

Board of Education Minutes - August 2015

Minutes from August 4, 2015 Board of Education Meeting

1. OPENING PRAYER (10 minutes) – “A Board Member’s Prayer”
2. ROLL CALL – Monsignor, Chad Steimle, Jennifer Wemhoff, Pat Archer, Lisa Stachula, Todd Morris, Heather Egger, Jen Flynn, Mike Lizak, Peter Schuster, Korby Jackson.
3. ACCEPTANCE OF AGENDA – Approved.
4. READING AND APPROVAL OF MINUTES OF June 2, 2015 - Approved
5. COMMENTS FROM AUDIENCE and OPEN FORUM – Process of requesting certain teachers. Chad explained it is based on balancing gender, academics, personalities and then teacher choice.
6. UNFINISHED BUSINESS –
 - a. Committee appointments and other representative appointments.
 1. Pat Archer - Policy Committee, Finance Committee, Scott County Catholic School Advisory Board
 2. Jen Flynn – Policy Committee, Finance Committee, Finance Council
 3. Heather Egger – Marketing/Public Relations Committee, School Improvement Advisory Committee, Building & Grounds
 4. Lisa Stachula – Strategic Planning Committee, Generations of Faith Committee, Building & Grounds, Scott County Catholic School Advisory Board
 5. Todd Morris – Generations of Faith Committee, Grant Writing Committee, Building & Grounds
 6. Mike Lizak - Marketing/Public Relations Committee, Strategic Planning Committee, , Scott County Catholic School Advisory Board
 7. Korby Jackson – Nominating Committee, Strategic Planning Committee
 8. Brock Harris – Nominating Committee, School Improvement Advisory Committee, Building & Grounds
 9. Peter Schuster – Policy Committee, Grant Writing Committee, Scott County Catholic School Advisory Board

Parish Council (rotating schedule) 4th Tuesday of each month 7:00 pm

August - Pat	February - Brock
September - Lisa	March - Jen
October - Todd	April - Heather
November - Mike	May - Korby
January - Peter	June - Pete

b. Youth Ministry Search update

Monsignor stated they have received 7 total resumes from various sources. Seems to be a slow process, in the process of setting up one interview. Hoping to have someone in place by September, although not sure if that is possible.

7. Administrative Reports (Written reports pre-submitted):

Principal’s Report to the Board of Education August 4, 2015

Facilitator of Faith Community:

1. Review of teachers’ catechetical training hours is taking place. Teachers are to earn their “basic” level of training within three years of being hired. All staff members are then to have five hours of Catechetical training each year. A couple of staff members are finishing up their 30 hours for basic certification this summer.
2. Mass celebrated by Bishop Amos at OLV at an all school Mass will be this fall.

Ethical Leadership:

1. At this time of year, most of the “ethical” situations are related to enrollment and deal with back tuition owed and financial aid. Ken Ruefer, Rita Nagle, and I communicate regularly about several families’ situations.
2. Compassion Therapy Services is arranging to be able to provide school based therapy services at JFK on Wednesdays.
3. There was some back and forth communication with the DE regarding the lack of I-ELDA test results for one of our two ELL students. Iowa is under significant scrutiny as 100% of the ELL students are to be tested each year under the possibility of civil rights violations if they are not, and Iowa’s numbers are falling short. The particular

student who did not test at JFK was always absent whenever the hired/trained tester from the DCSD made plans to be here. I was advised that student absence was not an acceptable reason for non-compliance with 100% of the ELL students being tested.

4. A family purchased materials from the Belin Blank Institute (BBI) at the University of Iowa that can help us make decisions regarding the acceleration or grade skipping of students. The BBI is one of the country's leading research/resource organizations for Talented and Gifted.

Leadership of School Culture and Instruction:

1. Schedule adjustments were made for support staff, particularly those involved in before/after school care and daycare. As we transition to DHS licensure, ratios change, and more staff are needed. Most of these additions were anticipated in the budgeting process. However, because we really don't know exactly when parents will be dropping students off in the morning or picking them up in the afternoon, it is difficult to predict how many staff members and employee hours will be needed. At this time, we hope we are over estimating the staff needs.

2. 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. Laura Burke also worked in L & B when our numbers warranted it.

3. All three sessions for the math boot camps for 6th, 7th, and 8th graders will be held with enrollment of approximately, 11, 7, and 4 students, respectively. Enrollment for 8th graders is a bit disappointing, given the number of students that could benefit. Because the average for each session is above our breakeven point of 5 students, the session for 8th grade will be held despite the low enrollment.

4. The deadline for registration for the Jump Start Kindergarten enrollment is Wednesday. We do not yet have the 10 students necessary to break even.

5. I-Ready will be used for math screenings this year. With a site license, we will screen all students in grades K-8 and have the instructional component that will allow both hard-copy and online lessons to be available to students at whatever ability level they need, including both remediation and acceleration. These lessons will supplement students' regular classroom instruction.

6. Both 7th and 8th graders will now have their Spanish exploratory classes twice a week for the full year.

Managerial Leadership:

1. Summer reports to the Department of Education have been completed. These reports include our annual "bullying" summary and the indication of students who are considered "on target," "at risk," or as having a "substantial reading deficiency." The Spring Basic Educational Data Survey contained our claim that we will have 1,214.8 "instructional hours" next school year. The minimum requirement is 1,080.

2. Daycare and before/after school care:

a. Kitty Temming and I have been working to ensure that we will be ready for DHS licensure. We are at the point now where we can be issued the DHS's "permission to open without a license letter" once the new background checks are completed. There are approximately 385 criteria that need to be met, and there is no "grandfathering in" of anything currently in place.

b. The biggest challenges we face are the requirements that K-6 children be separated from preschool children, and that 7th/8th graders not be included at all in DHS licensed child care services. These requirements, as well as student/staff ratios, impact staff, facilities/spaces, security, materials, etc. We may find that we can no longer afford to provide some of the services we have in the past, particularly for school age children. For example, depending upon pre-registration, we may not be able to provide school age children with child care on non-school days, especially drop-ins. Summer childcare for school age children, including the wrap around care for Leaps & Bounds, may also be affected next year.

c. Several rooms have been sized for child care services by a DHS representative:

1. The air conditioning of the cafeteria and room 200 was completed over the summer so we could ensure a "climate controlled environment" for child care services. While waiting for the installation of the cafeteria A/C, we had the four inch rainstorm. Dianne Siefers, Scott Sweeney, Steve Snell, Kirsten Steimle, and I were at JFK from 10:30 p.m. – 2:30 a.m. cleaning up the water pouring through the openings in the roof (as well as the usual leaks). We were able to contain the damage to about half of the ceiling tiles. The contractor is helping with the damages.

2. Sprinklers were also added in the preschool classrooms and lower south hallway. The 1987 addition was never sprinklered. Sprinkler head work was completed in the cafeteria.

3. ECLC and PS registration. As of 7/31/15, all programs were at capacity:

a. T/Th PS: 20 (of 20 max) Budgeting: 19

b. MWF am PS: 20 (of 20 max)

c. M-F am PS: 20 (of 20 max) Budgeting: 80 4/5 yr olds in PS

d. M-F pm PS: 40 (of 40 max)

e. ECLC: 24 (of 24 max) Budgeting: 23

4. K-8 registration as of 7/31/15

	Contracts Returned	"Probable"	"Possible"	
K	54	54	54	At capacity
1	43	43	44	
2	33	33	35	
3	53	54	54	
4	47	49	49	
5	47	49	51	
6	56	56	56	At capacity. 3 families with 7 children have been turned away b/c there is no space in 6th grade
7	32	36	39	
8	44	45	45	
	409	419	427	
2014-2015	396 official count			
Budgeted for 15-16	412			

5. The Iowa legislature set allowable growth (affecting SWVPP-4 revenue) at 1.25%. Governor Branstad vetoed the additional one time funds for education the legislature had approved.

6. The board's and Finance Council's approved motions that eligible staff members receive a 1% of salary discretionary contribution to their 401(k) savings accounts is proving harder to implement than imagined. No one in the diocese has ever done this type of contribution as a year-end bonus. Other eligibility issues also had to be examined, particularly in light of this year's changes to the plan itself. The contribution will still be made, but we are not sure when employees will actually see it in their accounts. In addition, the follow up process has yielded the conclusion that lunch program employees must be offered access to the 401(k) plan and health insurance plan as other employees of the parish. The expansion of benefits to lunch program employees is consistent with the expansion of other benefits, such as a partial tuition reduction, we have been making over the last few years.

7. Even though our Catholic League coaches will not have to be certified as we have switched to parish teams and sponsorship rather than school sponsored teams, JFK's coaches will be required to participate in concussion training, which is what started the whole question about certification for coaches last year. Our coaches' training, however, will not be through the Department of Education but will be through the Centers for Disease Control and Prevention.

8. We are pursuing an agreement with RevTrak to be able to do credit/debit card payments both in person and online. The service that is currently used for OLV's Foundation, Gala, and bazaar, Vanco, does not work well with online sales without involving additional 3rd party providers. A convenience/handling fee will be charged for each transaction to recover our costs. This fee may be a percentage or a flat fee.

Public Relations Leadership:

1. A gala meeting is taking place this week.

2. The board may want to consider a formal posting/distribution policy. We receive a good number of requests from schools, organizations, and individuals to distribute their materials/flyers in hard copy or electronic format.

3. I proposed a meeting with Jenny Grobstich, in enrollment at Assumption, and copied President Andy Craig and Principal Bridget Murphy on the emails, to discuss data and the means by which AHS and JFK can collaborate to market AHS. Matt Henning had reported at parish council that AHS' board was concerned about a declining percentage of 8th graders from JFK attending AHS. To date, the data I requested has not been provided, nor has a meeting been scheduled. I believe Jenny, however, has also been on maternity leave for at least part of the summer.

Leadership in Diocesan/Parish Context:

1. I attended the July Finance Council meeting:
 - a. Once finalization of the 14-15 fiscal year takes place, the overall parish net income should be over \$100,000. From this amount, however, the debt service payment must be made.
 - b. Due to the change in bookkeepers at OLV, a routine audit was conducted by the diocese. While there were no significant issues, the diocese does want us to change some of our practices in an attempt to have uniform practices throughout the diocese:
 - i. Gala funds will be entered as revenue in the year it was raised. We had been doing a “raise it one year, spend it the next year” procedure that also allowed Gala funds to become contingency funds if the school was doing better financially than had been anticipated. The “raise it one year, spend it the next year” procedure will no longer be supported.
 - ii. Depreciation will be done on assets of more than \$10,000 beginning immediately and with the rectory roof and parking lot work in fiscal year 2014-15.
 - c. Parish income growth has become stagnant over the last couple of years. In fact, ordinary income in 2014-15 was less than in 13-14 and less than budgeted. The 2015-16 budget has only an \$800 increase in ordinary income from 14-15, but the increase represents a 4.2% increase from 14-15 actual ordinary income.
 - d. At this time, the budgeted net income for 15-16 is \$11,300. Several members of finance council are nervous as the debt payment would be \$90,000. Ken is not as nervous because the parish and school, in particular, have consistently done better than budgeted. (Enrollment growth that beats projections does wonders for a parish!)
 - e. Finance Council and Stewardship are hosting a representative from Cuneen to hear about a campaign to increase envelope giving. It has been several years since Cuneen did such a campaign at OLV.
 2. The Bishop has issued a new template and requirements for employee handbooks. Parishes are required to update their handbooks by September 30th. We will begin this process this week.
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Faith Formation August 2015 Report Submitted by Jennifer Wemhoff, DRE

1. Directing and supervising K-8 sacramental preparation: Reconciliation, Eucharist, and Confirmation in collaboration with Coordinator.
 - a. We are currently working on the details of group service projects for Confirmation students.
 - b. We are also exploring our options for retreats for the Confirmation students, final decisions will be made soon.
 2. Recruiting, enabling, and supervising catechists and other volunteer personnel for Faith Formation. K- 8
 - a. Current catechists and support helpers have been asked if they are returning for the next school year. Several have responded already saying they are returning. Only 1 catechist spot is open at this time—we are currently seeking a 7th grade catechist.
 3. Acting as resource person for JFK catechists.
 - a. Flyers for the MORE in-service to be held September 30 have been distributed in the teacher’s mailboxes. This in-service provides the opportunity for teachers to earn catechetical hours.
 4. Managing the Faith Formation office including supplies and necessary reports to Parish and Diocese.
 - a. Prepared materials for Back to School weekend on Aug 2 & 3.
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Pastoral Associate for Faith Formation : Trish Gallagher August 2015 Report

RCIA Director for Youth and Adults full implementation

FAMILY LIFE and Generations of Faith support: advocates for all ages/families Supporting on-going family programs, such as sacramental preparation September sessions for 2nd/8th grades Supporting programming that develops spirituality within the family 2015-6 PROPOSE 3 “Gather our Families Nights”: September (Catholic Identity), November (Catholic Worship), Mardi Gras(Families of Mercy and forgiveness)

Catechetical Ministry –

Assisted Tommy in getting NCYC applications loaded online and collecting payments

Confirmation Coordinator

• Working on securing at least 3 Service Projects that JFK students and FF students can participate in as a group.

- Looking into 7th Grade retreat options as NET Team will not be in our area until Spring 2016.
 - Working with St. Ann's for 8th Grade Retreat with John Donahue Grossman
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7. COMMITTEE REPORTS AND COMMUNICATIONS

- a. Generations of Faith Committee – No Meeting
- b. Finance Committee – No Meeting
- c. Nominating Committee – No Meeting
- d. Policy Committee – No Meeting
- e. Strategic Planning Committee – No Meeting
- f. School Improvement Advisory Committee – No Meeting
- g. Market/Public Relations Committee – No News
- h. Grant Writing Committee – No News
- i. Parish Council – No one attended
- j. Finance Council – See Principles Report Section 1
- k. Building & Grounds – Meets Next Month, No Report
- l. Athletic Club – JFK Band Boosters – Home & School – Meets Next Week, No Report
- m. Assumption High School – No Report
- n. Scott County Catholic School Advisory Board – No News
- o. Ad Hoc Committee – None

8. NEW BUSINESS: None

9. PASTOR'S NOTES:

- a. Sources of Revenue
 - 1. Beef up Victory Vouchers
 - 2. Lady's Council- Bazaar, Rummage Sale, etc.
 - 3. Foundation growing
- b. One Entity, Parish and School; Increase attendance – Increase Income; Encourage everyone to come (even outside parish)

11. CLOSING PRAYER

Next Regular Meeting: September 1, 2015

BOE's Rep to Parish Council in August 2015 : Pat Archer