

Board of Education Minutes - April 2014

Minutes from April 1, 2014 Board of Education Meeting

1. OPENING PRAYER (10 minutes) – Board Member's Prayer
 2. ROLL CALL – Monsignor, Chad Steimle, Terry Wendl, Molly Crosby, Pat Archer, Chris Sigwarth, Brock Harris, Karl Stratman, Lisa Stachula, Tom Brus, Tommy Fallon, Trish Gallagher, Angie Logan(JFK Teacher), Mary Epping (JFK Teacher), Jenn Van Speybroeck (JFK Teacher), Caitlin Putnam (JFK Teacher)
 3. ACCEPTANCE OF AGENDA – Unanimously approved.
 4. READING AND APPROVAL OF MINUTES OF March 2014 – Unanimously approved.
 5. COMMENTS FROM AUDIENCE and OPEN FORUM – none
 6. UNFINISHED BUSINESS – none
 7. ADMINISTRATOR REPORTS (Written reports pre-submitted):
-

Faith Formation April 2014 Report Submitted by Trish Gallagher Pastoral Associate for Faith Formation

1. Providing Leadership in Faith Education; LIFE LONG LEARNING PLAN
 - a. Post-baptismal support with parent letters/online support: need to work on Baptismal class invitation
 - b. Weave women's online reflection/ gathering continues: 9-12 attending
 - c. Movies with Meaning continues 5th year
 - d. Working with Lenten Bible studies (Total =50)and Presentations
 - i. Presentations attendance:
 1. Week 1- 10
 2. Week 2-50
 3. Week 3-74
 4. Week 4-35
 - e. Thursday Reflection on the readings of the week: continuing during Lent
 - f. Supply weekly bulletin articles for Lenten formation
 - g. Board Parent letter for distribution with registration
 - h. Supporting JFK teachers for catechetical certification needs
2. As Liturgical leader/ RCIA leader
 - a. Supported Confirmation activities (see Lisa's report)
 - b. Work with Monsignor on annual Holy Week calendar for liturgy, working for Easter Vigil
 - c. RCIA Scrutiny rites/Sunday sessions
 - d. Providing support for Communion Planning
 - e. Presenting on Holy week April 11
3. As Prayer leader
 - a. Providing "lectio divina" (praying with scripture review of weekly readings during Lent)
4. As Community life Support
 - a. Supporting OLV Vocations efforts: Adopt a seminarian project in process
 - b. Supporting Pastoral Five year goal effort

K-6 Coordinator Report by Jennifer Wemhoff

- I attended the Pastoral Staff meetings in March.
- I helped Lisa with the Confirmation practice, pictures, and liturgy.
- I continue to provide weekly information to be printed in the bulletin.
- I continue to provide support and communication with catechists and support helpers
- I attended the March MORE meeting held at St. Anthony's
- I am in the planning stages for the First Communion liturgy to be held April 27.

Confirmation Coordinator Report - April by: Lisa Willows

- Held Confirmation practice
- Coordinated Confirmation
- Submitted bulletin updates for Confirmation
- Follow-up with Chad and Msgr on Confirmation
- Provided information to FF and JFK Teachers on websites for Confirmation
- Reviewing Service project reflection sheets
- Started Dayton Class on Catholic Beliefs

Administration

- Updated FF financial information.
- Updating the FF page on OLV Website
- Set up WEAVE blog spot and posted blog materials
- Updated FF classroom information
- Assisted Trish with GS posting
- Assisted Trish with Weave preparation
- Assisted Jennifer with First Communion preparation

Our Lady of Victory Youth Ministry, Report to the Board of Education (Tommy Fallon)

Our Lady of Victory Youth Ministry is dedicated to assist all youth to grow in faith and love of Jesus. We strive to teach all youth to live as Disciples of Christ and participate in the life, mission and work of our Universal Catholic Church. As inspired by the Holy Spirit, Youth Ministry promotes the sharing of gifts and blessings with those in need.

The Ministry of Justice and Service

- o On March 11th 7 teens from OLV served dinner at the Catholic Worker House in part of our ongoing commitment to fight poverty in the Quad Cities
- o OLV youth Ministry will be partnering with Saint Paul's Youth Ministry this summer during the Just5Days Mission trip taking place June 16th-20th. I will be leading this group along with a chaperone from Saint Paul's. There will be two youth from OLV and 6 from Saint Paul's.
- o Parents/Youth have begun the process of online registrations for the Manus Christi Mission trip that will take place this summer from June 8th-13th. 8 youth will be attending as well as another adult chaperone. We will be working as a part of a community revival in Appalachian towns in West Virginia through Habitat for Humanity and Catholic Charities.

The Ministry of Community Life

- o On Wednesday March 5th, Ecumenical Dialogues started between Protestant/Evangelical members of YoungLife of the Quad Cities and Catholic youth Ministers from within the Davenport Deanery. The goal of these dialogues is to break down the barriers and biases of the "other" through faith story sharing in order to form bridges that will help un-churched Catholic teens connect back with their parish communities. We will have our third meeting tomorrow morning.

The Ministry of Evangelization

- o On Sunday March 23rd 300 youth from the Davenport Diocese gathered for the Jr. High Youth Rally at Regina in Iowa City. The rally was themed "The Thirsty Games", a play off the trending popular pop culture book/film trilogy The Hunger Games. 14 youth from OLV attended with three adult chaperones.

The Ministry of Prayer and Worship

- o I will be encouraging members of the liturgy committee to attend the Prayer and Worship portion of the Center for Ministry Development's Youth Ministry Certification Classes which will be held at Saint Ambrose University June 14-15
- o I will be encouraging members of the liturgy committee to attend Liturgy Day on September 27 with Dr. Tim O'Mally from Notre Dame. He'll do a breakout session on youth and liturgy, and Eleanor Kiel will do a workshop on youth and music in liturgy.

The Ministry of Leadership Development

- o Applications for the Diocesan Youth Ministry Committee will be available later by mid April. I will be encouraging a few of my youth to apply.
- o Registration is now open for Christian Leadership Institute will be held July 13th-18th at Saint Ambrose University. This is a program ideal for any youth taking on any leadership positions such as a team captain, student council etc.
- o I will be attending the Notre Dame Vision this July. This is a program held by the University of Notre Dame that focuses on leadership training for those working within youth ministry.

NOTE: Tommy Fallon will be finishing the last course needed for Youth Minister Certification this June.

NOTE: ITEMS NOT UP FOR DISCUSSION OR VOTE ARE PRESENTED FIRST. FOLLOWING THIS SECTION WILL BE A SECTION ON ITEMS THAT WERE DISCUSSED OR VOTED UPON.

Facilitator of Faith Community:

1. As stated in my CSW parish address, students at JFK attend more religious services in a week/month than any other Catholic school in our diocese and includes weekly class Masses, twice per month all school Masses, special holy day Masses, and one grade per month Ridgecrest Mass. Currently, when we have all school Masses, we shorten all the other periods, impacting instructional time in many subject areas. This schedule happens on 13% of our school days throughout the year. As we examine how to better protect instructional time AND what a future might be at OLV with only one priest, we will be examining our Mass schedule and how we schedule around it as well.

Leadership of School Culture and Instruction:

1. Professional Development:

a. PD time in March has been used for the following:

- i. Implementing the Iowa Core through the use of OnCourse, our online unit/lesson planning tool
- ii. Training and work in the RtI/MTSS implementation process:

1. I attend up to four half day webinars per month. Caitlin Putnam attends 1-2 with me.
2. We have been engaged in extensive discussion and examination of three of the six "building blocks" of effective preschools and K-6 ELA programs:

a. Instructional time:

- i. Our scheduled ELA time meets or exceeds DE recommendations.
- ii. A committee comprised of Mary Epping, Rachael Whelchel, Julie Bauer, Sara Tilkins, Shelly Furlong, Trish Hinchman, and me has been formed.
- iii. Purpose of the committee:
 1. Determine a possible schedule for next year that preserves ELA time and expands math to 60 min per day
 2. Determine what subject areas, other than ELA and math, can be reduced in instructional time, if necessary
 3. Determine other actions to take to try to protect instructional time, especially in ELA and math, while recognizing that other things happening at JFK may also be serving important goals
 - a. If we include our current schedule for all school Masses, between 37%-65% of our days have activities that affect instructional time, depending upon grade level.
 - b. The committee will look at recesses, Masses, and activities that affect the whole school, like assemblies.
 - c. Other groups or grade level teams will examine activities that affect multiple grade levels, like the Spelling Bee, Fire Prevention Day, music/drama activities, Mock Trial, upper grade "passing time" and "locker stops," and activities that only affect one grade, like field trips.
 - d. We would not be eliminating all activities, but we may eliminate some, change some, and articulate uniform guidelines for how instructional time surrounding these activities should be utilized.

b. Collaboration: The goal of this building block is to ensure that there are collaborative tools, processes, structure, and a culture in place to support literacy and the Iowa Core. We may also be adding math to this effort.

- i. A committee has been formed: Michelle Jordan, Elizabeth Motto, Linda Vogel, Sarah Nelson, Elisha Kubalsky, Caitlin Putnam, Ethan Connors, and me.
- ii. The committee will do the following:

1. Define and write the goal for collaboration in relation to ELA (and math)
2. Determine the collaboration time elements
3. Determine the collaborative groups
4. Determine the ground rules for group work
5. Determine the regular agenda for each session
6. Determine the forms necessary
7. Determine how we will know if we are following the process with fidelity
8. Determine how we will know if it's working

c. Assessment for Learning:

- i. The goals for the Assessment for Learning Building Block are threefold:
 1. To have a purposeful and planned goal for each lesson that is communicated to students that ties into the Iowa Core Standards and Criteria
 2. To assess this goal through a formative or summative assessment
 3. To determine what meeting or not meeting the goal means

2. Tom Rendon from the Iowa Department of Education will visit JFK on the morning of April 30th to gather feedback on the state's rollout of the MTSS process/materials.

3. JFK has advanced to the second level of a grant-funding opportunity to help provide scholarships for Leaps & Bounds. Even though it is priced very well for an instructional program, the more help we can provide families, the more students might be served.

4. Sarah Nelson and Elisha Kubalsky have been accepted as one of ten school teams to Iowa State University's Water Rocks! Summit. During this two day training, participants receive training in a variety of hands-on, interactive, multi-disciplinary modules on water, soil, agriculture, and environmental science. The teachers will also be bringing back \$800 worth of materials.

5. Jessica Larson will be returning to school full-time to pursue her middle school and science endorsements. A fifth grade position for next year has been posted internally so far.

6. Laura Burke will be moving into the resource position vacated by Caitlin Putnam moving to kindergarten next year. Laura has been working as the first grade aide for several years and conducting reading groups with them. She does emergency substituting duties for us at all grade levels, does recess duties, is fully certified in all universal screeners with the MTSS process, and is one of our reading screeners. That move will leave the first grade aide position open. The position has been posted internally.

Managerial Leadership:

1. Enrollment projections as of 3/24/14:

a. ECLC/Daycare = 24

i. Average throughout the day with kids coming and going to PS classes is 18.67. A waiting list has been developed to keep the average under 19 as 18 may be the maximum for a multi-age room containing three year olds.

b. 3 yr PS = 18 Waiting list developed

c. 4/5 yr old MWF am PS = 19 (of 20 spots available)

d. 4/5 year old M-F am = 20 Waiting list developed

e. 4/5 year old M-F pm = 20 (of 40 spots available)

K 50

1 32

2 51

3 45

4 44

5 52

6 32

7 46

8 38

Total 390

2. Sara Tilkins is taking a leadership role with the examination of our Wellness Policy. Adjustments, or at least goals, will likely need to be written in response to federal and state changes.

3. Noelle Meyer will not be returning to work from maternity leave. Meredith Ash will move up into the lunch program manager position and is currently undergoing training. We have advertised internally for an assistant cook. Once that position is filled, we may look at our other lunch position and our use of volunteers.

4. I met with representatives from the DCSD and bus company on behalf of the Catholic schools in Davenport regarding starting and ending times and transportation. I indicated that we were open to slight extensions of our school day, if possible/needed, but were not interested in altering our start times. The DCSD indicated that they had not been considering making changes to the Catholic schools' transportation times. The DCSD will make a decision regarding their starting and ending times no earlier than April 14th.

Leadership in Diocesan/Parish Context:

1. I attended the March diocesan principals' meeting and conducted the band/music/choral teachers' in-service. The main presenters for the principals were DE representatives regarding Title II professional development funds, of which JFK has had access to about \$2,000-\$2,500 per year. Additional guidelines are being put into place for the use of these funds.

2. I attended the March Scott County Catholic schools' principals' meeting. Doug Neubauer, the Catholic League AD, mentioned a few things about their last AD meeting, including their continued support of their early March vote to change the girls' basketball and volleyball seasons back to basketball first, then volleyball.
3. I attended the diocesan Board of Education meeting, where I serve as secretary. Lee Morrison plans to present the diocesan board with a document that will be part of or the result of a strategic planning process for education that is being launched.

Respectfully submitted by Chad C. Steimle

FYI: The portfolio needed for my superintendent endorsement will be shipped this week. A presentation and "defense" of its contents will be scheduled at UNI.

Items for Discussion

1. **Masses.** As stated in my CSW parish address, students at JFK attend more religious services in a week/month than any other Catholic school in our diocese and includes weekly class Masses, twice per month all school Masses, special holy day Masses, and one grade per month Ridgecrest Mass. Currently, when we have all school Masses, we shorten all the other periods, impacting instructional time in many subject areas. This schedule happens on 13% of our school days throughout the year. As we examine how to better protect instructional time AND what a future might be at OLV with only one priest, we will be examining our Mass schedule and how we schedule around it as well. The board may wish to offer its opinion.

a. DISCUSSION:

- i. The question was brought up of how to assess the impact of school masses on the learning environment and the faith community.
- ii. The board discussed the possibility of a future with only one priest to facilitate all masses.
- iii. The board discusses only having one all-school mass or class mass per week and the possibility of different mass times or days.

2. **May Crowning and 8th grade recognition.** May Crowning and the 8th grade recognition at a weekend Mass is scheduled for May 4th. I will be attending my daughter's college graduation that morning. It may be an opportune time to determine if the board would like us to keep things as they are or fold the 8th grade recognition part of the morning into graduation itself while still retaining the May Crowning aspect before Mass.

a. DISCUSSION:

- i. The board discussed the pros and cons of folding the 8th grade recognition into the graduation ceremony. The consensus seemed to favor this proposal.

3. **Civic oration.** Over the last several years, we have begun to experience greater difficulty in matching up what we want to academically accomplish with "civic oration" and the topics and direction of Modern Woodmen. Internally for now, we are asking what "civic oration" would look like if we re-tooled it. The board may wish to offer its opinion. Some of the points/questions being considered are the following:

- a. Pros/cons of Modern Woodmen of America's Speech Contest as currently in operation
- b. Pros/cons of any alternate
- c. Possible "non-negotiables:"

- i. Grades 5-8
- ii. Research paper involved
- iii. Memorized public speaking
- iv. Competitive nature, preferably with outside judges at some point

d. Other questions:

- i. Should there be a PPT or other multi-media requirement? Props?
- ii. Should there be different amounts of time for different levels of competition? Different requirements for multi-media? Should it differ by grade level? Ability level? Could the student choose his/her level of competition?
- iii. Should multiple topics be possible or should there be one main theme each year?
- iv. From whom can we solicit advice outside of JFK staff? Businesses? Past winners and other students?
- v. Could we give out more awards ourselves? Best 5th grade speech, best 6th grade speech, best overall? Best use of multi-media? Best speech by a student who never "advanced" before? Most emotional impact?
- vi. What would the awards be? Cash prizes? What are the funding requirements?
- vii. How many rounds of competition are necessary? (The equivalent of about two full days of school is spent listening to speeches now.)
- viii. How would whatever it change to still be the crème de la crème of academia at JFK?

e. DISCUSSION:

- i. The board will discuss this issue in the fall.

4. **Good Samaritan.** Pat Reagan has indicated that she will no longer be able to help with a homeroom of 8th graders going to Good Samaritan each Monday. We will evaluate whether or not we can continue without her leadership and how it fits into anything we do differently next year with time and schedules. Each homeroom goes to Good Sam approximately 16 times per semester. Two periods are used each Monday, one otherwise used for religion class and one now called “art study hall” whereby students’ have a study hall rather than their 2nd art class of the week. Sixteen times per semester represents 9% of the school days.

a. DISCUSSION:

- i. The board discussed the possibility of keeping the service element, but with the possibility of other options and locations.
- ii. New administration of these trips/projects might be necessary.
- iii. The board discussed a certificate of recognition for Pat Reagan.

5. **Spring Pictures.** Spring pictures were March 3rd. The board may wish to offer its opinion on whether we continue to do spring pictures. The school does not need pictures, such as would be needed with fall pictures, so spring pictures are entirely a service to parents and a minor fund-raiser. From a financial perspective, it generates about \$700-\$1,400 to the general operating funds. It is, however, a disruption to instructional time that many staff would be glad to eliminate.

a. DISCUSSION:

- i. The consensus was that one picture day per year would be sufficient.

Items for Vote

1. **Salary, Benefits, and Positions.**

a. The 2014-15 budget proposes that base salaries for employees increase by 2%. For teachers, the base would be \$26,700.

b. Administration:

i. Technology support:

1. The 2014-15 budget proposes that the pay for our technology coordinator be increased to the equivalent of 40 hours per week
2. The 2014-15 budget proposes the elimination of a \$1,725 “retainer fee” for non-staff tech support

c. Office support:

- i. The 2014-15 budget proposes that the school office support staff positions be increased from approximately 1.5 FTE to 1.67 FTE.

d. Instructional – Lay:

- i. The 2014-15 budget proposes increasing the supplemental/bonus amounts by \$200
- ii. The 2014-15 budget proposes adding a 1.0 FTE resource teacher.

e. Employee Insurance (Health) Benefits:

- i. Finance Council decided that for the 2014-15 plan year, the employee contribution toward the premium is capped at an increase of 7.72%. For any employee whose share of the premium would have otherwise exceeded the capped percentage based upon the health insurance quote of the current policy, the parish will supplement the balance such that the employee’s increase is no more than 7.72%. This language is proposed to be added to “Attachment A,” the teachers’ salary and benefits summary.

f. Other Ben (AHS): The 2014-15 budget proposes increasing the percentage of the AHS tuition for teacher’s child from 32% to 33%, fulfilling the 33% goal.

g. SWVPP-4 Wages:

- i. The 2014-15 budget proposes adding a 1.0 FTE PS teacher.
- ii. The 2014-15 budget proposes adding a 0.83 FTE PS aide.

h. The 2014-15 budget proposes to increase the stipend that is split among 2-4 assistants for the fall play from \$700 to \$1,000.

i. Summary of teachers’ benefits.

- i. Clarification that advancement on the salary scale due to additional coursework is only for graduate level coursework.

j. VOTE: One motion was made to approve all of the highlighted proposals (1st: Tom Brus; 2nd: Molly Crosby). Unanimously approved.

2. **Switching 8th grade keyboarding to Spanish.** With board approval, we will discontinue the twice per week keyboarding exploratory for 8th graders and use the time for additional Spanish exploratory work. Instead of having the Spanish exploratory twice a week for a semester, students would have it twice a week for the full year. We are also examining the materials we use for 8th grade Spanish to see if we can increase the grammar and vocabulary in a similar manner to what students will find in a high school Spanish I class. Reasons for the change from keyboarding to Spanish for the whole year are the following:

- a. Eighth graders are fairly set in their keyboarding habits and make few changes or gains based upon the keyboarding exploratory.
- b. We have begun to add keyboarding to 3rd-5th grades and will not need keyboarding in some of the upper grades in the future.
- c. Students need more exposure to Spanish, especially for those taking the language in high school.
- d. **VOTE: Motion to approve (1st: Molly Crosby; 2nd: Chris Sigwarth). Unanimously approved.**

3. **Date for special meeting to discuss parish strategic planning draft.**

- a. **VOTE: The board agreed to discuss the parish strategic plan at the May board meeting.**
-

8. COMMITTEE REPORTS AND COMMUNICATIONS (Written reports pre-submitted):

- a. Generations of Faith Committee (Karl, Trish)
 - i. No report
- b. Finance Committee (Chad, Joe, Tom, Terry):
 - i. See discussion and voting following the principal's report.
- c. Nominating Committee (Brock, Terry, all board members)
 - i. Five people have expressed interest in running for the board of education.
 - ii. The informational board will be displayed at this weekend's masses and will be staffed by board members.
- d. Policy Committee (Chad, Patrick, Molly)
 - i. Meeting 4/8/14. The policies to be discussed have been distributed to members of the committee.
- e. Strategic Planning Committee (Chad, Terry, Joe)
 - i. See principal's report.
- f. School Improvement Advisory Committee (Chad, Deanna, Molly, Karl, Brock)
 - i. No report
- g. Market/Public Relations Committee (Chad, Chris)
 - i. No report
- h. Grant Writing Committee (Chad)
 - i. No report
- i. Parish Council (Tom) 4th Tuesday of each month 7:00 pm
 - i. Parish Council will be recruiting this month as well.
 - ii. Allowed Black and White Gala to use OLV gambling license for an event at St. Ann's
- j. Finance Council Rep. (Terry, Molly)
 - i. See discussion and voting following the principal's report.
- k. Buildings & Grounds Rep. 2nd Thursday 7:30 pm (Patty, Brock, Matt)
 - i. No report
- l. Athletic Club
 - i. Working with the Boy Scouts about building a Gaga Pit on school grounds.
- m. JFK Band Boosters
 - i. Discussed Adventureland trip and sound absorption in the band/music room.
- n. Home & School Rep. A
 - i. No report
- o. Assumption High School Rep. (Dan Solchenberger)
 - i. Andy Craig reported he and some the AHS students went to Des Moines to meet with legislators to discuss the importance of a Catholic School Education.
 - ii. Principal Murphy reported that there will be a deacon ordination at the AHS Auditorium for Mr. Chris Young on March 25th at 9:15AM.
 - iii. There have been ongoing discussions with faculty and students regarding potential ideas for restructuring the school day. This is nothing that will happen immediately but discussions are ongoing.
 - iv. Continuing work with EICC in preparation for next year. The 2014-2015 course catalog now includes 42 credit of dual enrollment coursework.

- v. Carey Jones reviewed the budget with the BOD and advised that finance committee recommended approval of the budget. All in the budget is in order.
 - vi. AHS has stopped accepting Federal Funding for their meal program. We are still providing assistance to students in need and no one is going hungry. The Federal funding comes with a large number of restrictions on food and how the money can be spent. Without the federal money it allows AHS to provide healthy meals with a choice for the students
 - vii. The Villa Marie Child Care Center is doing well and there is more remodeling taking place to add more space and children to the program.
 - viii. There are policies for Code of Conduct are being reviewed and also for Educational Travel. This was the first reading and we will have time to review them.
 - p. Scott County Catholic School Advisory Board Rep. 2nd Monday every other month (September, November, January, March, May) @ St. Vincent (Terry, Chad, Joe)
 - i. No report
 - q. Ad Hoc Committees:
 - i. School Lunch Program: No Report
9. NEW BUSINESS: See discussion and voting following the principal's report.
10. PASTOR'S NOTES (Msgr Jim P)
 - a. Msgr. commended the administrators of parish and school programs for all their great work.
 - b. The Stations of the Cross have been well attended. Msgr. commented on making them available for kids during school.
11. CLOSING PRAYER – meeting was adjourned at 9:30pm.

NEXT Regular Meeting: Tuesday, May 6, 2014
BOE's Rep to Parish Council in April, 2014 (Lisa)

Respectfully submitted by Patrick Archer (Secretary)