

## Board of Education Minutes - August 2013

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1. OPENING PRAYER (10 minutes) – ‘A Board Members’ Prayer
2. ROLL CALL – Monsignor, Chad Steimle, Trish Gallagher, Tommy Fallon, Terry Wendl, Molly Crosby, Deanna Kelley, Pat Archer, Karl Stratman, Brock Harris, Chris Sigwarth, Tom Brus, Rachael Whelchel (JFK Teacher), Sarah Nelson (JFK Teacher), Angie Anderson (JFK Teacher), Karen Youngerman (JFK Teacher), and Julie Bauer (JFK Teacher).
3. ACCEPTANCE OF AGENDA – Unanimously approved
4. READING AND APPROVAL OF MINUTES OF June 2013 – Pat Archer replaces Chris Sigwarth as Board Secretary. Unanimously approved
5. COMMENTS FROM AUDIENCE and OPEN FORUM – Terry welcomed teachers. No other comments were made.
6. UNFINISHED BUSINESS
  - a. Parent report card is still work in progress
    - i. Brief introduction (Terry) of the need for a parent report card: non-contributing or participating members of the parish who receive the lowest tuition rate at JFK Catholic School.
    - ii. Molly is working on a letter that will initially go out to every family in the school. This letter will outline the expectations of parish involvement for the reduced tuition rate.
  - b. Committee assignments. The following are the updated standing committee assignments and Parish Council rotations for this year:
    - i. Generations of Faith Committee (Trish, Karl)
    - ii. Finance Committee (Chad, Joe, Terry, Tom)
    - iii. Nominating Committee (Brock, all board members)
    - iv. Policy Committee (Chad, Patrick, Molly)
    - v. Strategic Planning Committee (Chad, Terry, Joe)
    - vi. School Improvement Advisory Committee (Chad, Deanna, Molly, Karl, Brock)
    - vii. Market/Public Relations Committee (Chad, Brock)
    - viii. Grant Writing Committee (Chad, Kathy Peterson, Lisa Stachula)
    - ix. Parish Council (rotating per schedule) 4th Tuesday of each month 7:00 pm

August – Brock	February - Chris
September – Terry	March - Karl
October – Deanna	April – Patrick
November – Tom	May - TBD
January - Molly	June - Molly
    - x. Finance Council Rep. (Terry, Molly)
    - xi. Buildings & Grounds Rep. 2nd Thursday 7:30 pm (Tom, Terry)
    - xii. Scott County Catholic School Advisory Board Rep. 2nd Monday every other month (September, November, January, March, May) @ St. Vincent (Terry, Joe)
7. ADMINISTRATOR REPORTS (Written reports pre-submitted):

Principal’s Report to the Board of Education (Chad)

### Ethical Leadership:

1. Anna Schott is training several upper grade students as “peer mediators.”
2. New state guidelines will be utilized to identify students who are English Language Learners. They require a “home language survey” for all new students, including kindergartens. We will make it available in English, Spanish, and Vietnamese. Based upon the home survey results, an additional assessment may have to be purchased and administered to identified students. Including a few additional steps, we have about 30 days from the beginning of the school year to accomplish this process.

### Leadership of School Culture and Instruction:

1. Professional Development:
  - a. The new professional development team includes the following:
    - i. Kelly Poster representing K-2
    - ii. Jessica Larson representing 3-5
    - iii. Julie Bauer representing 6-8
    - iv. Caitlin Putnam representing resource
    - v. Sara Tilkens representing specials
  - b. The PDT will be meeting in early August to refine our PD initiatives for this school year. Included will be the following:

- i. Implementing the Iowa Core through the use of OnCourse for lesson planning and ensuring that we are meeting the standards in the Iowa Core (English/Language Arts, Math, Science, Social Studies, and 21st Century Skills). We are in the third and final year of transitioning all core subjects to documentation through OnCourse. OnCourse is also used in all subjects to track the use of research based instructional strategies. The PDT will be making minor adjustments to the online lesson planning template. See the separate document for a hard copy sample of the information that is included in OnCourse.
- ii. Continuing our training with the Iowa Core math. Mary Epping, Angie Anderson, and Kelly Poster attended a four day workshop by the AEA for K-2 teachers. Mary Wahlig, Shelly Furlong, Linda Vogel, and Jessica Larson attended year II training. Rachael Whelchel and Emily Salz had year III training this summer. Title IIA professional development funds were used to provide teachers with some compensation for their time. Several teachers are doing follow up workshops at the AEA this fall. AEA math consultants will also be at JFK to work with teachers about once per month.
- iii. Working with the state's new Response to Intervention process for literacy, especially in grades K-3.
  1. JFK was selected by the Iowa Dept. of Ed. as being "ready, willing, and able" to implement this RtI process. Only 90 schools (not districts) throughout the state were selected. JFK was the only non-public school in AEA 9 selected to participate.
  2. We will have access to the RtI data system, assessments, and training/support.
  3. The following JFK staff will attend three days of training in Des Moines September 11, 12, and 13:
    - a. Deneen Woerdehoff serving as our "data coach"
    - b. Caitlin Putnam serving as our "content specialist"
    - c. Kelly Poster serving as our "internal coach"
    - d. I will serve as the "building leader"
  4. We will also have an additional AEA coach (Maggie VanFossen) and a one-day per week special education consultant.
2. Caitlin Putnam and I revised our At-Risk Identification guidelines (see separate document) so we can reduce some of the time needed for screening and data entry at the beginning of the school year. We are planning on using the Basic Reading Inventory again until the "universal screeners" are available through our participation in the RtI process described above.
3. Judy Winegar, Elizabeth Motto, Dianne Siefers, and I developed a new standards based report card in relation to the Iowa Core. See the separate document that shows a mock up that will be converted into a format available through our student information system.
4. Staff hiring and/or assignment adjustments:
  - a. In order to help 6th graders with math, while Emily Salz will be the main teacher, Rachael Whelchel will be joining her for one section and Deneen Woerdehoff will join her for the other section. As was observed in examining data in May/June, while 88% of K-8 students were proficient in math (and even higher when not including 5th grade scores), the percentage for last year's 5th graders was 59%. The APR goal was written to focus on this cohort of students.
  - b. Melanie Moxley has been hired to teach preschool alongside Michelle Jordan. Melanie has preschool teaching experience in the Wapello school district. Michelle will be the main instructor for the younger and MWF morning preschool students. Melanie will teach an afternoon group of 4/5 year olds and prepare the resource work for all PS classes.
  - c. Jenny Burmeister received a full-time teaching position in a local district. We are currently trying to hire to fill a combination part-time aide and daycare position. If the person also has a teaching license and can substitute when not otherwise engaged in a position, all the better.
5. Our substitute teacher list is currently being reduced by three teachers and may only be increased by one.
6. The week of August 5th is full of in-services and activities for all staff members. See separate letter.
7. New math materials were ordered for K-8. As usual, we will likely have to deal with back orders when school begins. A classroom set of graphing calculators was purchased for upper grades, and two additional classroom sets of regular calculators were purchased.
8. Sara Tilkens and I submitted the following presentation proposal, Common Core Calisthenics, to the National Catholic Educational Association: "Common Core Calisthenics will show how the Common Core can be taught and supported through physical activity in the classroom. While research indicates that physical activity leads to enhanced learning, not just for kinesthetic learners, but for all learners, physical activity during the school day is being reduced. This workshop will show how to address the Common Core through physical activity in one's daily lesson plans."

9. The Department of Education's requirements for the C-PLAN have now expanded to include measurable goals in social studies and 21st Century Skills, similar to how we write goals for reading, math, and science.

#### Managerial Leadership:

1. Michelle Jordan, Melissa Zeimet, Janet Thomas, Dianne Siefers, and I spent about \$75,000 for preschool supplies and technology during May and June. We came short of spending the \$83,000 available, however. We will hold the SWVPP-4 funds until the DCSD requests the excess back.
2. We invested nearly \$80,000 in technology this summer, splitting some costs between the two budget years. This figure does not include our annual software subscriptions or Internet services. At actually a reduced cost to us, we are upgrading from 8.0 Mbps to 10 Mbps bandwidth speed. Included were the following:
  - a. Two classroom sets of iPads and charging carts for PS
  - b. 65 laptops and Office licenses for K-8 and two charging carts (using the \$31,800 grant for 50 machines)
  - c. 60 headsets and special input devices for assessments
  - d. Eight document cameras so there is one for each grade level
  - e. A \$4,500 "switch" to replace our main router and a new server
  - f. Additional wireless access points
3. Custodians Kary Maes and Scott Ybarra left JFK and were replaced by Kevin King and Scott Sweeney. Training and mentoring by internal and external resources has been utilized. Professional Building Services was contracted to do floor work in nine classrooms, the cafeteria, and several other areas. Including the work done by the custodians, our floor care has been more extensive this summer than previous years. Significantly more classroom and hallway painting was done this year than years' past. Parishioner Rich Toohill volunteered to paint the ramp stairs and rails just as he had done the north stairs during the school year.
4. A contractor was hired to build closets in three new east wing classrooms, install cabinets in the preschool and ECLC rooms, and do the electrical and glass work to install a new air conditioner in a kindergarten classroom (replacing a much smaller, broken A/C unit).
5. Judy Johnson is coordinating the work on the waterproofing and drain tile system behind the school and along the parish center. Final grading and seeding will take place later this fall. It is likely that the area will be fenced until spring.
6. Dawn Henning was hired for the part-time office assistant position. See the separate documents regarding the detailed job description for all secretarial/office work, secretary interview questions/rubric, and skills assessment. Most of the applicants were JFK parents.
7. Enrollment management takes considerable time during the summer:
  - a. K-8:
    - i. Currently: 371. Anticipated: 371-374.  
K = 32 1st = 51 2nd = 46 3rd = 44 4th = 51  
5th = 31 6th = 46 7th = 37 8th = 33
    - ii. Budgeted: 375
    - iii. End of last year: 381
  - b. Kindergarten numbers are down from last year at JFK, St. Paul's, and Lourdes. The drop is consistent with the lower birth rate for this cohort.
  - c. There has been a great deal of movement in the enrollment process for 3-5 year old preschool and ECLC students as parents adjust to potty-training, transportation, and child care arrangements. We will be close to capacity for 4/5 year olds (80). We will likely have 12-15 students in three year old PS. The three year old figure is a little worrisome as our low incoming kindergarten cohort had similar figures when they were in three year old PS.
  - d. ECLC/daycare will likely have 23-25 students, and we are making sure the average calculated at 13 time periods during the week/day will not exceed 20 in case there are still any issues with the Department of Education. Currently, we are full, but, again, there has been a lot of people signing up or cancelling throughout the summer.

#### **Faith Formation August 2013 Report Submitted by Trish Gallagher Pastoral Associate for Faith Formation**

##### 1. As Leader in Faith Education

- Developed Life Long learning Plan:
  - 1) Seeking volunteers for Children's Lit to start Sept 8
  - 2) Developing Post-baptismal support with parent letters/ online support: New continuing project
  - 3) Connecting with Women's Enrichment leader for Fall plans: 7th year once a month
  - 4) Reviewing Movies with Meaning selections - 5th year Monthly in school year

- 5) Working with Facilitators for Fall adult workshop, Bible studies set
- 6) Supporting recruitment for all FF staff areas
- 7) Reinstated Thursday Reflection on the readings of the week: continuing: Wednesday re-runs of Catholicism (summer)
  - Worked with Salary Committee for Faith Formation Positions review
  - Worked with budget committee for review of budget lines. Recommend January 2014 fee review
  - Supply weekly bulletin articles or scripture reflections for community formation
  - Developed “New” Evangelization activities for adults, Dr. Winter August 25 Workshop “Faith Matters”
    - 1) 2 follow-ups planned: Matthew Kelly’s book / 4 part discussion and Fr. Barron’s DVD study
  - Provide or promote quality in-service opportunities for staff and catechists
    - 1) Staff: Trish/ Lisa completed Diocese Virtus compliance workshop
    - 2) Staff: Promoted Diocese workshop for new leadership
    - 3) Volunteer catechists: Annual orientation planned for August
2. As Liturgical leader/ RCIA leader
  - Continue Family education and support linked with sacramental preparation
    - 1) will distribute Renew Year of Faith pages at JFK parent meetings and FF first night
    - 2) working with Monsignor on annual liturgical calendar
    - 3) Organized, introduced RCIA witness talks July 27/28 at all Masses RCIA Team meeting /scheduling. brochure for year. Inquiry to begin Sept 8
    - 4) Assisted Monsignor with Baptisms/ completion of Initiation for 6 during summer, 3 at end of August for Confirmation
3. As Leader for Parish Moral efforts
  - Supporting Confirmation discipleship plans for current year including service component
  - Increase Pro-life/ Pro-Family, Catholic teachings on Human sexuality to all ages via Internet FF “access/link to on-line learning
4. As Prayer leader
  - Providing “lectio divina” scriptural review of weekly readings
  - Supporting CEW Women’s retreat as Assistant Spiritual Director
5. As Community life Support
  - Supporting OLV Vocations efforts (considering film project), One Rose project for Sisters
  - Supporting Pastoral Council Picnic planning
  - Attended Wellness committee, supporting their agenda and providing spiritual wellness support
6. Family support “projects” in collaboration/ parallel planning with JFK
7. Initiating social media committee for Faith Formation Access/ links: start of on-going project
8. Fostering an awareness of special needs Faith Formation resources
  - Developing plan with Lisa for review of 2 books for special needs, to develop a parish Plan.

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

### Youth Ministry News from Around the Diocese

- Don Boucher has now officially started in his role at the Diocese as Director of Youth and Young Adult Ministry. He comes with over 20 years of experience in youth ministry and has surpassed all expectations even in the short amount of time he has been here. In the next few months he will be meeting with myself and other important members of our Lady of Victory Youth Ministry to discuss the status of Youth Ministry in our Parish and to assist and consult us on our efforts.
- Our friend and former OLV parishioner and catechist Luke Ebener will be returning from his missionary work in the South Sudan to take on his new role as coordinator of youth and young adult ministry at Saint Paul’s in Davenport. I look forward to partnering with Luke as well as the rest of the Deanery Youth Ministers to develop better community amongst the youth of our Deaneries Parishes.

### In the near future...

- At next month’s meeting I would like to take time to present on the USCCB’s document, Renewing the Vision: A Framework for Catholic Youth Ministry. This will give all the board members a great picture of what youth ministry is and what it is supposed to look like in our parish so that we can work together to provide the best possible support of the young people in our parish.
- I will be developing a core youth ministry team that includes catechists, youth and parents. This team will help assist me in the development and planning of youth ministry programs, assessing youth ministry in the parish and forming relationships with all of the ministries in the parish. We will be given ongoing team and leadership training offered by Don Boucher at the Diocese. One thing I would like to see this year is youth representation in parish leadership events such as board of education and parish council meetings. We need to incorporate their gifts more fully into the work of the parish and listen to them so we can better respond to the needs of our youth.

## Youth Ministry Calendar 2013-2014

### High School Youth Nights

- Sep 4th - 1st Youth Night of the new school year
- Sep 11th
- Sep 18th
- Sep 25th
- Oct 2nd
- Oct 9th
- Oct 16th
- Oct 23rd
- Oct 30th
- Nov 6th
- Nov 13th
- Nov 20th - NCYC Bag Check and Final Meeting
- Dec 4th
- Dec 11
- Dec 18th - Youth Ministry Christmas Party
- Jan 8th
- Jan 15th
- Jan 22nd
- Jan 29th
- Feb 5th
- Feb 12th - No Youth Night, Catechist In-Service Instead
- Feb 19th
- Feb 26th
- Mar 5th
- Mar 12th
- Mar 26th
- Apr 2nd
- Apr 9th
- Apr 16th
- Apr 23rd
- Apr 30
- May 7th
- May 14th - Catechist Appreciation before Youth Night
- May 21st
- May 28th
- June 4th - Youth Ministry End of Year Celebration

### Youth Ministry Programming Dates

- Aug 24th - Trivia Night in the PC. Doors open at 6:00. Supports NCYC
- Aug 21st - Catechist In-Service in the JFK Library 6:00 - 8:00
- Sep 28th - Young Adult Rally St. Pat's in Iowa city
- Sep 29th - John Grossman will lead a retreat for HS youth from 12:30 to 4:30 at St. Anne's.
- Oct 27th - HS Youth Rally
- Nov 17th - NCYC send off blessing at the 11:00 mass
- Nov 21st-23rd National Catholic Youth Conference 2013
- Dec 7th - Chicago Bus Trip
- Dec 14th - Saint Nick Pancake Breakfast Set up JFK Cafe and Gym
- Dec 15th - Saint Nick Pancake Breakfast
- Feb 15th - Sweethearts Dinner following 4:30 mass in the PC
- Jr. High Youth Nights will take place every first Friday of the Month.

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

- a. Generations of Faith Committee (Susan, Deanna, Trish)
  - i. Covered in the Faith Formation report
- b. Finance Committee (Chad, Joe, Terry, Patty)
  - i. No report
- c. Nominating Committee (Brock, all board members)

- i. Matt Henning left the board due to his wife being employed at JFK. A replacement for Matt is needed.
  - d. Policy Committee (Chad, Patrick, Patty, Molly)
    - i. No report
  - e. Strategic Planning Committee (Chad, Terry, Joe)
    - i. No report
  - f. School Improvement Advisory Committee (Chad, Deanna, Molly, Karl, Brock)
    - i. No report
  - g. Market/Public Relations Committee (Chad, Patty, Susan, Matt)
    - i. No Report
  - h. Grant Writing Committee (Chad, Kathy Peterson, Lisa Stahula)
    - i. Future grant writing might be pushed back until the spring.
  - i. Parish Council (rotating per schedule) 4th Tuesday of each month 7:00 pm
    - i. The parish strategic planning sessions should be held soon. Board members are expected to attend.
    - ii. The parish picnic will be 9/14 after 4:30pm mass.
  - j. Finance Council Rep. (Terry, Molly)
    - i. Excess revenue from the school was not allocated back to the school. Much of these funds were diverted to continue paying down the mortgage.
    - ii. School and parish budgets were approved.
  - k. Buildings & Grounds Rep. 2nd Thursday 7:30 pm (Patty, Brock, Matt)
    - i. Handicapped parking at school: Doug Rick presented a sketch of possible handicapping parking east of the 42nd Street main entrance. It would provide three handicap spaces, a new drive replacing the kitchen drive, and a sidewalk to the front doors. The estimated cost is about \$20,000. Information was being gathered, and no action is intended at this time.
    - ii. Basketball hoops: Karl Stratman was present from Athletic Club and reported that they found no easily removable hoop that could be taken down each day but did find an anti-graffiti removable backboard that could be taken down by staff during longer breaks. After much discussion, the consensus of the committee was to have it be installed on a trial basis. Its continued placement would be evaluated according to criteria the committee will more fully develop at its August meeting but would include things such as vandalism, parked cars being hit or damaged, noise complaints from the rectory residents or neighbors, the need for police responses, and injuries. Multiple negative reports would be necessary before removal would be considered.
  - l. Athletic Club
    - i. The Ice Cream Social will be on Thursday, August 8th with Unpack Your Backpack Night.
  - m. JFK Band Boosters
    - i. No report
  - n. Home & School Rep. A
    - i. No report
  - o. Assumption High School Rep.
    - i. No report
  - p. Scott County Catholic School Advisory Board Rep. 2nd Monday every other month (September, November, January, March, May) @ St. Vincent (Terry, Matt, Joe)
    - i. No report
  - q. Ad Hoc Committees:
    - i. School Lunch Program, Breakfast Program
      - a. Information regarding nutrition guidelines was finally received from the state and was forwarded to the ad hoc committee, but it was too late to do anything with before the beginning of the school year. The committee may want to consider examining the options in time to make a change in January of next school year, if a change is the decision.
      - b. The Breakfast Program committee is looking into options that would reduce the amount of cooking needed.
      - c. Meeting to be planned
9. NEW BUSINESS:
- a. No new business.
10. PASTOR'S NOTES (Msgr Jim P)
- a. New carpet is coming to the Parish Center once the drainage issues are fixed.
  - b. Church doors will be locked on Saturday/Sunday when there is no activity on campus.
  - c. The value of a Catholic education and community was evident after the death of an Assumption High School student this summer.

d. When considering issues such as the basketball hoop, school and church security, and events like the Parish Picnic, we must remain open to our neighbors while still protecting our investment.

11. CLOSING PRAYER – closing prayer was given by Monsignor and meeting was adjourned at 9:12pm.

NEXT Regular Meeting: Tuesday, September 3, 2013

BOE's Rep to Parish Council on Tuesday, August 27, 2013 (Brock)