

# Board of Education Minutes - August 2012

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## Minutes from August 7, 2012 Board of Education Meeting

1. OPENING PRAYER (10 minutes) Monsignor read Prayer for Board of Education
2. SEATING OF ELECTED BOARD MEMBERS (Terry Wendl, Molly Crosby, and Deanna Kelley) AND ROLL CALL (by Msgr. Parizek, as there are technically no board officers at this time)

Roll Call: Brock Harris, Chad Steimle, Sue Dill, Trish Gallagher, Matt Henning, Patrick Archer, Monsignor Parizek, Terry Wendl, Molly Crosby (left early), Deanna Kelley, Tommy Fallon, Rachael Whelchel (JFK Teacher), Julie Bauer (JFK Teacher), Karl Stratman (came late)

3. ACCEPTANCE OF AGENDA (led by Msgr. Parizek) Motion to approve by Terry. 2nd by Molly. Carried unanimously.
4. READING AND APPROVAL OF MINUTES OF June 2012 (led by Msgr. Parizek)

Seating the elected board members before accepting the agenda and approving the minutes allows Terry and Molly to fully participate as they were board members in June.

Motion made to seat elected board members, Terry Wendl, Molly Crosby, and Deanna Kelley made by Sue. 2nd by Terry. Carried unanimously

5. BOARD OFFICER ELECTIONS (led by Msgr)

After the election, the new board president conducts the rest of the meeting

President –Terry Wendl nominated by Molly Crosby and Brock Harris. Nomination accepted. Terry Wendl unanimously voted President.

Vice President – Molly Crosby nominated by Terry Wendl and Brock Harris. Nomination accepted. Molly Crosby unanimously voted Vice President.

Secretary – Sue Dill nominated by Molly Crosby. Nomination accepted. Sue Dill unanimously voted Secretary.

6. NOMINATION AND ELECTION OF MEMBERS TO FILL VACANCIES

Motion made to nominate and seat Patrick Archer to replace Luke Ebener on the board of education by Terry. 2nd by Brock. Carried unanimously.

Motion made to nominate and seat Matt Henning to replace Carl DeMaio on the board of education by Terry. 2nd by Molly. Carried unanimously.

7. COMMENTS FROM AUDIENCE and OPEN FORUM No comments made
8. UNFINISHED BUSINESS:

### Parent Report Card

- Molly will have it finished by the September meeting, which is also in time for Faith Formation's parent meetings on Wed. Sept. 5.
- Feedback from outside the board of education was received and is being taken into consideration with the final draft of the letter.
- The idea was given to show the parents the hard data numbers. For example, take the total budget amount divided by the number of students enrolled to get the actual full price of education at JFK per student. Show the parents the "deal" they are getting and explain to them the necessity of that money coming from somewhere, such as the parish subsidies.

9. ADMINISTRATOR REPORTS (Written reports pre-submitted) (30 minutes):

Principal of JFK (Chad)

Principal's Report to the Board of Education  
August 7, 2012

### Facilitator of Faith Community:

1. The regional diocesan in-service for staff will have a theme of "Keeping the Faith" and will have Mass celebrated by Bishop Franklin and several area priests, including Msgr. Parizek.

## Ethical Leadership:

1. We are working on 504 plans for students with medical reasons.
2. We are working with one family regarding ECLC payments and a couple of families regarding beginning of the year fee payments.
3. I worked very closely with another Catholic school principal in our diocese regarding the release of a teacher from contract so the teacher could take a position with JFK.

## Leadership of School Culture and Instruction:

### 1. Staff additions and changes:

- a. Caitlin Streit has been hired as the reading/resource teacher. Ms. Streit is a JFK, AHS, and SAU graduate. She has been teaching in early childhood.
- b. Matt Ryan will be teaching art. He has taken somewhat of a round-about way to teaching and has been substitute teaching lately. He comes recommended by a former JFK art teacher who served as his mentor during student teaching and a former Catholic school principal. He went through OLV's CCD classes.
- c. Jennifer VanSpeybroeck will be teaching 2nd, 5th, and 6th grade music. Mrs. VanSpeybroeck taught at Holy Family several years ago and has been doing private lessons and working as an adjunct teacher for SAU since leaving full-time teaching. She is a member of OLV. Trish Hinchman asked to return to the reduced level of her contract that she held a few years ago, and the adjustment was made with Mrs. VanSpeybroeck doing an additional grade level.
- d. Emily Salz is a late addition, replacing Paula Schmitt who took a position in the DCSD. Ms. Salz has her college background in education, English, and math. She has endorsements in reading, English/language arts, math, and middle school in general. She is a product of k-12 Catholic school education and has two years of Catholic school teaching experience.
- e. Multiple changes were made in upper grade assignments including the following:
  - Tammy Nagle will teach a section of 8th grade religion along with her 6th-8th science classes.
  - Julie Bauer will move to an 8th grade homeroom and teach 8th grade language and literature instead of 7th grade.
  - Rachael Whelchel will teach both sections of 7th grade social studies and no 6th grade math. One period per day was retained for her to do math resource work with students.
  - Sarah Nelson will teach a section of 7th grade religion along with her 6th grade classes.
  - Deneen Woerdehoff will teach both sections of 6th grade social studies along with her resource and foreign language work.
  - Emily Salz will teach 7th grade language/literature, 6th grade math, and one section of 7th grade religion. Having an additional certified math teacher in the upper grades will aid in the collaboration work beneficial for implementation of the Iowa Core.
  - Jenny Burmeister will add the additional 3 year old PS position and part-time aide position to her duties. Her approximately 15 hour per week office work position will be re-structured to more of an "as needed" basis, such as every day in the two weeks before school begins.

### 2. Professional Development:

- a. This year's professional development time will be used for the following. See the attached summary draft as well, which will be adjusted by the PD team on August 6th:
  - Implementation of Iowa Core, especially with the focus on math, OnCourse work, peer observation and coaching, and data teams. OnCourse is the on-line lesson planning tool that teachers use to record/track adherence to the Iowa Core Curriculum and targeted research based instructional strategies.
  - Direct instruction and use of stewardship language as per our strategic plan.
  - Technology
  - A STEM workshop with other Catholic schools and SAU
  - Catechetical training
  - Assessment of reading or reading readiness of K-3 students at the beginning of the year

3. The overload for PE, art, and music will be solved in the following ways:

- a. 4F and 4L, each for a semester, will have one of their PE classes monitored by someone other than the PE teacher. Fourth grade is one of the smallest grades in the building.
- b. During the semester when it goes to Good Samaritan, the 8th grade homeroom will come back to school and have "art study hall" monitored by someone other than the art teacher. The art period for that homeroom for the semester will be shorter, but this scheduling also means that no core subject area other than religion will be affected by Good Samaritan visits.
- c. The 8th grade Manners Unit will be rolled into one of the two music class times each week.

4. PS teachers will not be using OnCourse as pre-schools in Davenport will be implementing the "Gold Assessments" now. The "Gold Assessments" involve intensive observations with even photos and video encouraged to assess pre-schoolers three times per year on a wide variety of criteria.

5. The week of August 6th is full with in-services for teachers and staff. See attached letter.

6. Tammy Nagle will be doing some of her administrative internship activities for WIU under my mentorship. One of her projects that we developed in relation to budgeting will be to look at some longer-term projections with different types of salary scales.

7. Administrators in both public and Catholic schools are frustrated with the reporting from the Iowa Testing Program and required state reporting due dates which still require the SIAC to meet and approve annual goals for reporting in September. We just received more assessment results in late July. CSIP committees used the data available at the time to make goal recommendations in May, but the SIAC will still have to meet to approve the goals and recommend them to the board by the September board meeting. JFK students take the Iowa Assessments in mid-late October.

8. Major trends/legislation in Iowa affecting JFK:

a. PD and Administrator and Teacher Evaluation:

- Mandated 36 hour collaboration time "outside of the minimum school day" must be used by "practitioners to collaborate with each other" or to "engage in peer review" activities. Cannot include one's prep period, cannot be lecture type or from-one-to-many style activities. (JFK already meets the general time requirement of PD time but will also need to document the collaborative time.)
- Annual rather than every third year reviews of non-probationary teacher performance with the first and second years of such review being "conducted by a peer group of teachers." Focus on "coaching and improvement" and is not intended to be part of an evaluative process. (JFK already does peer observation and coaching in a formalized way for all staff but will need to make adjustments after the DE establishes the guidelines and we work as a diocese to create a "boiler plate" process.

b. Task Forces:

- Teacher and Administrator Evaluation System: to recommend to the General Assembly rather than State Board of Education that there be a "a tiered evaluation system that differentiates ineffective, minimally effective, effective, and highly effective performance by teachers and administrators." (Needs to be in place if Iowa wants a waiver from No Child Left Behind requirements. The governor and DE director are also pushing a three or four tier career ladder for teachers. The interplay of the two and affordability among small districts, in particular, are some of the biggest concerns)
- Review of Iowa Teaching Standards and Criteria
- Instructional Time:
  - School day and year
  - Same for all students or differentiated?
  - Statewide uniform start date?
  - Is cost of extending day/year "justified when compared to competing education

c. Early Childhood Literacy – Assessments:

- Statewide kindergarten readiness assessment to be ready for 2013-14
- K-3 beginning of the year assessment of reading or reading readiness

- d. Early Childhood Literacy Remedial Instruction and Parental Notification:  
School districts will be required to provide intensive reading instruction to any student enrolled in kindergarten through grade three who has been assessed to have “a substantial deficiency in reading, based upon the assessment or through teacher observations.” The parent or guardian of any student exhibiting a substantial deficiency in reading must be notified in writing at least annually of services being provided to the student, a description of supplemental instructional services and support designed to remediate the reading deficiency, and strategies for parents and guardian to use in helping the child succeed in reading.
- e. Early Childhood Literacy – Successful Progression for Early Readers
  - Intensive summer literacy program for K-3 approved by legislators
  - Legislators did not fund
  - BoE says not enforceable then
- f. Early Childhood Literacy - Third Grade Retention:
  - Beginning May 1, 2017
  - Offered the intensive summer reading program in lieu of retention
  - B/c legislators didn't fund the summer program, the BoE says the retention provision cannot be enforced
- g. Pre-school funding:
  - District must pass on 95% on the per pupil amount to a community based provider
  - Community based provider may not use more than 5% of the amount it receives from the district for administrative purposes

Managerial Leadership:

1. JFK received another unexpected check from the DCSD for PS in the amount of about \$18,000-\$19,000. The carryover into 2012-13 was, thus, increased. Year end PS expense information was submitted to DCSD.
2. Technology:
  - a. Internet speed was upgraded to 8.0 Mbps from 1.5.
  - b. Twelve laptops were purchased to replace 12 of the 24 oldest machines.
  - c. PS received two laptops for teachers from the DCSD.
  - d. Two SMART tables were purchased for pre-school.
  - e. Other infrastructure upgrades and maintenance items were performed.
3. Enrollment management takes considerable time during the summer:
  - a. a. K-8:
    - i. Currently: 392. Anticipated: 392-394.
      - K = 51
      - 1st = 50
      - 2nd = 49
      - 3rd = 56
      - 4th = 35
      - 5th = 40
      - 6th = 41
      - 7th = 34
      - 8th = 35
    - i. Budgeted: 381
    - ii. End of last year: 364

- b. 4-5 yr old PS: Currently: about 69 of 80 spots filled. Being the 2nd or 3rd largest provider of pre-school in Davenport, it takes longer for us to fill all of our spots.
  - c. 3 old PS: Currently: about 18-19. We've fluctuated greatly with 20 and a waiting list of three to 18 with no waiting list.
  - d. ECLC: Currently: about 20-21.
  - e. Our enrollment numbers correlate to birth rates in Scott County. Scott County birth rates had their recent peak in 2007. A peak in 2007 corresponds to over 60 inquiries for kindergarten and a waiting list for this year. Lower birth rates in 2008 could correspond with lower 4-5 yr old PS numbers now. Birth rates in 2009 rebounded almost to 2007 levels, but fell by nearly 10% in 2010. In 2010-11, we had our peak 3 yr old enrollment which corresponded with the 2007 birth. Three year old PS was low in 2011-12 and has rebounded in 2012-13, which corresponds to the birth rate patterns for 2008 and 2009.
4. I attended two PS administrative meetings this summer. We are now required to provide the DCSD with quarterly expense reports and receipts for SWVPP-4 funds. There are still no guidelines on what can be included in the 5% administrative expenses.
  5. Janet Thomas and I have been ordering textbooks, supplies, and furnishings. There seems to be a higher number of backorders and delays this summer. We are making contingency plans if materials are not here when classes begin.

#### Leadership in Diocesan/Parish Context:

1. I attended the June parish council meeting. There was no July meeting. I volunteered to be involved on the strategic planning ad hoc committee.
2. I attended the June and August diocesan principals' meetings. Some of items or facts that may be of interest:
  - Prompted most recently by the priest shortage and parish clustering, especially in the Iowa City area, funding models for Catholic schools in the diocese or its regions will probably again be discussed. The Dubuque and Des Moines dioceses are going through some of the same conversations. The Des Moines area Catholic schools themselves are also facing the difficulty of having Catholic schools where the people now live. While one school, for example, has a waiting list and might be considering expansion, another school not far away might be experiencing declining enrollment and has excess capacity. Scott County Catholic schools have long been in this type of situation.
  - St. Paul's lifted its 26 student class size cap this summer to accommodate 12-16 parishioner children. It has one non-Catholic K-8 family. (JFK's K-8 has been steady at about 11% non-Catholic student enrollment for many years.) It wouldn't surprise me if St. Paul's talked again about expanding their building, which would probably resurrect discussions about a Catholic middle school or a 7-12 AHS. St. Paul's and JFK were probably the loudest voices against such options in the past.

JFK's classroom caps were asked about.

- Kindergarten – 25 students per class is cap with administrative ability to extend to 26
- Kindergarten – Second Grade – 20 students per class is ideal. 20 – 24 suggests an aide in the classroom. 25 means two sections.
- Third Grade – Eighth Grade – 24 students per class is ideal. 24 – 28 suggests an aide in the classroom. 29 means two sections.

Pastoral Associate for Faith Formation  
Trish Gallagher Board of ED report August 2012

1. Providing faith formation, religious education and sacramental preparation for all members of the parish faith community. PAFF Trish Gallagher will have her personal goals for distribution at the next meeting. I attended 2 conferences this summer in Dubuque and one in Iowa City on Evangelization.

To ensure better communication with BOE I am requesting

- Time for orientation with new Board members concerning Faith Formation and life long learning emphasis which is part of our Parish Educational Ministry.

- Time (personal or phone contact) each month with Board President prior to Board meetings to aid communication and develop new agenda items for Board meetings.
- This year Faith Formation staff will rotate availability for BOE meetings.

2. Supervising sacramental preparation:

Available for K-6 Coordinator for First Rec/Holy Eucharist as needed – Jennifer Wemhoff

Available for Lisa Willows, Confirmation Coordinator as needed

RCIA Inquiry sessions were held this summer, Tom and Sandy Brus assisting with team, Rite of Welcome for August 19, 11AM Mass

3. Available for Youth Minister consultation as needed:

Tommy and I share ideas when he asks for a sounding board,

4. Faith Formation catechists: Consult with Jennifer, staff on plans for orientation,

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

- Faith Formation 2012-13 Goals will be reviewed at staff:

6. Acting as parish resource person in methods and in some areas of theology

Available for JFK and FF orientation and Parent meetings

7. Managing the Faith Formation office:

- Monday staff planning sessions will begin again, Handbook and information ready for back to school Sunday.
- Return of registrations is in good shape, more will come during “Back to School” Sunday. I am pleased that the Job Descriptions of our parish in effect for the last 6-8 years are now being used as the basis for those available as Models from the Diocese Faith Formation Office.

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

1. Generations of Faith meetings were held this summer; continued efforts to have the plan ready for Parish communications, Sue Dill will report. Our Logo for the Year of Faith has been submitted to the Catholic Messenger contest. We hope to increase parish understanding of his effort, and market our efforts in even more effective ways.
2. Adult “Year of Faith” learning will highlight Catholicism: a DVD/discussion series of 10 by Fr. Barron. A variety of times and opportunities for his series will be offered.
3. Bible studies on Mark will be held in the Fall
4. Movies with Meaning starts again this Fall, Carl and Kellie DeMaio coordinate
5. Trish actively supports Parish Council, Vocations Committee, Wellness Committee projects, co-operates to distribute shawls for Prayer Shawl Ministry.

III. Liturgical Ministry: PAFF goal: To enhance learning through ministries:

1. A liturgy calendar is being prepared for the Liturgy Committee, discussion about work shops for ministry focusing on Vatican II and Parish funeral planning are under way.
2. Children’s Liturgy of the Word will continue this year. A Mass booklet will be available for little ones returning to their families.

IV. Regarding Family Life/Pastoral Ministry: Work continues with the 50th anniversary Committee.

- As an active member of the committee, my work included providing material and texts for the Parish Directory, promotion in parish communications, etc.
- Monsignor and I serve on the subcommittee for the Mass with the bishop September 30, 3PM

Youth Minister – (Tommy)

- Tommy continued his youth ministry courses in June and July. He has one more to go and will hopefully finish by December.
- Youth group partnered with other parishes in the Diocese to go on the July Mission trip to David, Kentucky. Next Summer they hope to have even more youth attend.
- CLI was cancelled, but there is still searching for PD opportunities for DYMC.
- Repainted the rectory basement and put in new carpet for the high school youth ministry.
- 2013 NCYC fundraising starts with the Air Show (Labor Day weekend)
  - Fundraising procedures have changed so the money goes to the youth members who attend the fundraising events not into a general fund split evenly.
- 5-K Victory Dash date is set for Sept. 22. Permit was sent to the city clerk's office today. This year the event will include a Kid's Fun Run (1/2 mile) to take place after the 5-K run. Youth Ministry is hoping to provide day care so the parents of young children can also participate in the Victory Dash. John Diggs owns Power Graphics and he is designing and printing the shirts for the dash as well.
- High School Youth Ministry begins Sept. 5 and typically meets once a week.
- Junior High Youth Ministry begins Sept. 7 and typically meets once a month.

10. COMMITTEE REPORTS AND COMMUNICATIONS (Written reports pre-submitted): Changes have been made to committee members and Parish Council representative schedule within the reports.

- Generations of Faith Committee (Susan, Trish, Jeff Brennan) Met over the Summer to discuss the new logo as well as marketing strategies to get more people involved and excited about the upcoming opportunities for showing, living, and sharing our faith.
- Finance Committee (Chad, Joe, Terry, Patty) No report
- Nominating Committee (all board members) We need to start looking for new nominations now. Elections are supposed to occur in May. Brock Harris will be heading this committee so we have one contact person to keep track of the nominations throughout the year.
- Policy Committee (Chad, Patrick, Patty, Molly) No report, but the dress code policy is up for review this year.
- Strategic Planning Committee (Chad, Patrick, Terry, Joe) No report
- School Improvement Advisory Committee (Chad, Karl, Molly, Deanna, Brock) No meeting yet, but date is set for Aug. 27 at 6:00PM. Also includes our Wellness Committee and there is a Healthy Kids Week planned in Sept. across the Diocese.
- Market/Public Relations Committee (Chad, Patty, Susan, Matt) No report
- Grant Writing Committee (Chad, Kathy Peterson) Haven't written anything new yet. Did not receive the grants applied for last year for new ceiling tiles and light fixtures. Money is included in the budget to apply for grants, though.
- Parish Council (rotating per schedule) 4th Tuesday of each month

August – Karl  
 September – Terry  
 October – Deanna  
 November – Patty  
 January - Brock  
 February - Matt  
 March - Karl  
 April – Patrick  
 May - Susan  
 June - Molly

- Finance Council Rep. (Terry, Molly) No report
- Buildings & Grounds Rep. 2nd Thursday (Patty, Brock, Matt) No report
- Athletic Club - JFK Band Boosters - Home & School Rep.

1. Unpack Your Backpack and the Ice Cream Social is Thursday, August 9. Athletic Club meets 2nd Tuesday every other month after Home and School meeting.
2. Home and School is significantly involved with the staffroom cabinetry.
3. JFK Band Boosters – The purpose of the \$150 band fee was questioned and it was clarified as a way to help off-set the salary for the band teacher.

- Assumption High School Rep. (??) We are in need of a representative from our Parish on the AHS Board
- Scott County Catholic School Advisory Board Rep. Monday every other month @ St. Vincent (Terry, Matt, Joe,) No report
- Ad Hoc Committees: None

#### 11. NEW BUSINESS:

- Motion was made by Sue to release Paula Schmitt from her 2012-2013 teaching contract upon her repayment of the \$700 signing bonus and with her agreement to pay up to \$500 in associated costs in finding a replacement. 2nd by Karl. Carried unanimously.
- By-Laws have not been revised since 2005, so we should review those this year.
- A motion was made by Brock to send a certificate of appreciation to all outgoing board members. 2nd by Deanna. Carried unanimously.
- Distribution will be through the mail this year. In the future they will be distributed annually at the June meeting (or at the board member's final meeting).

#### 12. PASTOR'S NOTES (Msgr. Parizek)

- This meeting was a way to help the Board get reorganized for the upcoming year. Monsignor thanked all the Board Members for their service of the Parish, school, and faith formation. He stressed the importance of attendance and participation at all the meetings. He encouraged the board members to be aware of what is going on in the Parish so we can advocate for the activities and encourage the truth to be spread rather than rumors. He again mentioned his appreciation for the board members' time and service.

13. The president encouraged everyone to ask questions and to speak their opinions freely at the meetings. He said that in the case of debates on any given idea or topic, he would like the members to follow parliamentary procedure a little more closely and to direct their opinions and comments to the president rather than to another member.

14. CLOSING PRAYER Hail Mary led by Terry

NEXT Regular Meeting: Tuesday September 4, 2012

Brief Bio for Patrick Archer:

"I moved to Davenport with my family in 2009 and we officially became members of OLV earlier this year. I am an assistant professor in the Department of Sociology and Criminal Justice at St. Ambrose University. My oldest son (William) will be starting Kindergarten at JFK in the fall. My interest in serving on the Board of Education is influenced in part by my children starting to attend JFK, but also because of my dedication to supporting education and improving the lives of children."

Brief Bio for Matt Henning:

Matt is originally from Davenport. He has lived in Geneseo, IL as well as Springfield, IL. While in Springfield he was on the Board of Education for a small Catholic school. This year he has one daughter in 7th grade and one daughter in 4th grade at JFK.