

**OUR LADY OF VICTORY BOARD OF EDUCATION MEETING
7:00 P.M. Tuesday, May 3, 2016 @ Gathering Space Meeting Room**

AGENDA OF REGULAR MEETING

1. OPENING PRAYER: Led by Heather Egger
2. ROLL CALL: Pat Archer, Heather Egger, Brock Harris, Korby Jackson, Zeke Mientkiewicz, Monsignor Parizak, Todd Morris, Peter Schuster, Lisa Stachula, Chad Steimle, Jennifer Wemhoff
JFK Reps = Julie Bauer, Elisha Kubalsky, Elizabeth Motto, Rachel Welchel
3. ACCEPTANCE OF AGENDA: approved
4. READING AND APPROVAL OF MINUTES OF April 5, 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 spoke at JFK and AHS on April 18th.
2. Jason Evert, international Catholic speaker and author, presented "Parenting for Purity" for parents and "Love or Lust?" for 7th-12th graders on April 28th and 7th/8th graders again on April 29th.

Ethical Leadership:

1. Disciplinary situations have been relatively minor this past month.
2. We have had conversations with multiple students regarding rushing through high stakes assessments lately. Sometimes we have students retake the assessment(s); at other times, it's too hard to determine if we should do a re-test, and we go with the earned score. When we had one student who rushed through a math screener, for example, retake the test, the student went from a kindergarten score to an advanced 8th grade score. Scores that students receive on these assessments can legally bind us to provide resources for the students.

Leadership of School Culture and Instruction:

1. Professional Development:
 - i. In preparation for this work, we are again looking at our schedule and how we use time.
 - ii. This group has been invited to attend with me the "Re-Imagine Summit" at the AEA June 13-15.
 - iii. This group will have a day-long retreat and planning session on August 8th. Part of our focus will be on the book, *Annual Growth for All Students, Catch-Up Growth for Those Who Are Behind*.
- b. Sara Tilkens and I are preparing a proposal for presenting at the NCEA convention in St. Louis next year. I may also prepare 1-2 additional presentation proposals. We will probably look to use Title IIA funds to help pay for 3-4 staff members to attend the convention.
- c. Meredith Ash, Heidi Wendl, Chris McGraw, Nicole Baier, Beth Ehrecke, Brenda Fox, Kari Lystiuk, Chris Guinn, Dawn Henning, and I, have been completing training for the lunch program.
- d. Michelle Jordan, Melanie Blocker, Julie Baker, Alicia Turnquist, Brenda Fox, Kari Lystiuk, Chris Guinn, Jodi Weiser, Alicia Turnquist, Melissa Zeimet, Gaby Moya, Sara Nicoletto, Bea Creech, Karen Youngerman, Angie Anderson, Mary Wahlig, Linda Vogel, Shelly Furlong, Kitty Temming, and I have been completing training for DHS programming. About 40% of our staff members are involved in DHS licensed programs.
 - i. Healthy Indicators will also be looked at annually:
 1. Intervention:
 - a. Percent of learners below benchmark two consecutive screening periods receiving intervention.

- a. The possibility of this position would need board approval
 - b. Paid for by the anticipated savings in the library media associate position
4. Iowa Assessments were taken in early April, and we just received the results on Thursday. About the only thing we have had a chance to observe is that Iowa Assessment proficiency levels are higher than the reading and math screeners that we are using.
 5. Reading screenings have been completed, and results letters have been prepared. They should go home this week, along with the Iowa Assessment results. This spring is the first time in three years that we have not seen an increase in the percentage of students “on target” in the spring when compared to the fall and winter:

aReading results	Percent of 1 st – 6 th graders “on target” in the Fall	Percent of K – 6 th graders “on target” in the Winter	Percent of K – 6 th graders “on target” in the Spring
2013-14	81%	75%	85%
2014-15	87%	79%	89%
2015-16	82%	80%	75%
		Note the addition of Kindergartners for the winter and spring	

6. Seventh graders took the Iowa Algebra Aptitude Test, which is one of four criteria used to determine recommendations for 8th grade math placement. Although the final decision to take Algebra I at Assumption or stay for 8th grade math at JFK is parents’, we will likely be recommending more students for Algebra than we have for several years.
7. Sara Tilkens and I finished the revising the physical education, recess, and athletics vision document. See separate document.
8. Jennifer Wernhoff and I created the rubric teachers will use to evaluate religion textbook series for next year. The review will be done by looking at materials for K, 2, 4, 6, and Confirmation. We are looking at a series by RCL and one by Loyola Press. The review should be finished around May 20th.

Managerial Leadership:

1. Our projected K-8 enrollment is currently between 417 and 429. We have 413 contracts in hand, and the budget is based on 416.
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 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 ten spots available, down nine from April.
 - iv. There are plenty of MWF (12 registered) and TTh (11 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. Modifications are being made to our wooden playground equipment, and more mulch was added to the drop zone around the lower playground equipment.
4. Contracts were prepared and processed for teachers. Budgeted funds are available for the “signing bonuses” for teachers, those required to have BOEE licenses for their positions, the PAFF, DRE, YM, and Principal in the following amounts and with adjustments for FT/PT status. These bonuses require board approval.
 - a. Steps 1-3: \$850
 - b. Steps 4-11: \$1,100
 - c. Steps 12-16: \$1,250
 - d. Steps 17+: \$1,400

5. A proposed schedule for the end of the year was communicated with board members and parents:
 - a. Wed, May 25th:
 - i. Maintain bus transportation by going along with the DCSD's two hour early dismissal. We would dismiss at 1:00.
 - ii. No field day today.
 - iii. This is the last day for the DCSD, All Saints, and St. Paul's. AHS has a special exam schedule through Friday the 27th.
 - b. Thursday, May 26th:
 - i. JFK is in school from 7:45 – 3:00 p.m.
 - ii. No bus transportation either to school or from school.
 - a. Bus transportation can affect up to about 40% of our K-8 student body (about 160 students), which is the percentage of students registered to ride the bus. The 40% figure, however, is not the percentage that actually does ride the bus on any given day. That figure can vary greatly. I'd estimate we have about 100 students that ride home on the bus consistently. Fewer ride the bus to school.
 - b. To pay for our bus routes ourselves would cost about \$240 per route or about \$1,680 for the day for our seven routes. I don't think it's worth it, especially given the schedule I'm proposing.
 - iii. Aftercare is free from 3:00 – 5:30. Due to DHS regulations, students must already be registered in order to use aftercare.
 - iv. Msgr. Parizek celebrates his last all school Mass at the special time of 8:00 a.m. The daily 7:30 a.m. Mass is cancelled just for this one day.
 - v. Msgr. Parizek will allow us to wear summer-type shorts and t-shirts to Mass. The shorts still need to be of the allowable length for field day activities.
 - vi. Field day occurs after Mass and until the end of the day, 3:00 p.m.
 - c. Friday, May 27th:
 - i. Remains an in-service day for staff.
 - ii. Graduation remains at 6:30 p.m., with a reception following in the cafeteria and gym.
 - d. Technically, we would just need a board motion to dismiss at 1:00 on Wednesday, May 25th and possibly to continue with having school on May 26th only without bus transportation. It may be easier, however, to have a board motion to accept the whole proposed schedule for the end of the year.
6. The board should pass the 2016-17 school calendar. The one on our website is very detailed already. The basics that need to be passed can be found at <http://www.davenportschools.org/wp-content/uploads/2012/08/Final-Academic-2016-2017-Calendar-1.pdf> with the following changes:
 - a. JFK staff in-services begin on August 16
 - b. JFK kindergarten begins on August 23
 - c. JFK preschool classes begin on August 25
7. The rewritten wellness policy is ready for approval. See separate documents.

Public Relations Leadership:

1. We have given some support to St. Anthony's for its car raffle. We do receive some funding from St. Anthony's for a few of its parishioners attending JFK.
2. Several decisions regarding a "century club" type of membership/fund-raiser were made. See separate document.
3. Several officers of Home & School and Athletic Club are interested discussing the possibility of merging the two organizations.

Leadership in Diocesan/Parish Context:

1. I attended the diocesan board of education meeting.
 - a. Strategic Plan for Schools:

- i. Work on the finance piece will begin later this month. One of the first steps will be for the executive leaders of the committee (Tom Daniel, Andy Craig, Lee Morrison, and me) to meet with the Chief Financial Officer of the diocese to see if we can develop common formulas for determining cost per pupil and for how much a parish(es) is/are supporting Catholic schools.
- 2. I attended the Buildings and Grounds meeting:
 - a. School boiler: reports are due this week.
- 3. I attended the Finance Council meeting:
 - a. Responses to the Cunneen effort were favorable.
 - i. Pledges represent about a \$153,000 increase in envelope giving or about a 14.88% increase.
 - ii. The increase in e-giving, in both participants and amounts, has also been positive.
 - iii. A final meeting was held with Cunneen where dissatisfaction with some of the processes of the campaign was expressed.
 - b. \$52,000 has been paid on the four year, \$350,000 loan so far this fiscal year. \$87,500 plus interest is due each year.
 - c. I showed FC how diocesan required changes to our accounting procedures, how the way the DCSD is providing us our SWVPP-4 funds if we run a surplus, and how changes to our PS programming could lead to deficits in our SWVPP-4 preschool program and the school budget. See separate document.
- 4. I attended the parish council meeting. Topics included the following:
 - a. A farewell to Msgr on June 11th with an outdoor 4:30 Mass followed by the parish picnic.

i. Items for Board Action:

- 1. Wellness policy: Motion made by Heather Egger to approve changes in Policy # 680. Motioned seconded by Lisa Stachula. Motion unanimously approved by the Board.
- 2. Part-time resource and/or foreign language exploratory position: Motion made to authorize Principal to explore a part-time position by Monsignor. Motion seconded by Peter Schuster. Motion unanimously approved by the Board.
- 3. "Signing bonuses": Motion made by Todd Morris to approve the signing bonuses. Motion seconded by Brock Harris. Motion unanimously approved by the Board.
- 4. Change to this year's school calendar: Peter Schuster made a motion to approve the changes proposed in the minutes to the school calendar. Motion seconded by Heather Egger. Motion unanimously approved by the Board.
- 5. School calendar for next school year: Motion made to approve the 2016-2017 school calendar as proposed by the Principal. Motion seconded by Patrick Archer. Motion unanimously approved by the Board.

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

1) Directing and supervising K-8 sacramental preparation: Reconciliation, Eucharist, and Confirmation in collaboration with Coordinator.

- a) First Communion was held April 17, 39 students received the sacrament.
 - i) We were fortunate to have Deacon Riesberg help us celebrate the First Communion Liturgy.

2) Acting as resource person for JFK catechists.

- a) Several JFK teachers are continuing to use the video series "*What's in the Bible?*"
- b) Provided catechetical certification materials to several JFK teachers.

3) Maintaining or improving the existing educational programs

- a) 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.
 - i) We have decided to just review 2 out of the 3 companies we received materials from.

Pastoral Associate for Faith Formation: Trish Gallagher May 2016 Report

Position Purpose: Oversees life- long learning curriculum plan for Parish- wide Faith Formation efforts, and assists Pastor specifically in the following areas:

ADULT FAITH FORMATION

Adult study: Book discussion Beautiful Mercy Mondays, AM and PM, Friday AM

SACRAMENTAL PREP 2015-6

RCIA: Mystagogy sessions continue: new Catholics help team to present sessions

I was very pleased to be present for both Confirmation and First Communion.

Practices and celebrations went off smoothly. Congratulations to both Jennifer Wemhoff and Lisa Willows for their fine work for parents and students.

LITURGY ASSISTANT

Catechetical Ministry –

- Updated budget for April
- Taking class through University of Dayton to receive Special Needs Ministry Certification
- Assisted with 1st Communion
- Assisted with Catechist Appreciation dinner

Confirmation Coordinator

- Coordinated 8th Grade Confirmation
- Handed out Confirmation Pictures
- Sent in requested dates for Confirmation 2017 (1st Choice 4/22, 2nd Choice 4/1, 3rd Choice 4/21)
- Set date for Group confirmation project with River Bend Food Bank (October 8, 2016)
- Working on Group service project date with Humility of Mary for November and Toys for Tots in December.

Respectfully submitted by Lisa Willows

c. Youth Ministry (Zeke)

1. High School Youth Ministry
 - a. This month's youth nights discussed Prayer and the Holy Spirit, planning for the summer, and preparing for Jason Evert's visit by talking about "What is Love?" and "What is Chastity?"
 - b. We averaged 14 youth attending over the past four weeks.
2. Middle School Youth Ministry
 - a. On April 10th, OLV Youth Ministry took ten kids and two adults to the Junior High youth Rally. The day was well-received and greatly appreciated by the kids. In my conversations our youth said that they liked the chance to meet with kids from all over the diocese, and the fun games and activities that were offered.
 - b. Junior High Youth Ministry events were scheduled for the 2016-2017 school year during annual calendaring.
3. Young Adult Ministry
 - a. The Diocese of Davenport has restarted theology on tap events for the summer. I promoted the April and May events in the parish bulletin.
4. Development and Miscellaneous
 - a. I assisted Johnson County Right to Life plan Jason Evert's visit to Davenport on April 28th. The event was a success with several hundred parents and youth attending! A large thank you to Msgr. Parizek, Knights of Columbus Council 532, the Hospitality Ministry, Ladies Councils, and all the other volunteers that made this event possible!

9. COMMITTEE REPORTS AND COMMUNICATIONS

- a. Generations of Faith Committee (Trish, Todd, Lisa): no report
- b. Finance Committee (Chad, Joe, Jen, Pat): See Principal's report
- c. Nominating Committee (Brock, Korby, all board members): Patrick Archer, Lucas Roth and Lisa Snider are running for the Board.
- d. Policy Committee (Chad, Patrick, Jen, Peter): no report
- e. Strategic Planning Committee (Chad, Joe, Lisa, Mike, Korby)
- f. School Improvement Advisory Committee (Chad, Heather, Brock)
- g. Market/Public Relations Committee (Chad, Heather, Mike): no report
- h. Grant Writing Committee (Chad, Rena Harris, Todd, Peter): waiting for notification on the SCRA grant submission
- i. Parish Council (rotating per schedule) 4th Tuesday of each month 7:00 pm
 - August – Pat
 - September – Lisa
 - October – Todd
 - November – Mike
 - January – Peter
 - February – Brock
 - March – Jen
 - April – Heather
 - May – Korby
 - June – Peter
- j. Finance Council Rep. (Jen): See Managerial section in Principal's report
- k. Buildings & Grounds Rep. 2nd Thursday 7:30 pm (Brock, Todd, Lisa, Heather): See Leadership in Diocesan Parish section in Principal's report
- l. Athletic Club – JFK Band Boosters – Home & School Rep: no report
- m. Assumption High School Rep. (Matt Henning)
- n. Scott County Catholic School Advisory Board Rep. 2nd Monday every other month (September, November, January, March, May) @ St. Vincent (Chad. Pat, Lisa, Mike, Peter)
- o. Ad Hoc Committees:
 - i. JFK Fundraising Committee

10. PASTOR'S NOTES (Msgr. Jim P): Jason Evert event went well. Zeke did a great job organizing it. Will be making last class visits this month.

11. CLOSED SESSION-

Board entered the closed session at 8:29 pm.

Board exited the closed session at 8:38pm.

12. CLOSING PRAYER

Next Regular Meeting: June 7, 2016

BOE's Rep to Parish Council in May, 2016 (Korby)