

## Board of Education Minutes - April 2012

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### Minutes from April 3rd, 2012 Board of Education Meeting

1. Opening Prayer – Msgr. did the prayer.
2. Roll Call – Chad Steimle, Trish Gallagher, Tommy Fallon, Terry Wendl, Molly Crosby, Jeff Brennan, Carl DeMaio, Susan Dill, Brock Harris, Karl Stratman, Patty Stevens, Luke Ebener and Msgr. Parizek. Also, Trish Hinchman (JFK Teacher), and Julie Kilburg (Parish Council)
3. Agenda - approved
4. Minutes from Feb. Meeting – Jeff had a couple corrections then minutes were approved
5. Open Forum – Terry welcomed all to the meeting
6. Unfinished business – no new business
7. Administrator Reports

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

Principal's Report to the Board of Education  
April 3rd, 2012

#### Facilitator of Faith Community:

1. Collections for Holy Childhood Association continue. Next year it is likely that the diocese will move the main Holy Childhood focus to Advent so it doesn't conflict with Rice Bowl.
2. Another hour of catechetical training for teaching staff at JFK will be held on April 23rd. Angie Anderson is one of the lead designers of the activity. Five hours of catechetical training are required each year. We had three before school began regarding the Roman Missal. Staff also receives one hour per year for their continuing training with Virtus.
3. JFK Reconciliation was March 22nd. Msgr. Parizek, Fr. Meyer, and two area priests helped.

#### Ethical Leadership:

1. The IEP placement process stalled for a JFK student when the DCSD said more detailed documentation and assessments were needed. Donna Drexler from the AEA has taken over as our school psychologist while our previously assigned AEA school psychologist is on medical leave. Working with Donna has been a good experience as she is experienced in helping private schools navigate through the DCSD's requirements.

#### Visional Leadership:

1. See other areas of this document concerning technology, needs assessment/strategic planning, and professional development.

#### Leadership of School Culture and Instruction:

##### 1. Technology:

- a. The second of three scheduled meetings of the ad hoc technology committee meets tomorrow. Progress on the 2009 plan has been reviewed, and we will begin work on planning for the future. Members include the following:
  - Staff: Dianne Siefers, Chad Steimle, Julie Bauer, Janet Thomas, Sarah Nelson, Donna Daniel, and Matt Hirst
  - Parents: Lori Walljasper, Debi Wesolowski, and Ann Craig.
  - Students: Kelsi Youngerman, Louis DelVecchio, and Bailey Nelson
- b. We continue to work on bids for Internet connections to the AEA. The new contract will combine with AHS, SPS, and ASCS. After rebates, the final cost will be around \$5,000 for 8 Mbps.
- c. The potential increase in bandwidth means the board may want to re-visit the decision about Rosetta Stone. The cost for the Internet version last year was about \$6,600 and the server version was about \$6,700-\$7,300 depending upon how many licenses at which level were needed. The difference in cost will really now not be seen until 2014-15. If we continue now with purchasing the server versions,

in 2014-15, we should already own enough server version licenses to reduce the cost to near \$0. The Internet version would continue to have an annual subscription cost.

## 2. Professional Development:

- a. The Professional Development Team of Mary Wahlig, Kitty Temming, Tammy Nagle, and I continues to meet every Monday.
- b. March's professional development time was used for the following:
  - Review of some of the new Iowa Assessment data
  - All staff discussed the JFK difference in faith, academics, culture, service, and leadership. (These themes are on our website.)
  - PS staff members were trained on the tablets.
  - OnCourse/website work
  - Book Study and lesson planning regarding identified strategies in Marzano's Classroom Instruction that Works.
- c. April's professional development will focus on the latter two items above and catechetical training.
- d. We have begun to discuss professional development for next year:
  - Definite areas of PD:
    - Technology
    - OnCourse phase in year two of three
    - Iowa Core Math
    - Collaboration with SAU and the other Catholic schools on another STEM workshop
    - Catechetical training
  - Other areas being discussed:
    - Response to Intervention
    - More strategies from the Marzano book
    - Data teams

## 3. The strategic planning committee met twice and has two additional meetings scheduled.

- a. Revisions were made to the areas of math and technology. A stewardship language emphasis was also added to the living the faith goal.
- b. Prioritization work was done to identify three tiers of the non-academically related goals.
- c. Action plan writing has begun for the top tier of the non-academically related goals.
- d. Committee members include Dan Zeimet, Joe Creen, Terry Wendl, Angie Logan, Chad Steimle, Juli Bartels Wadle, Bernie Mack, and Luke Ebener.

## 6. A career fair for Scott County Catholic school 8th graders was held in March.

7. While we still have not received more data regarding the new Iowa Assessments, I decided to send home a parent report page with the third quarter report cards.
8. The policy committee has two meetings scheduled. About 1/3 of the policies contained within the parent/student policy handbook are reviewed each year. We will also be reviewing the tuition policy about which the board has had discussion the last two board meetings. Members of the committee include Luke Ebener, Patty Stevens, Molly Crosby, Chad Steimle, Juli Wadle Bartels, Peter Schuster, Dan Zeimet, Susan Herman, Paula Schmitt, Kelly Poster, Dianne Siefers, Karen Youngerman, Lisa Solchenberger, and Nancy Iossi.

## Managerial Leadership:

1. An SCRA grant for the electrical work associated with replacing lights and ceiling tile throughout the building was written by Kathy Peterson, Lisa Stachula, and I. The total cost for replacing everything was about \$243,000. I worked with the contractor to reduce the scope of the work to about \$143,000. We are also pursuing at least a Bechtel grant for this work.
2. Continued work was done on the budget to prepare documents for the Finance Council and the board of education's finance committee. The finance committee is making the following recommendations at this time:

- a. A base increase of 3%. Non-frozen teachers would also advance a step for their additional year of experience.
- b. A salary increase of 3% for those JFK employees not covered by the teachers' salary scale and under the salary setting authority of the board of education.
- c. A \$20 per day of use per child ECLC rate for OLV/JFK staff members.
- d. A \$1,000 stipend for Janet Thomas for her work with all of the music/drama shows.
- e. That SAU be contacted to see if there would be a student in the fall semester who could help make multi-year budget projections based upon several salary schedule scenarios.
- f. The budget be adjusted to the required \$0 balance through the reduction of educational materials. Math textbooks are up in the textbook replacement cycle, but the recommendation from the AEA math consultants is to wait another year before buying new math textbooks, which will give math publishers another year to re-write their books to align with the Common Core.

#### Public Relations Leadership:

1. I attended the March Home & School meeting. The quote to do all of the work in the staff room was about \$10,000. I reduced the scope of the work and worked with the contractor to get the quote to a range of \$3,800 - \$5,200, depending upon whether he has workers on site for other purposes.
2. We have begun Jump Rope and Hoops for Heart.
3. Several prospective families have come through JFK in March. Several students will "shadow" in April.
4. Distribution of an ECLC bulletin stuffer was approved for Easter weekend.

#### Leadership in Diocesan/Parish Context:

1. I attended the Scott County Catholic School Advisory Board. We discussed the joint efforts for bandwidth, the need for funds for financial assistance (both capital campaign and STO amounts), and the significant differences between Catholic schools' and public schools' salaries and benefits.
2. I attended the March Finance Council meeting:
  - The parish investment policy will be reviewed. OLV has an investment portfolio of about \$75,000.
  - A draft of the parish budget was shared. It includes a 2.5% increase to envelope giving above budget. This figure is a bit deceiving as the actual 2011-12 envelope giving will likely be below the budgeted figure. The draft also includes the ability to make a double payment on the mortgage. I believe it does not include the 20% "kickback" on the diocesan capital campaign.
  - The stewardship appeal is going well. The pledged increase is already or nearly already more than the budgeted increase.
  - The council also discussed the tuition policy language of stewardship vs. an actual dollar amount being required for parishioners with children at JFK.
  - The council approved a parish subsidy increase to JFK of up to 5%.

#### **Pastoral Associate for Faith Formation**

Trish Gallagher Board of Ed April 2012

1. **Providing faith formation, religious education and sacramental preparation** for all members of the parish faith community.
2. **Supervising sacramental preparation:**
  - Confirmation Plans are being finalized, Kathy W. and Lisa W collaborate on efforts.
  - RCIA: 7 in process, 3 Catechumen for Baptism, 2 Candidates for full communion.
  - 1 Candidate for Full Communion will make profession of Faith near Pentecost
  - 2 inquirers in process (with 5 children) for next year's Vigil
  - 4 high school youth for Confirmation
  - Lenten sessions went well: retreat "Preparation Rites" planned for Holy Saturday
  - Tommy Fallon visited with a Lenten Jeopardy review Great Job!! I did not cheat...

#### **II. As Adult Faith Formation Director**

1. Movies with Meaning to be held April 15, Carl and Kellie DeMaio coordinate,
2. People of the Passion by Stephen J Binz for the Lenten learning. 4 groups Friday PM, Monday AM & PM, Sunday Men's group, several JFK teachers. All reported excellent results. Over 80 people participated. This was a Threshold Bible study six part series. Being offered: The Gospel of Mark for after Easter.
3. Women's Enrichment, moving to Gathering space meeting room. Lynn Olds coordinates.

### III. Liturgical Ministry: PAFF goal: to enhance adult learning through ministries:

Attended hospitality workshop.

Working with Monsignor and Liturgy Chairpersons to coordinate Easter Vigil plans.

Children's Liturgy of the Word continues through May.

Collaborated with Monsignor for People of the Passion Communal Penance service March 29. Good results, lots of sins forgiven.

### Board of Ed Coordinator for K-6 Jennifer Wemhoff

- I am facilitating the planning of the First Communion liturgy on April 22 at 1:30PM.
- I planned and held the First Communion parent/student meeting held March 5. Both the parent(s) and first communicant participated while all shared a meal together. Approximately 145 people were in attendance.

### Kathy Wierzba Confirmation Coordinator Board of Education Report – April 3, 2012

1. Students were on Spring Break March 9th until March 21st no Faith Formation Class

2. Service:

- 7th and 8th Grade Faith Formation and JFK students cleaned the church pews in preparation for Easter.
- 7th Grade Faith formation class baked cookies for Clarissa Cook Hospice House
- 8th Grade Confirmation students selected Music for the Confirmation Mass.

3. Lisa Willows and I Met with Msgr. Parizek to finalize preparation for the Confirmation Mass plans.

4. Plans for Confirmation dinner with the Bishop and practice in process.

### Youth Ministry Board of Ed Report – Tommy Fallon

- Hosted our first Jr. High youth Night of the year on March 11
  - Lynn Olds will be an adult volunteer for the Jr. High program
  - 15 Jr. High students attended
  - Next Jr. High Youth night will be April 22nd
  - Deanery Jr. High Dance is scheduled for April 13th
- I lead the Lenten Lock-In Retreat at Saint Paul's for our high school youth on March 13
  - 14 high school students attended, 8 of which were from OLV
  - We're looking to make it a yearly thing because of how well it went over
- I attended the Diocesan Jr. High Youth Rally on March 25
  - 9 Jr. High Youth from OLV attended
- I hosted a Agape Fest Info meeting on March 26
  - Received messages from a handful of students who's schedules conflicted with the meeting, but they are still interested in going to Agape Fest
  - Luke Ebener and Lindsay Vittitoe will be our chaperones for the trip.

### Committee Reports and Communications:

1. Generations of Faith Committee – Will be meeting in April – getting parish involved in planning ideas.
2. Finance Committee – Continued work on the budget to prepare documents for the Finance Council and the board of education's finance committee. The finance committee is making the following recommendations at this time:
  - a. A base increase of 3%. Non-frozen teachers would also advance a step for their additional year of experience.
  - b. A salary increase of 3% for those JFK employees not covered by the teachers' salary scale and under the salary setting authority of the board of education.

- c. A \$20 per day of use per child ECLC rate for OLV/JFK staff members.
- d. A \$1,000 stipend for Janet Thomas for her work with all of the music/drama shows.
- e. That SAU be contacted to see if there would be a student in the fall semester who could help make multi-year budget projections based upon several salary schedule scenarios.
- f. The budget to be adjusted to the required \$0 balance through the reduction of educational materials. Math textbooks are up in the textbook replacement cycle, but the recommendation from the AEA math consultants is to wait another year before buying new math textbooks, which will give math publishers another year to re-write their books to align with the Common Core

A motion to accept the recommendations of salaries and benefits for JFK staff for the 2012-2013 School Year was voted on by the BOE and the motion was approved.

- Nominating Committee – board members had a few names of parish members who were interested in running for BOE. Need all names by April 29th.
- Policy Committee – Will be meeting again in April.
- Strategic Planning Committee – The strategic planning committee met twice and has two additional meetings scheduled.
  - a. Revisions were made to the areas of math and technology. A stewardship language emphasis was also added to the living the faith goal.
  - b. Prioritization work was done to identify three tiers of the non-academically related goals.
  - c. Action plan writing has begun for the top tier of the non-academically related goals.
  - d. Committee members include Dan Zeimet, Joe Creen, Terry Wendl, Angie Logan, Chad Steimle, Juli Bartels Wadle, Bernie Mack, and Luke Ebener.

There was a motion to approve the revisions and was voted on by the BOE. The motion was approved.

- School Improvement Advisory Committee – May not meet again this year because not all test data has been returned by the Iowa Testing Service.
- Market/Public Relations Committee – The distribution of an ECLC bulletin stuffer will be included in the Easter weekend bulletin.
- Parish Council – Carl
  1. Elections for new members were discussed.
  2. Sept. 30th Celebration for OLV 50th with mass at 4:30 and a picnic with many activities to follow.
  3. The Bishop will be her to for the mass on Sept 30th.
  4. Feedback on using our new” Gathering Space”.
  5. Rummage sale June 15 and 16.
- Finance Council – March Finance Council meeting covered following:
  - The parish investment policy will be reviewed. OLV has an investment portfolio of about \$75,000.
  - A draft of the parish budget was shared. It includes a 2.5% increase to envelope giving above budget. This figure is a bit deceiving as the actual 2011-12 envelope giving will likely be below the budgeted figure. The draft also includes the ability to make a double payment on the mortgage. I believe it does not include the 20% “kickback” on the diocesan capital campaign.
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  - The council also discussed the tuition policy language of stewardship vs. an actual dollar amount being required for parishioners with children at JFK.
  - The council approved a parish subsidy increase to JFK of up to 5%.
- Grant writing - . An SCRA grant for the electrical work associated with replacing lights and ceiling tile throughout the building was written by Kathy Peterson, Lisa Stachula, and I. The total cost for replacing everything was about \$243,000. I worked with the contractor to reduce the scope of the work to about \$143,000. We are also pursuing at least a Bechtel grant for this work.
- Athletic Club – Athletic Club Dessert Banquet was April 1st. and it went very well.
- Band Boosters – No meeting
- Building and Grounds – Blinds for various rooms at JFK are in and after school is out the parking lot will be completed.
- Assumption High School – No report.

- Home and School - March Home & School meeting. The quote to do all of the work in the staff room was about \$10,000. I reduced the scope of the work and worked with the contractor to get the quote to a range of \$3,800 - \$5,200, depending upon whether he has workers on site for other purposes.
- Scott County Catholic School Advisory Board – Discussed the joint efforts for bandwidth, the need for funds for financial assistance (both capital campaign and STO amounts), and the significant differences between Catholic schools' and public schools' salaries and benefits.

New Business – No new business

Pastor notes: Msgr. Parizek – good discussion on a lot of items during the board meeting tonight. Parish staff getting ready for Holy Thursday, Good Friday and the Saturday Night Easter Vigil this week and then the Sunday celebration of Easter. Continue to pray for the stewardship appeal and so far it is going well.

Closing Prayer – Group Hail Mary

Next School Board Meeting Tuesday May 1st

Parish Council for April - Brock