distributed approximately 200 scarves for the Chase the Chill project. Placed scarves with Confirmation students/parents/sponsors on January 21st.
- Sent out information to students regarding service project opportunities
- Held Confirmation group service project on January 29th. Students/Sponsors completed 8 fleece tie-blankets, stuffed approx 60 pairs of socks with toiletries and 2 boxes of Ziploc bags full of toiletries donated to Humility of Mary. Students cut veggies and prepared 8 gallons of Vegetable soup that was donated to Café on Vine. Additionally students and sponsors cut shoe patterns from old jeans to be donated to Sole Hope to make shoes for children in Uganda.

c. Youth Ministry (Evan)

We continue to grow as a community, having community focused events and activities in addition to catechetical ones.

We offer youth nights for both high school and junior high school teens to help them develop discipleship skills like prayer, apologetics, spiritual warfare, and discernment. This month we will be taking advantage of St. Valentine's feast to talk about issues regarding marriage and sexual love, while also having a mini retreat focused on silence and Lectio Divina.

We are also preparing for the Sweetheart's Dinner this February 11th, as announced this weekend, the dinner is very full, and we are looking forward to a very successful evening. This fundraiser is key in raising money for our teens to attend NCYC next fall, but it is also an important parish community event that we are proud to be able to offer everyone.

2) Vision statement: OLV is the most welcoming parish in the community. Not approved yet.

3) Parish and Fr. Jake interested in helping with gala

4) Currently, \$85,000 in unpaid tuition

5) Need to appoint a rep to the Assumption board

6) Reviewing faith formation bonuses

11. CLOSED SESSION 1-Student Disciplinary Action (Chad, Fr. Jake, and Board Members)

12. CLOSED SESSION 2-Administrator evaluations (Fr. Jake and Board Members)

13. CLOSING PRAYER

Next Regular Meeting: March 7, 2017

BOE's Rep to Parish Council in February, 2017 (Peter)