

Board of Education Minutes - August 2014

Minutes from August 5th, 2014 Board of Education Meeting

1. OPENING PRAYER (10 minutes) – Board Member’s Prayer
2. ROLL CALL – Monsignor, Chad Steimle, Terry Wendl, Molly Crosby, Trish Gallagher, Jen Flynn, Lisa Stachula, Todd Morris, Karl Stratman. Absent – Pat Archer, Heather Egger & Brock Harris
3. ACCEPTANCE OF AGENDA – Unanimously approved.
4. READING AND APPROVAL OF MINUTES OF July 2014 - Approved
5. COMMENTS FROM AUDIENCE and OPEN FORUM – None
6. UNFINISHED BUSINESS – (Discussion on Parish Strategic Planning)
 - a. completed – see separate attachment from BOE
7. ADMINISTRATOR REPORTS (Written reports pre-submitted):

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

- Highlights were the following -

Facilitator of Faith Community:

1. With the reduction of priests at OLV, changes to weekday morning Masses, and new bell to bell times for JFK, we have made changes to school Masses. Instead of class Masses and twice per month all school Masses, we have changed to all school Masses every Friday. The once per month Mass at Ridgecrest has been retained, and Msgr. has also retained his commitment to once per month classroom visits. The weekly 8th grade visits to Good Samaritan have not been scheduled and may not be possible given the changes we are making to our schedule. Representatives at Good Samaritan have also not been diligent in communicating with us regarding the continuation of the visits

Ethical Leadership:

At this time of year, most of the “ethical” situations are related to enrollment and deal with back tuition owed and financial aid. Msgr., Ken Ruefer, Nancy Iossi, and I communicate regularly about several families’ situations throughout the summer.

Leadership of School Culture and Instruction:

1. Kayelyn Geurink has been hired to teach 7th/8th grade math and a homeroom of 6th grade ELA. Ms. Geurink is a recent SAU graduate and comes highly recommended from SAU staff. Kim Burken was hired to teach 7th grade ELA, religion, and social studies. She is a UNI graduate and has experience teaching in a middle school in North Carolina and substituting in Scott County schools. Our recruitment process included posting the position on the official posting site for education jobs in Iowa, running ads in three newspapers, contacting 20-30 colleges and universities, and talking with several high school, elementary and college level colleagues. Of these two hired candidates, one responded to the website posting and another was referred to us through a college level colleague.
2. The schedule for ECLC employees was restructured, and assignments were made for coverage in ECLC and aftercare. New staff members were also hired. Brittany Willows’ hours were expanded, and Julie Baker is returning to preschool. Kari Lystiuk, who has a degree and experience in social work to go along with her experience in preschool, has been hired to work in ECLC in the mornings. Jodi Weiser will also work in ECLC on MWF mornings and in the lunch room. Mrs. Weiser has educational degrees and most recently worked at PV as a guidance counselor before taking time with her family. Jenny Lenger has been hired as the first grade aide. Mrs. Lenger also has an educational degree. She has experience as a first grade aide and PK-K aide.
3. Four sessions of Leaps & Bounds were held over the summer, with an average of about 7-10 students per session. Angie Anderson worked all four sessions. In only the first session did we need two employees due to the numbers of students.

Managerial Leadership:

1. For our ECLC/daycare and after school care program to remain exempt from Department of Human Services’ licensure and be covered under the Department of Education, “desk audits” must now be completed for each program. There are separate extensive standards and criteria for each program, and we have to provide evidence by September 1st of how we meet each of them.
2. The Spring BEDS (Basic Education Data Survey) has been completed for the DE with the computations of the number of minutes we will be in session this year. JFK will have 1,183.9 “total hours,” which includes 974.7 “full student contact hours” (hours on full days of school), 253 “partial student contact hours” (hours on days on which school is shortened, such as Wednesdays and other early dismissals), and 15.5 “parent/teacher conference

- hours” (which count toward the total hours). From the sub-total, 59.3 “annual lunch hours” are excluded.
3. In the BEDS report, we also indicated that we have 172 Internet connected devices for students.
 4. As we have worked with textbook publishers over the last several years, it is clear that electronic “subscriptions” for textbook material is becoming more and more common. My best guess is that within about five years, electronic textbooks will be the most popular. We may have to determine how to transition ourselves and probably consider a BYOD environment as the cost of the electronic textbooks are not cheaper than hard copy books.
 5. The free-planners-for-students seem to be falling through. However, I am working with a company in Iowa City to get planners for less than what we normally pay.
 6. There are currently 367 K-8 students with tuition contracts. The projection as of 8/2/14 is for 382 students.
 7. Preschool classes were full until 8/1/14 when someone called to withdraw. We have 18 3 year olds and 79 4/5 year olds. There are waiting lists for both.
 8. ECLC has 23 total students enrolled. We carefully monitor how many are expected to be in the room at various times throughout the day and week in order to maintain class size guidelines and student/adult ratios.

Public Relations Leadership:

1. The large exterior “monument” sign for the near the front stairs and to be visible from the parking lot and 42nd Street has been delayed due to issues the sign company ran into in contracting a mason. We now hope to have this project completed by winter.
2. Flocknotes has been purchased for sending text messages to families’ cell phones. Faith Formation, Youth Ministry, and JFK will be the initial users of this service.

Leadership in Diocesan/Parish Context:

1. I attended the July Finance Council meeting. The council closed the books for 2014-15, approved a \$100,000 payment on the building project debt, and approved the 2014-15 overall parish budget.

Respectfully submitted by Chad C. Steimle

FYI: I am awaiting the completion of paperwork for the adding of the superintendent endorsement to my educational license.

Faith Formation May 2014 Report

Submitted by Trish Gallagher Pastoral Associate for Faith Formation

- Trish submitted the job descriptions for Faith Formation previously approved by the BOE she will continue to submit her present reports and requested to be cc'd on future BOE correspondence.
- Jennifer Wemhoff the new Director of Religious Education (DRE) will present future reports to the BOE.
- Promoted upcoming Black & White Gala
- Busy start to year working on Sacramental Prep
- Bible Study – good sign up
- Organizing Pro-Life series to begin this fall

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

No Formal Written Report

- Tommy reported on a busy summer
 - o Partner w/ St. Paul’s Jr/HS development
 - o 8 teens + Tommy & wife attended Manus Christe in West Virginia – will have link to article in Catholic Messenger
 - o Youth participating in Flag Fundraiser through the QC Optimist Club – will help defer costs of trips for group in the future.
 - o Completed Youth Ministry Courses
 - o Accompanied youth to Notre Dame Youth Conference this summer.
 - o Vision to Action planning in process – identified core purpose – developing 5 yr plan

COMMITTEE REPORTS AND COMMUNICATIONS

Only report this month was from School Improvement Advisory Committee.

- After a healthy review of data from the Iowa Assessments from Chad/SIAC committee - motion was made by Jen Flynn to approve the report including the recommendations
- of the APR goals from Chad and of the SIAC committee – 2nd by Lisa Stachula – unanimous approval
- Ad Hoc Committee Discussion from Chad re: Lunch Program - Chad noted that the lunch program was going to the “offer” option beginning day 1 of this school year. Committee will disband at this time.

9. NEW BUSINESS: Nothing to Report at this time

10. PASTOR'S NOTES (Msgr Jim P)

- a. Christ Our Life Conference in Des Moines – Passed brochure
- b. Parish Picnic September 13 – MARK YOUR CALENDARS! Parish Council working hard on this.
- c. Commended Chad & Staff who are all working hard on start of new school year.

11. CLOSING PRAYER by Monsignor. – meeting was adjourned.

NEXT Regular Meeting: September 2, 2014 in GSMR at Church.

BOE's Rep to Parish Council in August, 2014 (Jen)

Respectfully submitted by Molly Crosby (VP) for Patrick Archer (Secretary)