

Board of Education Minutes - April 5, 2011

April 2011

Minutes from April 5, 2011 Board of Education Meeting

1. Opening Prayer – Mgrs. Pariezk started meeting with a prayer.
2. Roll Call – Chad Steimle, Trish Gallagher, Leigh Boorn, Terry Wendl, Jeff Brennan, Dan Zeimet, Beth Laubenthal, Patti Stevens, Brock Harris, Karl Stratman, Carl DeMaio, Mgr. Parizek and Fr. Ron Hodges.
3. Agenda accepted by BOE Members.
4. Minutes from Feb 2011 Meeting – Minutes approved after a correction about kindergarten class size motion passed in March. Correction was read to BOE by Jeff.
5. Open Forum – BOE and visitors were welcomed.
6. Unfinished business – Five Year Strategic Plan – Youth Ministry – Leigh presented the Five Year Youth Ministry Strategic Plan to the Board. The board appreciated all of the hard work that was put into this plan. The Board had some questions about how some of the long range goals presented in this plan could be measured. Suggested changes, timelines etc will be presented at the May meeting.
7. Administrator Reports

Principal of JFK Chad Steimle highlighted the following from his submitted April report:

Ethical Leadership:

1. A graduation plan was implemented for an 8th grade student. The student is in danger of receiving a certificate of attendance rather than a “diploma” and/or being asked to leave JFK under the academic dismissal policy.

Facilitator of Faith Community:

1. Trish Gallagher, Tracie Kirk, Jennifer Wemhoff, and I have been working together on activities that will be used for Faith Formation and Holy Thursday activities.
2. Seventh graders participation in Jason’s Box received follow-up coverage by two television stations.

Leadership of School Culture and Instruction:

1. Special meetings with PS teachers and aides are being conducted regularly. The latest meeting discussed PS “graduation,” the making of a video to show at “graduation,” PS funding, last days of PS for the year, and Rachael Wetjen-Braun’s upcoming maternity leave.
2. I met favorably with Drs. Rachel Serianz and Tanya Volkova from SAU regarding a math project similar to civic oration or science fair. SAU will also provide students in math education classes as mentors to this project which will be piloted at JFK in the spring of 2012.
3. JFK’s state accreditation site visit will be 1 ½ days between January 16-20.
4. Professional Development:
 - Members of the PD team (PDT), Tammy Nagle, Kitty Temming, Mary Wahlig, and I, continue to meet each Monday March 7, 14, 21:
 - Discussions about peer observations regarding the rigor a lesson taught in terms of the questions asked of students, the instructional strategies, the students’ activities, and the assessments.
 - Introduction and feedback regarding a unit/chapter planning template that integrates all of our professional development together, and aligning the “intended curriculum” with the “enacted curriculum.”
 - Exploration of the “relevance” factor of the Rigor & Relevance Framework as one of the Characteristics of Effective Instruction.
 - Use of the state’s IC website to examine the four quadrants of sample lessons in the rigor and relevant framework.

Managerial Leadership:

1. Presented a grant application to SCRA for \$75,000 toward the music/band room of the building project.
2. Dianne Siefers and I have talked to three companies regarding the request for proposal prepared for the update of the website.

3. Officer Hank Jacobsen will present his program on technology safety to 5th-8th grade parents on April 19th. He advised us to not add more speakers as his program will take about an hour and then the Q/A session will last 30-60 minutes.
4. The response to the lunch program site visit was accepted by the state.
5. The PS playground equipment was ordered, and a local contractor was hired for the installation.
6. The policies due for review this year were identified. Committee members currently include the following: Susan Herman, Dan Zeimet, Patty Stevens, Molly Crosby, Carl DeMaio, Paula Schmitt, Karen Youngerman, and Kelly Poster.
7. Liz Shumaker quit her position in ECLC. Michelle Jordan, Jessica Hunter, and Julie Baker will assume her hours during the school year. Ms. Hunter will assume her hours on non-school days during the school year. Mrs. Baker will assume her hours during the summer.

Public Relations Leadership:

1. I attended the SCCSAB's marketing meeting and regular meeting. Its HR committee is interested in updating data for salaries and benefits in Catholic and public schools in Scott County.

Leadership in Diocesan/Parish Context:

1. I worked with Lee Morrison and several administrators to draft a new board orientation program. It will be shared with other administrators in April and used by the next school year.
2. Building project:
 - a. Attended the pre-construction meeting.
 - b. Attended a scheduling meeting.

Faith Formation – Religious Education Director Trish Gallagher

Pastoral Associate for Faith Formation highlighted the following from her written April report:

Supervising sacramental preparation:

- Reviewing as needed First Communion prep with Jennifer.
- RCIA Pre Lent retreat/ rite of election preparation was held March 5 10-2PM.
- 6 Vigil Baptism, 6 Full Communion, 4 children with JFK affiliation will be baptized on Easter Day.

Available for Youth Ministry/Confirmation Coordinator as requested,

- Assisting as needed for upcoming Confirmation Pre-Planning.
- Youth Minister reports Monday mornings, requests help/or provides help as needed.

Assessing needs, and planning and evaluating programs implementing Diocesan curricula.

- Strategic planning group Goals will be reviewed at our committee meeting this month.

Managing the Faith Formation office:

Monday staff planning sessions continue. This provides attention for weekly staff needs and work schedules for Faith Formation events.

As Adult Faith Formation Director (Level II), 2010-11 Goals include continuing programs, expanding participation in current programs which provide for the spiritual, intellectual, emotional, and religious growth needs of adults.

- Most Adult small group offerings featuring Ron Rolheiser's Longing for the Holy have been completed.
- Movies with Meaning continues, Carl and Kellie DeMaio coordinate. Chocolat has been moved to April 3rd

Re: Liturgical Ministry: PAFF goal: to enhance learning through ministries:

- Roman Missal planning as above.

- Ministry Formation Workshop II was held March 6th, 1-3PM.
- Gale Francione, Fr. Ron, Monsignor, and Trish presented “Sacred Space in Transition”.
- Children’s Liturgy of the Word continues Participation 35-40 attend weekly.
- Lenten Adult formation is nearing completion. Marilyn/ Fran Riley, Fr. Ron and Monsignor, Trish provide focus for topic/ group learning.
- Regarding Family Life/ Pastoral Ministry: Family Lenten Materials are available. Distribution via bulletin, Life long learning Bulletin Board, Newsletter, through JFK and Faith Formation.

Board of Ed Coordinator for K-6 Jennifer Wemhoff

I put together a power point presentation for “Musical Stations of the Cross” to be held Friday April 8th.

Tracie Kirk, Coordinator for Confirmation

- Tracie reported the following status of Confirmation work:
- Prep sheet reviewed by Monsignor / sent to Deacon Agnoli
- Certificates/ sacramental letters/ program nearing completion for review
- Practice notes prepared for Monsignor
- Craft for Confirmation service set to be done with JFK Art teacher

Youth Ministry – Youth Director Leigh Boorn highlighted the following from her written April report:

Leadership in Faith development:

- I. The Christ in Others Retreat was held in DeWitt March 11-13th with 38 candidates. Including 7 from the Davenport area which should provide teen team for the fall retreat. Aaron Gunnare and I will be meeting in the coming weeks to begin putting plans in place for a fall COR. Due to the availability of the Sheil’s the weekend being considered is the first weekend in November which conflicts with OLV’s bazaar. Other area parishes have been contacted as potential sites for the fall COR.
- II. I met with Pat Finan, Diocesan Youth Ministry Director and Linda Gent, Coordinator of Youth Ministry in Washington, IA to begin planning the summer Catholic’s in Action retreat to be held in June. We made decisions regarding which volunteers to use in the different roles needed for the retreat. It was decided to invite youth to take a leadership role on this years retreat and discussion about potential service projects and the Catechetical theme were discussed.

Maintain and administer YM Program:

- I. The Strategic plan was presented last month and a review is scheduled for tonight. No further planning has been done with the Diocese regarding the High School Curriculum.
- II. A Jr. High Night was held on March 18th based on the theme of Solidarity. Youth were given an opportunity to taste a traditional Haitian meal and were invited to assist with the 5-K race being planned for May 14th. Jr. High Rally was held March 20th, with 16 youth attending from Our Lady of Victory. All the youth seemed to enjoy the presenters, and this year an added bonus was personal witness from the DYMC High School leaders.
- III. I have contacted the NCYC chaperones to begin planning upcoming events to include a service component on May 7th. Youth and adults will be working together to paint the white garage and pass out notices to the neighbors regarding the 5-K race to be held the next week. I also provided information to several youth interested in applying as animators for NCYC 2011, and wrote reference letters for each of them.
- IV. I met with the youth several times this month. The youth and I walked the route and began making preliminary plans. I met with the City and have the okay from them to go forward. A race form was forwarded to the Corn belt Running Club. We have our first two runners signed up. The youth will be interviewed by the Catholic Messenger and announcements have been sent to the other Davenport parishes. A letter will go out to various businesses for potential sponsorship. The youth and I will meet with the Bettendorf Kiwanis to educate them on the project and secure potential volunteers. I also met with the Wellness committee to secure volunteers and they are working on getting bags for the packets and giveaways. Other donations are being sought to assist with the costs associated with the race.

8. Committee Reports and Communications:

- Generations of Faith Committee – No report will be meeting April 15th.

- Finance Committee – The following motion on salaries and benefits for the 2011-2012 School Year was voted on by the Board of Education.

Salaries and Benefits for 2011-2012 School Year:

- Teachers:
 - Base increase of 2% to \$24,914
 - Salary scale adjusted so that BA + 30, step 11 is at 85% of anticipated comparable level of DCSD scale for 2011-12
 - Teachers not frozen advance a step on the new salary scale
 - Tuition benefit for teachers' childrens' Assumption tuition increases to 30%
 - Continuing education benefit increases from \$750 to \$900
- Hourly positions adjusted to be based off a minimum of \$8.74 per hour starting wage
 - Exception is to leave summer work at \$7.25 (minimum wage)
- Other positions: 2% increases
 - Exception to adjust head custodian salary to pay him for lost paid holidays when employment handbook revised and holidays reduced
- All: per diem rate of \$10 for ECLC, pending space available

This above motion was passed by the board 9 to 0. The salaries and benefits will go into effect for the 2011-2012 School Year.

Also, another motion was voted on to cover position adjustments for the 2011-2012 School Year.

Position Adjustments:

- Lunch program work done by school secretary will be billed to lunch program
- Reduction of technology consulting to 20 hours per year (50% reduction)
- Increase 5/7 teaching position currently being used for resource, Spanish, and an upper grade core subject area to be full time
- Custodial work increased 2.5 hours per week but also authorizes the exploration of other options for the cleaning of the building
- Increase of aftercare employees' hours as needs indicate

This above motioned was passed by a board vote 9 to 0. The position adjustments will go into effect for the 2011-2012 School Year.

- Nominating Committee – Discussion of procedures for nominating candidates for school board elections. It was recommended to put a notice in the church bulletin and/or the Principal Post with information for parish to explain upcoming school board elections. Also it was suggested to leave information in church pews for parish members to nominate another parishioner or themselves for a school board position. The election will be in May of 2011.
- Policy Committee – Have identified 22 policies and will be meeting to look at these policies. Members of committee identified in managerial leadership area of April Principal's Report. (item number 6)
- Strategic Planning Committee – School met with AEA and completed goals and finalize a draft by May board meeting.
- School Improvement Advisory Committee – Chad will be setting up meetings when data is ready to review.
- Market/Public Relations Committee – There will be a special meeting on June 1st with a presentation by Sue Hoffman (Catholic School Management)
- Grant Writing Committee – Had a meeting to attain grants to help facilitate the music room addition.
- Parish Council – Looking at equipment to help hearing impaired when attending parish activities. Other topics were funding and construction updates. Also, Ladies Council will have two meetings a year and these meetings will always be on Saturday.
- Finance Council – went over draft of parish budget for next year. Also, building updates and campaign information for our construction.

- Building and Grounds – Construction updates and parking lot patching information.
- Athletic Club – Awards Night Sunday April 10th at 6:00 PM. Speaker will be girls high school basketball coach.
- Assumption High School (Dan S.) Report was sent out by email to all BOE Members.
- Scott County Catholic School Advisory Board – Chad attended meeting and reported its HR committee is interested in updating data for salaries and benefits in Catholic and public schools in Scott County.
- Youth Minister – No meeting

9. **New Business** – No new business

10. Pastor Notes – Msgr. Parizek reported that construction fencing for the gathering space has been delayed until after Easter Sunday. The handicapped drive and courtesy parking services will go into effect once the fence has been installed. The general contractor is making every effort to minimize disruptions.

Msgr. also reported on the long range plan through the Davenport Diocese for the 5 parishes in Scott Co. working together over the next few years. Right now there are 7.5 priests serving these 5 parishes and this will be reduced to 6 priests within a few years. More later on this topic.

Closing Prayer – Finished meeting at 9:25 PM with a prayer.

Next Meeting Tuesday May 3rd.

Board of Ed Rep to Parish Council (Brock) April 26, 2011