

Board of Education Minutes - August 2nd, 2011

Minutes from August 2nd, 2011 Board of Education Meeting

1. Opening Prayer – Msgr. (New Gloria)
2. Roll Call – Chad Steimle, Trish Gallagher, Terry Wendl, Molly Cosby, Jeff Brennan, Patti Stevens, Carl DeMaio, Luke Ebener, Susan Dill and Msgr. Parizek. Also, Rachael Whelchel (JFK Teacher) and Julie Bauer (JFK Teacher) attended the meeting.
3. Agenda accepted by BOE Members and approved executive session
4. Minutes from July 2011 Special Meeting – Approved by BOE
5. Open Forum – No open forum.
6. Unfinished business – Interviews for the youth minister position were going to start and at this time there are 4 candidates to be interviewed. Questions were asked about candidates and ideas they may have for their long term goals as regarding the youth ministry strategic plan. The board thanked Molly and Luke for their hard work on the committee.
7. Administrator Reports

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

Facilitator of Faith Community:

1. Staff will attend Mass together on August 12th.
2. The diocesan in-service for teachers will focus on the new Roman Missal. We will also discuss the implementation process here at OLV and JFK.

Ethical Leadership:

1. Communication has taken place with a family regarding questions concerning immunization exemptions based upon religious beliefs.

Leadership of School Culture and Instruction:

1. Staff additions and changes:
 - Lisa Solchenberger will move into a resource position.
 - Kelly Poster will move to 2nd grade.
 - Donna Daniel will be full-time as a pre-school teacher.
 - Sarah Nelson has been hired for 6th grade. Ms. Nelson is an AHS graduate and has taught in several schools throughout the country as her husband completed his military service. She also taught 6th grade in the North Scott school district.
 - Deneen Woerdehoff will teach a 6th grade social studies class, have the other 6th grade homeroom, coordinate the foreign language exploratory, and continue her work as a resource teacher.
 - Anna Schott was hired as our guidance counselor. Ms. Schott has worked as a substitute and volunteered in the Catholic schools across the river, where her children attend school.
 - Lauren Hurley was hired for the 1st and/or 2nd grade instructional aide. Ms. Hurley holds an IA teaching license and has previously worked as a 2nd grade teacher in a Catholic school out of state.
 - Brenda Fox will be working in PS in the afternoons. ECLC staffing will be done by Ms. Fox, Alicia Turnquist, Jessica Hunter, Julie Baker, and Lauren Hurley.
 - A job offer has been made to an individual to work part-time in PS, the lunch room, and the office.
 - Multiple staffing scenarios have been examined for PS and ECLC depending upon enrollment in both programs. With less than two weeks before staff reports, a plan based upon current enrollment was implemented. There may be changes later as enrollment changes. Several of the staff assignments and new staff allow for good flexibility later.
2. New science textbooks for K-8 have been ordered.
3. Professional Development plans are being made for this school year. Emphasis will be given to the following areas:
 - Implementation of OnCourse, an on-line lesson planning tool that I customized to reflect the Iowa Core, including the Iowa Core content standards, characteristics of effective instruction and research based instructional strategies, and assessments.

- Collaboration for lesson planning and peer observation and coaching.
 - Technology training and collaboration time
 - Math, especially in the middle school level with SAU and AEA 9 schools
 - Science, Technology, Engineering, and Math with SAU
4. I attended the PS administrators' partner meeting with the DCSD. The PS program will also have its site visit from the DE this year.
 5. Rachael Whelchel is involved in math curriculum revisions at the AEA for 7th grade, in particular, that are reflective of the Iowa Core standards. She is working with math teachers from Davenport, Bettendorf, North Scott, and other small districts in AEA 9 to increase the rigor of mathematics instruction and content. Implementation of the Iowa Core is causing all districts to assess their math content and instruction, especially at the middle school level. Middle school is the current focus so that students are better prepared for higher order math at the high school level.

Managerial Leadership:

1. Noelle Myers has been hired as lunch program manager. The change of title from "head cook" to "lunch program manager" more accurately reflects the work of this position.
2. ECLC will open at 7:00 a.m. this year, if needed by parents. Multiple staffing options have been created for ECLC, and schedules for non-school days during the year and next summer will still need to be created.
3. Orders have been placed for new science textbooks/materials, textbooks and materials at other grade levels to make sure there are enough for the number of students in each grade, and consumables. Nearly as much money is spent on these latter two categories as is spent on adopting a new textbook series.
4. Work with the budget has been ongoing, and we may want to consider amending the budget when final PS enrollment figures and interpretation of the administrative cost restriction are finalized.
5. Enrollment management takes considerable time during the summer. We currently have more K-8 students under contract than we did last year. Last year we had 361 students on October 1st, the official count date. More tuition contracts will be signed within the next two weeks. PS and ECLC enrollment changes regularly. Interest in 4 year old PS has increased dramatically since state PS funding was announced. Being the 2nd or 3rd largest provider of pre-school in Davenport, however, it takes longer for us to fill all of our spots.
6. The interpretation of the 5% restriction for administrative costs to be paid for with SWVPP-4 state dollars is still being examined. Presently, the interpretation has switched to the "district" which administers the program as being the one with the restriction.
7. The new PS playground equipment was installed. We are waiting for the mulch for the safety/drop zone to arrive before we can use it.
8. Furnishing remodeled classrooms is slowly taking place. Some things are coming in way under estimates, and other estimates have been so high that alternate arrangements will have to be considered. Not everything will be ready when school begins August 15th.

Public Relations Leadership:

1. Dianne Siefers and I have spent a considerable amount of time working with Twin State Technical Services on the re-design of the school and parish website. It may be ready by the time school begins.
2. Prospective family tours are conducted on a regular basis during the summer.
3. Julie Bauer is coordinating a survey of 7th and 8th grade parents regarding some of the end of the year activities. We are considering moving the 8th grade slide show from the 7th/8th grade spring show to the graduation reception and changing from heavy hors d'ourveres to cake and punch/coffee. This discussion was prompted by parents who said they really didn't need so formal of a reception and that they didn't want next year's 7th grade parents to have to "host" the formal reception.
4. Tammy Nagle completed a marketing plan project for her graduate work. In comparing JFK to the other Catholic schools according to a rubric that utilized information available through the DE or school websites, JFK came out quite favorably in our marketing efforts.

Leadership in Diocesan/Parish Context:

1. I met with the auditors for the Protecting God's Children program. The diocese had an in-person audit this summer.
2. I have been approached as a possible representative on the Diocesan Board of Education.
3. Multiple meetings and time are spent on the building project each week. We began moving into some areas over the weekend. The new offices will not be available until at least August 12th.
4. I attended the video-streaming session of the Iowa Education Summit. My notes were sent to board members as well. I highlighted areas in my notes that were mentioned multiple times or emphasized

throughout the session or are areas in which I think Iowa will be progressing in the near future. Because even the highlighted notes are lengthy, below are a series of phrases that seem to summarize the Iowa Education Summit:

- a. Wake up and recognize the stagnation of educational progress in Iowa!
- b. Transformational change, not tweaking the status quo, is needed.
- c. Competition is with other states and nations. Education is the key.
- d. Teacher and administrator quality is essential. Think outside the box to recruit, train, and retain quality people.
- e. More professional development and collaboration time is needed.
- f. High standards (such as Iowa Core) and accountability for students, staff, and schools/districts must not only be discussed/passed, they must be implemented.
- g. Be innovative in addressing educational needs.
- h. Better assessments are needed and are being developed.
 - i. Math is key.
 - j. Science, Technology, Engineering, and Mathematics (STEM) initiatives are important in a world class educational system.
- k. Early childhood education is critical.

The governor's office will continue its discussions, and a draft of proposed changes will be developed in time for the next legislative session.

Respectfully submitted by Chad C. Steimle

FYI: My formal continuing education program through UNI continues. This certificate program would allow me to add a superintendent endorsement to my IA license and is also the pre-cursor to doctorate work. Formal coursework should be completed during the fall 2011 semester. I occasionally meet with Jeff Schwiebert, superintendent of North Scott School District, my formal program mentor.

Faith Formation – Religious Education Director Trish Gallagher

FAITH FORMATION 2011-2012 GOALS: Submitted by Trish Gallagher Administrator

- I. To promote knowledge of the Faith: Enhance Parish understanding of Life Long learning

Report Plan to Board annual plan along with calendar

A. Increase evangelization efforts within and outside of parish:

1. 2011/2012 identify current evangelization activities within parish Trish will work with parish council chair / BOE rep
2. Continue leadership training, recruitment, support of qualified staff and catechists
Jennifer has developed catechist orientation evening plan
3. 2011- Roman Missal Activities implemented for whole community
(work with RM Committee)
calendar for educational piece developed with Monsignor P.
4. Adult and Young Adult Faith Formation calendar will be available September

B. Provide quality in-service opportunities for staff and catechists

Continue 2 in-service reviews/year: promote compliance with Diocesan Certification goals

1. provide personal interviews to ensure better compliance
2. Highlight Texts at both in-services for Faith Formation, as available for JFK

- I. To provide liturgical education and promote participation including an RCIA focus

Continue Family education and support linked with sacramental preparation

- a. Grade 1 Intro to Mass
- b. Grade 2 specific Sacramental Prep;
- c. Grade 7 Intro to Sacraments along
- d. Grade 8 specific Confirmation info

- III. Provide Generations of Faith 2011 “Up, Up, and Away” (to Victory)
 - Supports New Educational Space, Roman Missal Formation, and Parish 50th Celebration
 - Trish works with appropriate Parish Committees
 - “family events” with liturgical seasonal focus:
 - Current plans include Advent,--Our Lady of Guadalupe Program Lent- People of the Passion, will Collaborate with JFK Chad and teachers for annual plan
- IV. Continue Parish Ministry formation workshops/ policy
 - Identified 2 parishioners to promote : Sandy Brus, Sherri Jessen
- V. Generation of Faith Handouts
 - prepared and distributed monthly highlighting family participation issues
 - Will work to develop publicity plan with Lisa Willows
- VI. To encourage moral formation
 - a. Continue class room / program service projects
 - 2011 Will invite Social Service committee first semester/ stewardship (Sister Parish Reps second semester) to give talks to 4-6th grades
 - b. Continue support of Human Relations material: provide user friendly ways to encourage “ family-time talk” on issues of Catholic Moral teachings
 - c. Increase Pro-life/ Pro-Family, Catholic teachings on Human sexuality to all ages
 - identify 1 new way to promote this Faith area 1st year
 - d. Advent or Lenten service projects foster social action outreach (see above—develop class response to talks)work with Lisa W. for publicizing efforts
- VII. To teach to pray
 - a. Identify retreat/mission opportunities for all ages yearly,
 - b. Provide training on prayer techniques (Mass this year 2011)
 - c. Special reconciliation booklet ordered for 2nd grade
 - d. possible:investigate distributing prayer cards for Post-Baptismal families may be of interest as a follow up Marketing tool for JFK/ Faith Formation
- VIII. To educate for community life (parish and local)
 - a. Continue Student visit from priests, support of vocations projects
 - b. Collaborate with JFK: revitalize vocations projects (new crosses (on order) prayer cards) Invite Fr. Hennen to FF / School
 - c. Community parish activities are advertised and encouraged
 - supply principal post with ads/ tips for parish life activities monthly: first year,
- IX. To proclaim the Kingdom through word and deed
 - Activities in texts are encouraged to demonstrate faith in action.
 - At each grade level see above: devote increased in-service time to exploring text recommendations yearly (JFK/FF)
 - a. Continue to provide at least 3 Generations of Faith “projects” e.g. stations of the cross/Family Advent Trivia contest.
 - b. Engage families in faith learning activities, initiate parish wide social media committee within 5 years (work with Lisa W and Volunteers)
 - c. To foster an awareness of special needs and multicultural diversity in Catechesis
 - continue current individualized plans formulated for special need children Start review committee for special needs plan at OLV year 1 with aim to encourage collaboration with area parishes for special needs Faith Formation, (St. Ann’s and St. Paul’s) and support Diocese initiatives
 - d. Multicultural diversity is supported and promoted through texts used inclusive activities recommended for classroom/ or seasonal enhancement.
 - Include with in-service on texts yearly within 5 years

Youth Ministry – Youth Directors Leigh Boorn sent the following report for July/August. Leadership in faith development:

- I. I have scheduled a meeting with the team leaders for COR to walk through St. Paul’s and evaluate the suitability of the facilities for COR, July 12th. I will be contacting the teens and adults about their participation in the retreat in November in the coming weeks.

- II. A check was sent to Food Resource Bank Haiti Project in the amount of \$1414.75, from proceeds raised at the Victory Dash. I sent out thank you notes and tax letters to people making donations.
- III. I will be chaperoning the NCYC Animators from the Diocese of Davenport in Indianapolis, July 15th through the 17th. While in Indianapolis, I will look into options for meals and hotel accommodations.
- IV. Catholics in Action was held June 26th-28th in Iowa City. Although Our Lady of Victory only had 2 youth attend this year, a total of 64 youth and 21 adults attended. On Sunday we volunteered at a trailer park that has been in the news because of the poor conditions. Catholic's in Action in collaboration with the parish in Hills, IA successfully removed 8 tons of yard waste and other items from the trailer park. Our Lady of Victory youth served a free lunch in the park, and worked in a prairie at the Herbert Hoover Historical site as well as cleaning at the Ronald McDonald house in Iowa City.

Cooperate with Board of Education and OLV Pastoral Council:

- I. I continue to report monthly in both written and verbal reports on youth ministry activities for both Board of Education and Pastoral Council.

Cooperate with Faith Formation Staff/Teamwork:

- I. I attended a Pastoral Staff meeting in June.
- II. I attended the Diocesan Youth Ministry meeting, a Deanery Meeting and several planning meetings for CIA in June.

Maintain and administer YM Program:

- I. I met with the YM Strategic Planning Committee on July 7th to clarify the goals as outlined.
- II. I contacted Lynn Olds and several parents about assisting with the Jr. High Nights starting in September. A calendar of events is being prepared and resources for the first few months have been reviewed to start the year out. Sign up information and the calendar will be available at the Back to School Event.
- III. NCYC youth and parents worked the Air Show raising \$1870 on June 18th and 19th. A swimming party is planned for July 22nd at the Menke's house. A date will be set to complete the paperwork before I leave and final payment information will be sent out. The can drive has not been as successful at this point as was expected, so there is a short fall. Parents have been contacted about what they would like to do to address the need for additional funds.
- IV. The June TEC was cancelled due to lack of applications from youth. Kentucky Mission Trip has been cancelled due to lack of youth participants and Adult Chaperone.
- V. The Youth Night on June 1st was a discussion on the Ascension and how we are called to continue sharing the Good News. On June 8th the end of the year swimming party was held at the Menke's.
- VI. I attended several sporting events and Graduation parties in June.
- VII. I completed the end of the year documentation for the Youth Ministry Checking Account and turned in the receipts and deposit slips for 2010-2011. A copy will be distributed to the Board at the Meeting.
- VIII. Youth and Adults will meet on July 13th to discuss ideas and begin planning for the first few weeks of the 2011-2012 school year.

Communication and Public Relations:

- I. I continue to send updates for the bulletin.
- II. I provide information about upcoming plans during Pastoral Staff meetings.
- III. I send email and facebook communications to youth and parents regarding upcoming opportunities for service, and faith development activities.
- IV. I submitted several articles for the Victory Voice which was published in June.

Communication with Y.A.C.H.T. (Young Adult Catholics Hanging Together):

- I. A study of the book Rediscover Catholicism by Matthew Kelly will begin on July 14th and the group will continue meeting weekly for 5 weeks, they will take a 2 week break and then continue for 5 more weeks. The study guide has been sent out and books have been ordered.

Respectfully Submitted: Leigh Boorn, Coordinator Youth Ministry

Committee Reports and Communications:

- Generations of Faith Committee – No Meeting

- Finance Committee – No Meeting
- Nominating Committee – No Meeting
- Policy Committee – No Meeting
- Strategic Planning Committee – No Meeting
- School Improvement Advisory Committee – No Meeting
- Market/Public Relations Committee – No Meeting
- Grant Writing Committee – No Meeting
- Parish Council – Jeff attended.

1. Ice Cream Social in Sept. – replace parish fun day – Start 50 Year Celebration
2. Updates how to serve 5 parishes in August
3. Construction update
4. Finalize budget next meeting
5. Future Town Hall Meetings Roman Missa
6. Moving mobile classrooms

- Finance Council – Approved parish budget including salaries. Also, due to a 20% increase in giving we may be able to pay off the debt sooner than originally planned. Also, there probably will be an increase to amount the parish will be paying during the ADA Campaign due to the extra amount of weekly giving.
- Building and Grounds – Blinds on hold until building is finished. Also, Chad updated the board on the construction. Inspectors Okayed pre-school addition. At time of meeting there was a delay in the new office and lower level restrooms. Office will change when new office is finished. There is not a completion date so far for the east addition.
- Athletic Club – No Meeting
- Band Boosters – No Meeting
- Home and School – No Meeting
- Assumption High School – no report
- Scott County Catholic School Advisory Board – No meeting
- Youth Minister – No meeting

New Business – None

Board went into Executive Session at 8:25 and the session ended at 8:35.

Closing Prayer – Group

The meeting ended at 8:40 PM.

Next Board Meeting Tuesday Sept. 6th. - August Parish Council August 29th - Carl