

April 5, 2016

1. OPENING PRAYER
2. ROLL CALL: Pat Archer, Heather Egger, Brock Harris, Korby Jackson, Mike Lizak, Zeke Mientkiewicz, Monsignor Parizak, Todd Morris, Peter Schuster, Lisa Stachula, Chad Steimle, Jennifer Wemhoff  
JFK Reps = Kim Burjken, Hinchman
3. ACCEPTANCE OF AGENDA
4. READING AND APPROVAL OF MINUTES OF March 1, 2016
5. COMMENTS FROM AUDIENCE and OPEN FORUM
6. UNFINISHED BUSINESS:
  - a. Jennifer Wemhoff's Evaluation
7. NEW BUSINESS:
8. ADMINISTRATIVE REPORTS (Written reports pre-submitted)
  - a. Principal of JFK (Chad)

Facilitator of Faith Community:

1. Ellen Miller from Mary's Meals will be speaking at JFK and AHS on April 18<sup>th</sup>.
2. Jason Evert, international Catholic speaker and author, will present "Parenting for Purity" for parents and "Love or Lust?" for 7<sup>th</sup>-12<sup>th</sup> graders at OLV from 6:00-9:30 p.m. on April 28<sup>th</sup>. Seventh-12<sup>th</sup> graders will hear him again on April 29<sup>th</sup> during the day, but the two presentations are slightly different. Mr. Evert is a regular speaker at NCYC and was in Scott County about five years ago.
3. Plans are being made for Msgr.'s final all school Mass in May.
4. Our Gospel Values/School Climate is adding an additional Gospel value to our wall: mercy.

Leadership of School Culture and Instruction:

1. Professional Development:
  - A. With a more specific focus on ELA and math, the following will be on next year's PDT/Leadership Team: Kitty Temming, Melissa Zeimet (PS ELA and math), Caitlin Putnam (representing K-2 ELA and math,) Linda Vogel (3-5 ELA and math), Julie Bauer (6-8 ELA), Rachael Whelchel (6-8 math), Laura Burke (representing reading interventionists), and Sara Tilken (representing specials).
    - i. Next year, we will go through the DE's facilitation guide for the six ELA Building Blocks questions again. (It will be about 2 ½ years since we first looked at the Blocks.)
    - ii. We will also look at the ELA Building Blocks questions and try to convert them to math Building Blocks questions.
    - iii. In preparation for this work, we are again looking at our schedule and how we use time. We are gathering information from other schools as we prepare for this examination.
  - B. Alyce Carey, Laura Burke, Kitty Temming, Beth Roland from the AEA, and I completed our work through the DE's Intervention Intensification Guide, which examines our interventions/resource systems and how well they are working.
  - C. I attended a DE webinar on "Finding Meaning in Fluency." It reinforced that fluent readers have their brains freed up to comprehend. I found the following new information to be interesting:
    - i. Few students are "word callers." Research indicates that teachers are incorrect over 90% of the time when they say that a student is reading fast without understanding. Only about 2% of students in 3<sup>rd</sup> grade and 10% in 5<sup>th</sup> grade are word callers. Most students who are fluent readers actually do comprehend, and when we try to identify a fluent reader who does not actually understand, we're wrong 9 times out of 10!
  - D. I am attending a series of DE webinars on the new Differentiated Accountability system for schools that will be implemented next school year for all public and accredited non-public schools. There will be an annual "desk audit" with items to be submitted to the DE, and five "healthy indicators" will be examined:

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- i. Assessment and Data Based Decision Making
    - 1. Percent of students assessed with a valid and reliable universal screener
    - 2. Percent of students not meeting benchmark assessed with a valid and reliable progress monitoring tool at least 90% of the weeks between screening periods
  - ii. Universal Instruction
    - 1. Percent of students meeting benchmark on universal screening assessment
    - 2. Percent of students beginning the year at benchmark who remain at benchmark
  - iii. Intervention: Elements from the intervention intensification guide mentioned previously. Piloted in the fall for full implementation by the spring
  - iv. Leadership: Being developed
  - v. Infrastructure: Being developed
  - vi. Our use of two screeners to identify at risk and students with a substantial reading deficiency is becoming more problematic as the DE is just pulling the information for i and ii above from the computer system. Item number iii will likely also be pulled from the system.
  - vii. The phrase substantial reading deficiency may be replaced by “persistently at risk for reading.”
  - viii. The DE in April will release the criteria to be used for third grade retention decisions. Multiple criteria will be considered.
- E. Differentiated Accountability should not be confused with the criteria examined for the Iowa School Report Card (also known as the Attendance Center Rankings) for public schools and the criteria in relation to Every Student Succeeds Act, which replaces No Child Left Behind:
- i. Iowa School Report Card
    - 1. Proficiency in reading and math
    - 2. College and career-ready growth
    - 3. Annual expected growth
    - 4. Closing achievement gap
    - 5. College and career readiness
    - 6. Attendance
    - 7. Staff retention
  - ii. ESSA (details currently being defined)
    - 1. Annual assessments, which may include student growth
    - 2. High school graduation rates
    - 3. Another statewide academic indicator for elementary and middle schools
    - 4. English language proficiency for English language learners
    - 5. One other statewide indicator of school quality or student success (e.g., school climate/safety, student engagement, educator engagement,...)

Managerial Leadership:

- 1. Our projected K-8 enrollment is currently between 409 and 427. (The current budget draft uses 416.) Given that we are down 12 students since October 1<sup>st</sup> (ten moved and two transferred to a non-Catholic, non-accredited private school), that we have a couple of families moving over the summer, and that we have not yet issued contracts to the families of ten students due to their need to make financial arrangements for current tuition, the opportunity to equal or exceed our 418 record enrollment is incredible. We currently have tuition contracts and registration fees already in hand for 400 K-8 students, and we have been moving people off of waiting lists. Kindergarten, 1<sup>st</sup>, and 7<sup>th</sup> still have waiting lists.
- 2. Preschool:
  - i. Morning 4 year old preschool classes are full with 40 students and waiting lists
  - ii. Because of the changes we made to lengthen and standardize 4 year old preschool classes and because morning 4 year old preschool classes are full, we

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- cannot take any more four year olds into ECLC. We can accept three year olds into ECLC.
- iii. Afternoon 4 year old preschool classes have 19 spots available, down five from March.
  - iv. There are plenty of MWF (12 registered) and TTh (12 registered) preschool spots available
  - v. ECLC has 26 students registered with waiting lists for four year olds who can't get into a morning PS class. ECLC, with an 8:1 child to adult ratio could take 32 students. We are licensed for 45 students in the ECLC room.
3. Finance Council, after much discussion, approved a "transfer from the parish" of \$565,000. Diocesan guided accounting changes in June make a straight forward year to year comparison difficult. Officially, it's \$7,400 more than the \$557,600 on the budget submitted to the diocese. However, it is \$42,000 more than what was in the budget approved by the Board of Education, which was before the diocesan guided accounting changes. Through Finance Council's discussion, I would identify the following priorities of Finance Council:
- Pay off the \$350,000 loan for the balance of the 2011 building project and school building roofs
  - Put the parish in a position to be able to replace the boiler, as soon as this summer if possible/necessary
  - Begin the replacement of the stained glass window frames in the very near future
  - Maintain some flexibility with salaries at this time to allow our next pastor, Fr. Jake, to assemble an administrative and office staff as he sees fit
4. Health insurance premiums will increase by 10%.
  5. We lost over \$200 in food over CEW weekend when the wrong circuit breaker was turned off.
  6. An SCRA grant application was submitted for a Wireless Network Replacement Project. The quote we used was for about \$20,000. We requested about \$11,100 from the SCRA. We have filed e-rate funding paperwork for a 40% discount. The remaining \$900 would be from our budget. (See attached.)
  7. The HVAC committee met last week, and Mid-American had three people through JFK in preparation for an energy audit. Barring a complete failure of the boiler, we can probably go at least another couple of years with our current boiler. Just replacing the boiler could probably be done in the summer and fall. Combining a boiler replacement project with ventilation and air conditioning would be something that we'd probably want done during the summer, and our timeline might be too tight for this upcoming summer. The committee is looking favorably at two types of systems or a combination of them: replacing the boiler with 2-4 mini-boilers and a variable refrigerant system that works similar to a geothermal system except it pulls the heat/cooling from the air. VRV systems are becoming more popular in the U.S. and are especially good for retrofitting buildings. The committee's initial thoughts on costs are wide-ranging, but everyone agreed that it's at least a \$100,000 job and could go to \$300,000 or possibly even higher. Gary Miner of Miner Engineering is doing some paid design work for us.
  8. The policy committee completed its work. See pages 1-37 of the attached. Pages 38-43 deal with the wellness policy and are still being completed by a separate group that is meeting weekly. The wellness policy work should be ready for the board in May.

Public Relations Leadership:

1. Following are the highlights from Lisa Ray's notes on the ad hoc fund-raising committee, which last meet on March 1<sup>st</sup>:
  - a. Century Club type of idea:
    - i. \$250 donation makes you part of the club, which includes name recognition and invitation to a "thank you mixer" toward the end of the year
    - ii. \$100 donation makes you part of the club, which includes name recognition and invitation to a "thank you mixer" toward the end of the year, BUT you are asked to donate time and to volunteer at school

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- iii. Alumni database created and maintained. Alumni asked for a donation of “alumni love” of any amount. Those at the \$250 or \$100 levels get invited to the mixer.
- iv. Perhaps allow the donations to be spread out over time as people may be able to do \$250 but not when all other fees are being paid in August. However, there’s a risk and cost to spreading out the payments that may not make it worthwhile.
- b. Volunteers and fundraising:
  - i. Point system
    - 1. Each job is assigned a certain number of points. Working a game at fun night might be one point, for example, and heading the food might be five points.
    - 2. All organizations would have to break down their activities’ jobs into the point system
    - 3. Volunteer opportunities for the point system should be available at August registration
  - ii. Combined with the Century Club type of idea:
    - 1. \$250 – no points required
    - 2. \$100 – worth ten points, and ten more required
    - 3. \$0 – 20 points required
  - iii. Someone is needed to work the database of volunteers
  - iv. Someone is needed to work the database of donations
  - v. Once the number of volunteers and points are known, there may be a reduction in the number of fundraisers to match. The reduction of fundraisers may also be just what people want.
- c. Seems like people are in favor of fewer fundraisers and an opt out option
- d. The idea of grade representatives doing fundraisers could also tie into this system and might be used to reduce the total number of fundraisers.
- e. A decision and communication by early May would be preferred.

Leadership in Diocesan/Parish Context:

- 1. I attended the Finance Council meeting:
  - a. Responses to the Cunneen effort are favorable.
    - i. 597 families out of about 1300 responded
    - ii. 420 of the 597 indicated that they would increase their giving
    - iii. The pledged increase in envelope giving is a 17.61% overall increase or \$150,794. On a per family basis, the increase is about \$5 per week.
- 2. I attended the parish council meeting. Topics included the following:
  - a. A farewell to Msgr on June 11<sup>th</sup> with an outdoor 4:30 Mass followed by the parish picnic.
  - b. A farewell to Trish Gallagher will be on the weekend of May 14/15.
  - c. Carol Burns shared information about the parish nurse program and wellness committee.
  - d. Parish council/board of education elections were set for May 22<sup>nd</sup>.
- 5. I attended the Scott County Catholic schools’ principals’ February meeting. Topics included the following:
  - a. Fundraising: One large Scott County Catholic Schools’ Gala type of event was discussed. We are currently doing five school Galas, and there are others in the area, such as the Black and White Gala and ones for St. Anthony’s and St. John Vianney. Both our donors and our attendees are being stretched thin. One large Gala might bring in more than the total brought in by all five schools. AHS, SPS, and JFK administrators seemed most positive about such a prospect. ASCS was concerned about a potential loss of revenue and the loss of a community feeling. LCS was concerned about a potential loss of revenue. ASCS and LCS are also least concerned at this time about volunteers; they seem to have Gala leaders ready to go for next year already, although the ASCS principal is like a co-chair for the event. The administrators agreed to put “feelers” out to our boards.

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- b. Shared ESL endorsed teacher: ASCS may be looking at combining its Spanish position with an ESL position to create a full-time position on its own.
  6. I attended the Scott County Catholic School Advisory Board meeting:
    - a. Strategic planning:
      - i. Three main areas of initial focus
        - Finance: chair is Tom Daniel of St. Paul's and vice chairs are Andy Craig and I
          - A significant issue for the bishop is what should the funding model look like when there is a parish school to which parishioners of other parishes enroll their children
          - Another issue to be considered is what are the best Catholic school models for Johnson County (Iowa City, in particular) and Scott County. The first step will be to talk with the priests.
  7. The Iowa Catholic School Administrators conference is in Des Moines June 21-22.
  8. The board is reminded of Fr. Jake's visit on April 6<sup>th</sup>. He will meet with parish council, finance council, and board of education members from 5:45 p.m. – 6:20 p.m.
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- b. Faith Formation-Religious Education Director (Jennifer)
    - a) On March 30, I had group activities for classes K-7. We talked about The Hill of Crosses in Lithuania. The students then had the opportunity to make their own cross, because of the weather we did not place their crosses on the hill outside the church. We then reflected on The Resurrection Stations.
    - b) Calendaring dates have been set for the 2016-2017 school year
    - c) The recruiting process for next year's catechists has begun. Current catechists have been asked to respond by April 13 if they would like to return. I have received responses from all but 3 of our catechists as of March 30. All responses thus far have been affirmative.
    - d) "Let it Shine Lenten Moments" were placed on display the week of March 14, five JFK classes participated in this project. The light bulb was placed on the wall next to the Marian slate outside the office.
    - e) I have contacted 3 companies to preview new religion books for both Faith Formation and JFK, samples have arrived and we will be reviewing those materials.
    - f) I have been in contact with Doug Brummel's (Lighten Up! Ministries) manager about the possibility of doing a series of missions throughout the diocese in the fall of 2017. This came about as part of our discussions at several MORE meetings.
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Pastoral Associate for Faith Formation: Trish Gallagher April 2016 Report

#### ADULT FAITH FORMATION

- Book discussion Beautiful Mercy Starting April 11 Mondays, AM and PM, Friday AM

#### SACRAMENTAL PREP 2015-6

- RCIA: Led Team for Preparation Rites Holy Saturday AM – 3 new candidates
  - RCIC 2 Youth for First Communion
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#### Catechetical Ministry –

- Emailed out information regarding Chastity presentation by Jason Evert

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- Taking class through University of Dayton to receive Special Needs Ministry Certification

Confirmation Coordinator

- Cleaned pews with 6<sup>th</sup> and 7<sup>th</sup> Grade FF students for Easter
- Wrote Confirmation certificates, printed programs, verified saints names, updated liturgy prep sheet for mass and answered questions regarding Confirmation practice and Mass
- Conducted Confirmation practice
- Emailed out picture information and times for Confirmation

Respectfully submitted by Lisa Willows

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c. Youth Ministry (Zeke)

- High School Youth Ministry
  - a. On March 2<sup>nd</sup>, OLV Youth Ministry visited St. George's Greek Orthodox Church. Fr. Michael Constantinides gave us a quick tour of the church, introduce us the Orthodox Divine Liturgy and to answer our questions about his faith. The trip was well-received with several kids commenting on the similarities between us and our Orthodox brethren as well as the relationship between Catholicism and other Christians.
- Middle School Youth Ministry
  - a. On March 5<sup>th</sup>, our Junior High Youth Night focused on Christian Hospitality. During it we discussed the role of hospitality in Christianity and made greeting cards for new families to the parish. The cards will be distributed to the Legion of Mary for distribution. 26 kids attended the evening.
  - b. Ten kids and two parents and myself signed up to go to the Junior High Youth Rally on April 10<sup>th</sup> 2016.
- Development and Miscellaneous
  - a. I have agreed to be the event coordinator for Jason Evert's Visit to OLV on April 28<sup>th</sup> 2016. Currently, I am examining the needs of the event and brainstorming the needs of the parish to put on such an undertaking. Currently there are three major areas of work to be done:
    - i. Coordinating communication between the Johnson Count Right to Life planning committee and OLV.
    - ii. Offering logistical support to the evening including:
      - 1. Ensuring that the church and the parish center are properly set up for the evening
      - 2. Creating materials to introduce visitors to the evening and OLV Church
    - iii. Coordinate the pizza and fellowship offered to teens during the first half of the evening.
      - 1. Secure volunteers to greet, serve, and supervise teens
      - 2. Ensure that the Parish center is cleaned and returned to its starting configuration.

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9. COMMITTEE REPORTS AND COMMUNICATIONS

- a. Generations of Faith Committee (Trish, Todd, Lisa) - no report
- b. Finance Committee (Chad, Joe, Jen, Pat) – no report
- c. Nominating Committee (Brock, Korby, all board members) – no report
- d. Policy Committee (Chad, Patrick, Jen, Peter) -
  - i. Items for Board Action:**
    - 1. Approval of policies reviewed by the Policy Committee

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Mike Lizak made a motion to approve changes to the reviewed policies. Motion seconded by Korby Jackson. Policy changes approved unanimously by the Board. Changes to the following policies were approved:

- 215
- 216
- 220.1
- 360.7
- 360.8
- 360.9
- 360.11
- 370.20
- 520.1
- 540.1
- 430
- 541.0
- 541.1
- 541.15
- 541.2
- 565.1
- 565.5
- 580.10
- 580.20
- 615.10
- 757.13
- 757.14

- e. Strategic Planning Committee (Chad, Joe, Lisa, Mike, Korby) – no report
- f. School Improvement Advisory Committee (Chad, Heather, Brock) – no report
- g. Market/Public Relations Committee (Chad, Heather, Mike) – notes included in Principal's report
- h. Grant Writing Committee (Chad, Rena Harris, Todd, Peter) – notes included in Principal's report
- i. Parish Council (rotating per schedule) 4<sup>th</sup> Tuesday of each month 7:00 pm – notes included in Principal's report
 

August – Pat	February – Brock
September – Lisa	March – Jen
October – Todd	April – Heather
November – Mike	May – Korby
January – Peter	June – Peter
- j. Finance Council Rep. (Jen) – notes included in Principal's report
- k. Buildings & Grounds Rep. 2<sup>nd</sup> Thursday 7:30 pm (Brock, Todd, Lisa, Heather) – no report
- l. Athletic Club – JFK Band Boosters – Home & School Rep.
- m. Assumption High School Rep. (Matt Henning)
- n. Scott County Catholic School Advisory Board Rep. 2<sup>nd</sup> Monday every other month (September, November, January, March, May) @ St. Vincent (Chad, Pat, Lisa, Mike, Peter) – strategic plan, out of parish rates for members of St. John Vianney attending LCS.
- o. Ad Hoc Committees:
  - i. Search committee for the Pastoral Associate for Faith Formation – no report
  - ii. JFK Fundraising Committee



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**1. Items for Board Discussion:**

- a. Fundraising at JFK (see Public Relations Leadership section of Principal's Report)

Approach Lisa Ray to pursue a Century Club type of idea for the 16-17 school year

\$250 donation makes you part of the club, which includes name recognition and invitation to a "thank you mixer" toward the end of the year

\$100 donation makes you part of the club, which includes name recognition and invitation to a "thank you mixer" toward the end of the year, BUT you are asked to donate time and to volunteer at school

Alumni database created and maintained. Alumni asked for a donation of "alumni love" of any amount. Those at the \$250 or \$100 levels get invited to the mixer.

Perhaps allow the donations to be spread out over time as people may be able to do \$250 but not when all other fees are being paid in August. However, there's a risk and cost to spreading out the payments that may not make it worthwhile.

10. PASTOR'S NOTES (Msgr. Jim P) – optimistic about Cunneen results, and conscious of the debt we need to pay off.

11. CLOSED SESSION (Msgr., and Board members)

Entered 9:08

Exited at 9:38

Patrick Archer made a motion to notify the Director of Youth Ministry that the Board is re-opening the position of Director of Youth Ministry and he is welcome to re-apply. Jen Flynn seconded this motion. Motion was approved with a 9 to 1 vote.

**12. CLOSING PRAYER**

Next Regular Meeting: May 3, 2016

BOE's Rep to Parish Council in April, 2016 (Heather)