

## Board of Education Minutes - August 3, 2010

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OUR LADY OF VICTORY BOARD OF EDUCATION MEETING  
7:00 P.M. Tuesday August 3, 2010 @ OLV PARISH CENTER

### AGENDA OF REGULAR MEETING

1. OPENING PRAYER (10 minutes) Meeting began at 7:03 PM and Trish lead the prayer.
2. ROLL CALL – Attending Beth Laubenthal, Molly Crosby, Dan Zeimet, Brock Harris, Carl DeMaio, Chad Steimle, Msgr Parizek, Leigh Boorn, Trish Gallagher, Terry Wendl, Jeff Brennan
3. ACCEPTANCE OF AGENDA – Agenda Accepted
4. READING AND APPROVAL OF MINUTES OF June, 2010 Meeting – **Minutes approved**
5. COMMENTS FROM AUDIENCE and OPEN FORUM – No Open Forum
6. UNFINISHED BUSINESS (15-20 minutes) Continued to new business later.
7. ADMINISTRATOR REPORTS (Written reports pre-submitted)

(30 minutes):

#### **Principal of JFK (Chad) Written report was distributed and the following was highlighted.**

- The calendar for next year has been finished. It includes similar class Masses, all school Masses, and other special occasion Masses and religious activities.
- Staff will attend the 8:00 Mass on August 18th, and teachers will have Mass celebrated by Bishop Amos on August 16th.
- Teachers who have been at JFK for at least three years have completed at least the Basic level of catechist certification requirements
- Jessica Larson conducted two sessions of science camp. Kelly McGee had two sessions of art camp. Attendance was positive.
- Vacation Bible School's attendance was down nearly ten students from last year.
- K-5 reading and K-2 language arts materials have been purchased.
- Tammy Nagle conducted environmental research at Iowa State this summer.
- Rachael Whelchel began her involvement in a special math training program through the AEA this summer. It will continue for the next 2-3 years. One of the things we will be looking at is the "Singapore Model" of problem solving.
- I attended a meeting regarding special education services with the AEA and DCSD. Little new information was received.
- Many hours were spent examining the methods of instructional delivery for our foreign language exploratory in grades 6-8: (1) We looked at hiring a certified language teacher, but, at one period per day or less, we don't have enough of a position that interests candidates. The other Catholic schools also did not have anyone willing to job share between buildings. (2) We looked at moving to the language instruction being done entirely through computers using something like Rosetta Stone (which makes educational products too). The best option would have been over the Internet, but the bandwidth through the AEA would have been way too slow for 20-25 students to be using this product simultaneously. Other options to install the software on our server or individual machines would have more than doubled our expenses. (3) Continuing with our method of using computer aided (DVD) instruction in combination with a teacher is the method chosen for 2010-11.
- In all options, except for number one, we may need to change from our foreign language being graded, to it being ungraded
- Buildings and Grounds approved an expansion of the 3-5 year old play area, which was done during the summer. They also approved of adding permanent play equipment in this area. We may delay the purchase of all of the play equipment to coincide with state pre-school funding receipts.
- SWVPP-4 pre-school revenue over expenses had a balance of nearly \$17,000 last year. This amount has been rolled over to the 2010-11 fiscal year. Most of it is planned for the 3-5 year old outside play area and equipment.
- The counter/cabinet replacement project in the kitchen should be finished in the near future. Contingency plans are in place in case the new cabinetry does not arrive in time for the beginning of the school year.
- Multiple (and lengthy) meetings or discussions at other meetings were held regarding the building project with Scott Bengfort (architect), the building committee, finance council, parish council, and other groups. I also attended a meeting with the Diocesan Building Committee.

- Trish Gallagher and Jen Wemhoff are conducting a Virtus re-certification session at JFK on August 4th. Leigh Boorn and I are conducting an initial training session on August 17th
- Every grade level has a parent meeting scheduled for the beginning of the school year

**Faith Formation-Religious Education Director (Trish) Written report was distributed with the following highlights.**

- Providing faith formation, religious education and sacramental preparation for all members of the parish faith community. Promoted Life long learning through bulletin articles. Directing and supervising sacramental preparation: Reviews provided / see booklets passed around
- Available for Youth Ministry / Confirmation Coordinator as requested, Working with Tracie, pre-planning for Confirmation materials.
- Recruiting & planning for faith formation workers/ catechists. Prepared with staff Back to school materials for registration Catechist orientation is beginning tomorrow with Protecting God's Children 5 year Renewal (Chad, Jennifer, Leigh and I are certified facilitators) Orientations for new helpers and returning ones continues throughout August. Opening Mass scheduled for August 25.
- Maintaining or improving the existing pastoral programs and creating new ministries to meet the changing needs of the parish. Summer planning for year long calendar of events continue.

Planning includes ideas for promotion, contacting group leaders selecting materials

Generations of Faith Theme

Mission 50: Under Construction.

To provide information about construction news, to promote increase of participation in parish life, to stimulate grass roots interest and participation in planning for the 50th Anniversary (September 2012.)

Re-structuring plan.

Result: 60 hours of the 300 for Confirmation Coordination will be assigned to Youth Minister, @300 to Tracie Kirk as Confirmation Coordinator. Tracie will continue as Administrative Assistant. Jennifer will assume more responsibilities with Grade 2 this year and manage the office for Wednesday evenings. This will free Tracie for work with Confirmation during that time.

Secondary Ministries:

I. As Adult Faith Formation Director (Level II ), this position oversees the vision and parish pastoral planning in adult faith formation in collaboration with the pastor, parish staff and pastoral council. This person is responsible for adult faith formation programs that provide for the spiritual, intellectual, emotional, and religious growth needs of adults.

- Staff attended June Institute by Joan Weber on Catholic Faith and Family Bible.
- Conducted MFP final sessions for year with Ila Mae Hanisch in attendance
- Lee Nagle is set for October 20 here at OLV. This will be a certification opportunity (methodology) for JFK and Faith Formation catechists.

Coordinating adult Parish faith formation programs, adult faith formation in sacramental programs

- Reviewed all adult components with Facilitators in pre-planning efforts
- Worked with individual RCIA team members for Fall

II. Regarding Liturgical Ministry: PAFF works cooperatively with liturgical ministries with particular input about major sacramental celebrations (First Rec, First Eucharist, Confirmation (assisting Confirmation Coordinator), Rites for RCIA/Easter Vigil, Communal Reconciliation

- Facilitating with Pastor the worship life of the parish community for main sacramental celebrations
- Visit Faith Formation one Wednesday to see it in action
- As an active Board member, promote and participate in one or more adult activities.
- Become aware of what RCIA is: the National Directory for Catechesis say all that Faith Education must follow the RCIA process. Ask how this is trying to be done.
- Began review with Pastor, Deacon Agnoli, Liturgy members for Funeral Planning workshop Oct 30.

- Developing annual Liturgy calendar, Ministry Formation workshops for year.
- Provided information for Wellness for a possible Advent concert/service. Trish will continue to support the Wellness Mardi Gras Pot luck celebration.

III. Regarding Family Life/ Pastoral Ministry: supports and advocates for all families, fosters programs and activities designed to enhance the domestic church, and attends to needs of parishioners in their respective life cycles in collaboration with Committees on Wellness, Family Life and Christian Service Family Life

- Materials are distributed via bulletin, and at GOF Bulletin Board, Newsletter, through JFK and Faith Formation.
- Looking into Family Bible sessions later this year.

IV. Generations of Faith theory suggests adults learn through their areas of service. Connecting with these ministries enhances learning for all

### **Youth Minister (Leigh) Written report distributed with the following highlights**

#### 1. Leadership in faith development:

- a. I will be discussing the potential of holding more events at various parishes with youth, and other ministry leaders in the Deanery to support Food Resource Bank and raise funds for poor farmers. June event at OLV raised \$300.00.
- b. Catholics in Action Retreat was successful with 78 participants. Julie Kilburg attended for the first time as an adult leader. I served as Co-director with Pat Finan.
- c. An informational meeting for COR was held and Pat and Mike Sheil will serve as head parent couple. Doug and Kyle Rick have agreed to assist. Sandy and Tom Brus may be open to the possibility. Continue to work with Aaron, Cecilia and Julie to plan.
- d. Mrs. Diggs has agreed to work as fundraising coordinator for NCYC 2011. Will continue to monitor and plan activities with her.

#### 2. Maintain and administer YM Program:

- a. High School--  
I continue to Recruit leadership from youth and adults participants to work on implementing goals of Renewing the Vision document.
- b. I met with Lynn Olds to plan for next years Jr. High events and prepare a schedule to be handed out at Back to School Weekend. Other documents will be available for High School youth who attend.
- c. Recruiting youth to participate.  
High School—
  - 11/11 Mass and brunch was attended by 4 youth and 3 adult volunteers. It was nice to touch base with some of the youth who were not participating in other summer activities.
  - I continue to plan for the Kentucky Mission Trip. This year we have all new youth and adults attending, 3 youth who have not attended any other youth ministry activity are preparing to go as well as a Senior and her father. All but one of the youth participated in Faith Formation for their Confirmation preparation.
- d. Mrs. Diggs has agreed to work as fundraising coordinator for NCYC 2011. Will continue to monitor and plan activities with her.
  - A special meeting will be held with new adults regarding Youth Ministry; i.e. Renewing the Vision and other information regarding working with youth.
- e. Looking at fundraising opportunities
  - The Air Show raised approximately \$1000, although I have not received the check as of today, so that is just an estimate. A special meeting was held prior to the Air Show to distribute tickets, parking passes and t-shirts.

Also, talked about driving students and preferred adults did driving whenever possible.

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

- Generations of Faith Committee (Beth, Jeff ) Meeting August 17th.(Report next meeting)
- Finance Committee (Chad, Joe, Terry, Patty) No meeting
- Nominating Committee (all board members) Donna is leaving will need to appoint new board member
- Policy Committee (Chad, Dan, Patty, Molly, Carl) No Report
- Strategic Planning Committee (Chad, Dan Z. Terry, Joe) No Report
- School Improvement Advisory Committee (Chad, Dan, Molly, Jeff) Will be meeting a number of times during school year.
- Market/Public Relations Committee (Chad, Patty, Beth, Joe) No meeting
- Grant Writing Committee (Terry, Jeff) Nothing current going on with Grant Writing
- Parish Council (rotating per schedule)

August – Carl	February - Molly
September – Terry	March -
October – Jeff	April – Brock
November – Patty	May -
January – Dan	June - Jeff

- Finance Council Rep. (Terry) Brief meeting (Building construction may run above original plan. Bids out in November.
- Buildings & Grounds Rep. (Patty) No meeting
- Athletic Club - JFK Band Boosters - Home & School Rep. No meeting. Chad reported gym floor redone over summer.
- Assumption High School Rep. (Dan S.) No meeting
- Scott County Catholic School Advisory Board Rep. (Jeff, Dan) meets every other month 1st or 2nd Monday. Next meeting Sept, 13
- Ad Hoc Committees:

ECLC rep. (Chad, Patty) 2nd Monday in Sept.

Youth Minister rep. (Terry, Joe, Dan Z, Jeff, Carl, Beth, Molly ) Information addressed later from meeting on August 1st.

## 8. NEW BUSINESS :

- a. Foreign Language exploratory – Foreign Language Exploratory was discussed and to grade students the teacher would have to be certified to teach this subject. Rosetta Stone computer program was also an option but there were some pricing problems. There was a motion to do a language exploratory ungraded. The motion passed.
- b. Building Project update – Chad did a building update presentation for the board. Talked about the church gathering space and all of the uses the parish could use for this space. (Example Bride room, space for families during a funeral etc.) The room would be large enough for at least 50 people. Also updated the 4 additional classrooms and some of the changes made since the original drawings (plans) from 2008. The board appreciated the update.
- c. Youth Minister position – discussion of this position and goals for the 2010-2011 school year. Also, the Youth Minister committee will be meeting Monday August 23rd to continue these discussions.

9. PASTOR'S NOTES (Msgr Parizek) Was pleased with the amount of money that was raised the summer for the diocese fund raiser. \$606.000 so far with a 20% rebate back to parish when money is collected.

## 10. EXECUTIVE SESSION

11. CLOSING PRAYER Msgr. Parizek closed this meeting with a prayer.

NEXT Regular Meeting: Tuesday September 2, 2010 PRAYER

ASSIGN'T: BOE's Rep to Parish Council August 24th 2010 ( Carl).