

Board of Education Minutes - April 12, 2010

UNAPPROVED MINUTES OF THE OLV BOARD OF EDUCATION MEETING APRIL 12, 2010

Opening Prayer

The meeting was opened with a prayer led by Trish Gallagher at 7:00 p.m.

Roll Call

Present: Donna Daniel, Dan Zeimet, Patty Stevens, Chad Steimle, Molly Crosby, Terry Wendl, Joe Creen, Leigh Boorn, Trish Gallagher, Jeff Brennan, Msgr. Parizek, and Beth Laubenthal and Parish Council Rep Tom Kirk, and Guest Teacher Trish Hinchman.

Agenda and Minutes

The proposed agenda was approved. The minutes of the March 2, 2010 meeting were approved. The Executive Session minutes of March 2, 2010 were approved.

Unfinished Business – None

Administrative Reports

Faith Formation – Trish Gallagher distributed a written report distributed and highlighted:

- Preparations are being completed for First Communion with Jennifer and Tracy. First Communion is Sunday, April 11th.
- Catechist recruitment was held Saturday, April 10th.
- The pastoral staff continues to work on the revisions to the Parish Employee Handbook and attend the Capital Campaign Building meetings.
- Adult Faith Formation programs continue to include RCIA, planning preparations for the Right on Holy Saturday (3 hour retreat). Vigil plans with lectors were reviewed with lectors, music, environment and one baptized and seven candidates for communion.
- Work continues for the Easter vigil with Msgr. and for First Communion with the FF staff and volunteers.
- A new policy for ministry formation was presented.

Youth Ministry – Leigh Boorn distributed a written report and highlighted:

- A 7th grade student helped lead prayer at the Women's Choice Center.
- Leigh is working with Assumption students planning a pro-life event in May.
- Two young adults have attended COR and are interested in starting COR at OLV.
- Leigh is recruiting leadership for the youth high school group and adults to work on implementing the goals of Renewing the Vision.
- Confirmation liturgical planning and dinner continues which will be held this month.
- Youth night activities, includes planning sessions, looking at potential justice project, having a car wash for school supplies, preparing for the 8th grade retreat, attended a Poverty Awareness Event at Lourdes and studied prayer and spirituality styles.
- Lenten was attended by 34 students at Holy Family (7 from OLV). There were reflections and the stations of the cross. A seder meal was held. Journaling reflection video interactive activities were part of the event with three extra meeting and time preparation outlining a journaling questions. There was a lock-in 18 hours long.
- Junior High rally filled a bus of students and adult supervisors was held at Regina. All students had a great time and some shared their experiences during the class.
- Adults are encouraged to attend the NCCYM, a conference for youth ministers in December.
- Fund raising opportunities, including the air show, was turned in. Volunteers are being recruited.
- Trish and Leigh met with Judy Johnson and separately with BOE's Finance Committee about the proposed budget.
- A COR retreat at OLV is planned for December or January. It is for sophomores, juniors and seniors. It is family based with youth and parents to lead the retreat.

JFK – Chad Steimle distributed a written report and highlighted:

- Sandy Hein, guidance counselor and Chad are talking about starting an after school "at risk" type of arrangement for students.
- The Davenport Catholic school principals continue to meet, gathering information on how to challenge the DSCD dealing with special needs students who are enrolled in the Catholic schools. Principals believe the federal law requires the state is to attempt to identify students who need services regardless of whether

attending public or nonpublic schools, and to help meet the needs of these students in a less restrictive environment.

- Within three years of being at JFK all teachers are required to have the “basic” level of Catechist training as outlined by the Diocese. New teachers are required to complete the 15 hour training to be at the “introductory” level of Catechist within their first year. 5 hours of Catechetical training are required each year for all teachers. Many JFK staff are beyond the minimum requirements of basic certification. Recently the importance of “growth mindset” for students and staff was reviewed. In “growth mindset”, one believes the results come from compassion, hard work effort, taking risk and learning from setbacks. The opposite, a “fixed mindset” assumes all confident abilities are innate.
- There was discussion with the staff about staff development especially in relation to the work of Doug Reeves, Robert Marzano and leading educational researchers today. JFK staff reviewed the work with differentiated instruction. Chad discussed his interest in realigning some of our standard committees and forming new staff development teams. Input from the staff regarding team members was received.
- Tammy Nagle and Chad led the staff completing professional development review in relation to the ICC. JFK ratings are very high. As programming has expanded involving more staff members getting the entire staff together for staff development has become more complicated. One of the low ratings was in the area of the emphasis on gatherings for the entire staff. To remedy this problem, the following are being considered: utilizing aides to work in the after care right after school on Wednesdays so that 2-3 teachers can attend SD, alternating the Wednesday afternoon preschool schedule so 2-3 preschool teachers can attend SD, adjoining the ECLC worker’s schedule to free lead teachers to attend SD, changing dessert theater practice schedule in the fall so 2-4 teachers can attend.
- Mary Epping and Kitty Timming led the staff in completing Learning Support Review in relation to the ICC. The LCR looks at what types of support are available for students needing minimum extra assistance, some assistance, and extensive assistance.
- Teachers completing a review of students current use of technology at JFK and our expectation at each grade level.
- Steve and Kelly Grubbs are coaching debate and speech contestants (10-12 students participate). The team will compete at the state and national level of National Junior Forensic League. The national competition is in Iowa this year.
- A presentation regarding Iowa Core Curriculum was prepared by SIAC committee which will meet later this month.
- Michelle Jordan, Rachel Wetjen-Braun and Chad finished the annual quality preschool program standards.
- SIAC completed its work in reviewing the wellness plan information implementation document.
- Michelle Jordan, Rachel Wetjen-Braun and Chad finished the quality preschool program standard review.
- Video taping students for academic and staff development purposes began. Video may be used by individual teachers, small group teachers and whole staff to analyze student progress and determine how the students are addressing reading, language and math activities, focus on staff development activities and adjust our instruction. This is starting with only a few students but a wide variety of students at several grade levels will participate.
- Tammy Nagle, Paula Schmitt and Chad attended the National Catholic Education Association Convention in Minneapolis. The sessions included Mass with several thousand Catholic school educators, workshops on marketing, use of data, evaluating Catholic schools, strategic planning, middle school education and bioethics. This is paid by Title II A funds.
- Web site review committee met in March to review the results of the online survey and prepare for focus groups. One focus group session with staff and two with parent sessions were held.
- Teachers received Virtus recertification on March 12th. Chad will become a Virtus trainer. Future training will be April 19th.
- Tammy Nagle, Lisa Solschenberger and Chad reviewed interactive light board technologies. An SCRA grant was written for Poly Vision Eno type equipment. If the funds are available the project will include equipment for seven rooms, interactive light boards, short-throw LCD projector, hardware, laptop computer with DVD drives, interactive portable tables, student responses to stylus tools, etc. The project would cost \$39,000. A grant to SCRA for \$28,000 is pending.
- Summer activity registration has begun and will include Vacation Bible school, art camp, science camp, tutoring and child care.
- Chad has talked to several people about tech support sharing and outsources with little good response.
- Several ads in the QC Times in March and April were made, but because of the placement of the ads in the newspaper, this strategizing will be scrutinized.
- Chad continues to work with Pear Advertising regarding direct mailing to families in the 52806 area.
- Several building tours with prospective parents continue.
- Revisions to the OLV-JFK staff handbook are complete.

- Lobbying type actions occurred concerning STO tax credits, which was successful to retain the current law for tax credit availability.

Committee Reports

Generations of Faith – Trish reported that new themes for the year 2010-11 are being planned.

BOE Finance Committee –

- Chad reported that the Finance Committee met with teachers and separately and have the following proposals for next year. The new base salary for first year base salary will be a 1% increase, to \$24,425. The current salary matrix steps would remain the same for next year. The general benefits which are included to the teachers contract includes an increase from \$500 to \$750 per year for continuing education (this amount has not been increased for 9 years). Bereavement days would be increased by 2, for a total of 5 days. Tuition assistance at Assumption would increase 25% of the Assumption tuition. OLV staff would be eligible for a 25% reduction to the ECLC provided space is available and not needed by a full paying family. Stipends for specific jobs are proposed. Salary increase of 1% or .10 an hour for non-certified teachers is proposed.

Upon motion made, seconded and unanimously approved the following resolution was adopted:

RESOLVED that the Finance Committee's recommendation for an increase of 1% to the base (to \$24,425) and the proposed salary matrix, the improvements to the general benefits, including the increase in continuing education to \$750 per year, an increase for bereavement days to 5 days per year, the increase in tuition assistance for staff or teachers at Assumption to 25% of the Assumption tuition level, a 25% reduction to ECLC tuition for staff provided space is available, and the stipends for the specific jobs as proposed by the committee and the other recommendations by the Finance Committee were approved.

- Joe and Trish reported that the Finance Committee met with Faith Formation and Youth Ministry. It reviewed the program costs that are planned for next year and the proposed salary increase. The committee agreed to recommend an increase in total budget for salaries be a 3.5% increase, in part because last year's increase was so small. The program costs as proposed by both Youth Ministry and Faith Formation for 2010-11 year which is proposed to be approximately the same next year as this year is proposed to be approved. Upon motion made, seconded and the following resolutions were unanimously approved:

RESOLVED that the Faith Formation and Youth Ministry budget for salaries is increased by 3.5% for the 2010-11 year, and that the program costs as proposed by both administrators for next year is also approved.

Nominating Committee – There is one known candidate for Board of Ed elections to be held in May. All members of the Board were urged to continue to recruit good candidates. An advertisement will be placed in the parish bulletin.

Policy Committee – Chad reported that the Policy Committee reviewed one-third of all the policy and sent out by email to the members of the Board. There was a long discussion about a proposed change to student eligibility to participate in extra-curricular activities. The policy had applied to athletics is now to be expanded to include many extra-curricular activities. The Board strongly suggested that the committee consider adding to the policy that coaches and advisors be notified with a pre-warning from a teacher if a student who is at risk for becoming ineligible. It was felt that the impact on a team (i.e. mock trial, sports, etc.) would be impacted by ineligibility. If the teacher and parent could not motivate the student, perhaps the coach could help motivate the student, to stay eligible. These suggestions will be presented back to the committee.

Strategic Planning – Deferred

School Improvement Advisory Committee – The Wellness Plan, Iowa Core Curriculum Plan and the progress report have all been reviewed by the committee.

Marketing & PR Committee – Chad sent to the Board a marketing calendar which was in a draft format. A draft of the marketing plan was also emailed. It is recommended that regular emails to parents about upcoming events continue. Joe commented that the marketing plan is a retention/enrollment plan and not necessarily a community wide or finance marketing plan. The marketing plan should also have a focus on the parish, Davenport community and JFK alumni-parent, and JFK alumni should be part of a complete marketing plan.

Grant Writing Committee – See Chad's report concerning the technology grant.

Parish Council – Tom, Msgr. and Chad reported that the Parish Council continues to discuss the Capital Campaign

and various maintenance matters around the OLV campus, including plumbing for sprinklers (\$7,000 for repairs), the east wall of the Parish Center which needs painting, staining and repair and a probable fixing of drainage tile. The parish twinning project may be with a parish in South Dakota which has a Native American population. It will begin with prayer, support, communication and exchanges.

Finance Council – Terry and Msgr. reported:

- The architects and building committee made a presentation to the Finance Council about the status of the building committee's work. It is likely that the building project will cost more than the pledges received. The Finance Council approved an additional loan amount above what had previously been approved.
- The Diocesan Capital Campaign will begin at OLV in late April. Jamie and Irene Loftus are general chair. Dennis and Linda Prior are recruiting chair. Letters to parishioners are in process. Solicitors and helpers are being recruited. A bulletin announcement and letters will follow. This is an important campaign for the Diocese and 20% of the funds collected will be returned to OLV.

Building and Grounds – NR

Home and School and Band – Terry reported that Home and School had its fun night.

Assumption – Dan Solsenberger distributed minutes and reports by email.

Scott County Catholic School Advisory Board – Joe reported that Chad is the chairman of the Education Committee and Joe is the Committee and the Finance and Stewardship Committee and both are members of the Marketing Committee. More members of this Board or JFK supporters are need to be on each of these three main committees in order to take an active roll and keep JFK involved in the Scott County Catholic School Advisory Board.

New Business –

- Chad distributed two proposed school calendar schedules for next year; to wit: one proposed Diocesan and another proposed by DCS. Publication of when the new JFK school year is to begin must be published. After full discussion the following resolution was made, seconded and unanimously approved.

BE IT RESOLVED that the school calendar approved for the Davenport Schools District is approved for JFK.

- Joe asked that all Board members return their evaluations concerning JFK principal, Youth Minister and Faith Formation director within the next 10 days. Some have been received, but many are yet to be completed. An evaluation of principal valuation form will be distributed to JFK staff for their input.

Pastor's Notes

- Msgr. Parizek reported that there had been numerous meetings of the OLV building committee which meets regularly on Wednesday and has an upcoming meeting with architects making presentations of alternative ideas for the gathering space and JFK school. This is a slow process looking at detail and costs. The committee is making progress but it is slow. In addition capital campaign funds are continuing to come in and additional pledges continue to be solicited. The funds that are collected are invested.

The meeting was closed with a prayer led by Msgr. Parizek at 9:00 p.m.

Joe Creen
Acting Secretary