

# Board of Education Minutes - December 7, 2010

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## December 2010

Minutes from December 7th Board of Education Meeting

1. Opening Prayer – Mgr. P offered Prayer
2. Roll Call – Chad Steimle, Trish Gallagher, Leigh Boorn, Terry Wendl, Jeff Brennan, Molly Crosby, Dan Zeimet, Carl DeMaio, Karl Stratman, Mgr. Parizek, Paula ,Angie Logan (JFK Teacher).
3. Agenda accepted by BOE Members.
4. Minutes from Nov 2010 Meeting – Minutes were not ready.
5. Open Forum – Mgr. Parizek shared information that Assumptions Special Masses on Holidays start at 9:25 and sometimes, because of this time, it makes it hard for priests to make it to Assumption on time because of their duties with mass in their own parish. The 9:25 time currently cannot be changed. Also it was noted that some activities tied to the school sometimes are scheduled early on a Sunday. These activities in the past were not to be scheduled at this time. There were other items about content of school plays that were briefly discussed at this time. Mgr. Parizek was going to contact Dan S to see if this could be an agenda item for the Scott County Catholic School Advisory Board.
6. There was no unfinished business.
7. Administrator Reports

### **Principal of JFK Chad Steimle highlighted the following from his submitted report: Facilitator of Faith Community:**

1. 7th and 8th graders have Confirmation retreats with a National Evangelization Team. The NET is one of the leading providers of retreats for youth in the U.S.
2. Christmas around the World is Dec. 15th. Countries included Mexico, Sweden, Germany, Philippines, Ireland, Brazil, Russia, and France. This event is scheduled every two years.

### **Ethical Leadership:**

1. The provisional immunization time period expired for several families. It looks like one 3 year old pre-school student may have to be excluded.
2. I have had to push several volunteers on their lack of participation in the diocese's Protecting God's Children program. At this time there is no training scheduled in the diocese.
3. Results from the 2010 JFK 3rd-8th grade Olweus survey regarding bullying were received the other day. Improvements were seen in almost all areas when compared to 2009 data.

### **Leadership of School Culture and Instruction:**

#### 1. Professional Development:

- Members of the PD team (PDT), Tammy Nagle, Kitty Temming, Mary Wahlig, and I, continue to meet each Monday
- November:
  - New K-5 reading and K-2 language arts materials with representative from McMillan/McGraw Hill.
  - 5th-8th grade technology training.
  - Iowa Core Alignment Tool training of PDT. ICAT is an on-line tool that can be used to document the alignment of the intended curriculum and the taught curriculum.
  - Introduction to Bloom's Taxonomy and the Revised Bloom's Taxonomy.
  - Bloom's Taxonomy is a scale upon which one can evaluate the degree of higher order thinking (rigor) in curriculum content, instruction and activities, and assessments.
- December:
  - Overview of social studies diocesan standards and benchmarks, which are now aligned with the Iowa Core content, with the other Scott County Catholic school elementary schools. Specials teachers also met. I led the PE teachers to examine how the Healthy Kids Act has affected their schools and how we could improve the "physical activity" requirements of the HKA. (We all meet the requirements for time available for physical

activity because recess is included, but the amount of physical activity varies by students.)

- Book study: Critical Thinking and Formative Assessments. Examination of the level of rigor in questions contained within a sample of our teacher editions of textbooks.
- Book study: Critical Thinking and Formative Assessments. Writing questions at the six levels of the Revised Bloom's Taxonomy.
- Book study: Critical Thinking and Formative Assessments. Teaching critical thinking skills.
- Review of Olweus survey results (see above).
- Celebration.

The PDT also examined a draft unit plan template that I created that makes it clear how everything we have been doing with professional development over the last five years and what we are and will be doing in the future ties together. Dianne Siefers, our tech coordinator and I, are looking into commercial products that would make this template or a similar one electronic (or even on-line), as well as creating it on our own or in cooperation with an AEA.

2. ITBS make ups were completed in November and two and a half boxes of results data have arrived. We will start sorting through the boxes to have materials available by conference time in the first week in January.
3. Fifth and 8th graders took the National Catholic Educational Association's Assessment of Catechesis and Religious Education. We are doing the ACRE assessment every two years. Results are anticipated to be back by Christmas.
4. New paraeducator/aide job descriptions were written. Information has been gathered to write resource teacher job descriptions, especially for pre-school.
5. I worked with the Department of Education to classify pre-school staff members. Because of their duties with the Statewide Voluntary Pre-School Program for 4 Year Olds they must be classified as "shared" staff with the Davenport Community School District.
6. The Scott County Catholic school principals agreed to have me pursue the creation of a math project/competition with the cooperation of St. Ambrose.

#### Managerial Leadership:

1. Costs have been determined for moving the mobiles. The electrical estimate has not yet been received. Other questions related to where everyone will be during construction have been relayed to Scott Bengfort. The DCSD seems to be looking at three possible start dates, with the latest being around the August 18th and the earliest around the 11th. It would be extremely difficult to have school construction and remodeling areas ready by this time.
2. We narrowed the little kids' playground equipment designs down to one fort concept design that would fit in nicely with the wooded park-like look of the play area. A final design and estimate should be received during December. Initial cost estimates are in the \$25,000-\$27,000 range.
3. Pre-school families have been notified that, beginning December 1st, donations for snacks are no longer necessary. Any donations made after that point in time will no longer be used for snacks. Even though the language describing the donations request was carefully worded, everyone has assumed that the donations were for snacks. Diverting the funds to other purposes would be a problem and has, therefore, not been done.
4. Information on electronic data storage for staff and students has been gathered. See the related document. Other technology discussions concern updating the e-mail server, changing our e-mail addresses, bandwidth, and netbooks vs. laptops for teachers.
5. Barb Milke, Dianne Siefers, and I are proceeding with the website review/re-design project. We will be examining the data from the surveys, focus groups, and others to develop our concepts for the functionality and look of the website for the future. This concept will be detailed enough to give to developers for price estimates. There is some past Gala money in reserve for work on the website.
6. I have provided a guideline for how many days of volunteer lunch duty someone can do before they might actually be really seen as an employee of the lunch program. The guideline says about 1-2 times per week, interpreted as a monthly average, is an appropriate maximum.

#### Public Relations Leadership:

1. I attended the Home and School and Athletic Club meetings. The wall pads have arrived and will be installed the weekend of December 11th. The strong man assembly is this week.
2. The JFK Facebook page has gone live.
3. Each weekend the following communications are written: an internally distributed detailed schedule for the week, the following week's bulletin information, the Principal's Post, the scrolling news on the website, and Facebook and Twitter posts. When I started at JFK, only the first two were done each week.

## **Faith Formation – Religious Education Director Trish Gallagher, Pastoral Associate for Faith Formation**

### **1. Supervising sacramental preparation:**

- Joint JFK/ FF Reconciliation final preparations 2nd grade families/ children for Dec16 @ 15 children are currently in sacramental prep for spring reception.
- RCIA Inquiry sessions continue weekly

### **2. Faith Formation catechists will attend the family Mass December 8.** This is one of 2-3 Family Masses each year, students participate as assigned.

- Strategic planning group met, Trish, Beth and Jeff in attendance.
- Trish attended the Diocesan Roman Missal meeting.

### **3. Adult Faith Formation**

1. Adult small group offerings featuring Ron Rolheiser's Longing for the Holy continue. The theme is everyday spirituality.

### **4. Re: Liturgical Ministry:** PAFF goal: to enhance learning through ministries:

1. Trish coordinated with Pastor, Deacon Agnoli, Liturgy members for Funeral Planning workshop held Oct 30. 40 attended.
2. Ministry Formation workshops were held November 14: Included 68 at Gale Francione talk, @20 additional at Ministry workshops.
3. Children's Liturgy of the Word continues Participation 35-40 attend weekly.
4. Wellness Advent concert by Paul Koleske supported by Generations of Faith

## **Tracie Kirk Confirmation Coordinator December Board of Ed Report**

Saint reports were due Wednesday November 3rd; they will be placed on the Faith Formation board for Parishioners to read monthly.

Wednesday December 1, 2010 and Saturday December 4, 2010 the NET (National Evangelization Team) put on retreats in the Parish Center for the 7th and 8th grade Confirmation Students. Parishioners graciously hosted the 11 young adults on the NET TEAM in their homes

## **Youth Ministry – Youth Director Leigh Boorn highlighted the following from her written report:**

### **Leadership in Faith development:**

- I. I held a planning meeting on November 29th in preparation for the first COR team meeting on December 5th an agenda was developed and packets will be made up for each of the team members. There are 3 OLV Youth and 1 St. Andrew's youth confirmed to serve on team. Aaron is contacting other youth who have attended previously for team as we need 2 more boys. Pat Sheil from DeWitt, Aaron and I also met with Kitchen leadership to plan meals for the weekend. I have contacted other youth to help serve meals.
- II. I attended a portion of the Assumption Junior Class retreat. The theme was based on the 7 themes of Social Action and several Diocesan employees participated in the retreat as well.
- III. The OLV parish members who recently went to our sister parish in South Dakota have spoken to me about providing a Vacation Bible School for the children from Christ the King. I have invited members of the YACHT Club to assist and possibly travel to South Dakota this spring to take a look around and prepare the activities that might be possible.

- IV. I assisted Msgr. by providing a list of youth to invite to participate in the Liturgy as Extraordinary Ministers of Holy Communion. I attended the training on November 20th with the youth and adults. A total of 8 youth will be commissioned the 11th and 12th of December.

#### **Maintain and administer YM Program:**

- I. I have contacted Molly in regards to holding a meeting in December regarding the Youth Ministry Strategic plan. I will be sending out a survey to youth and families in the coming days.
- II. The November Jr. High night was down in attendance with 8 students, there were 2 new students in attendance from the Faith Formation Program. This event was held on a Saturday which may have had an impact on attendance. The theme was The Creed . A Deanery dance -The Party's Here was held at Lourdes on November 19th with low attendance from all parishes.
- III. I held an NCYC informational meeting on November 14th. Items discussed included:
  - Why each student wanted to go.
  - Preparing for pilgrimage not just a trip.
  - When deposits are due.
  - Fundraising possibilities. (Current balance is \$1368.00 with \$800.00 to be deposited from the pop can drive)
  - Suggestion that youth be leaders in preparing the fundraising options.
  - Future meetings and community building activities.

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

- I. A small group study has begun with 10-12 young adults attending every other week. Praying Scripture for a change...An Introduction to Lectio Divina is the resource they are using.
- II. Next Social event is a night at Comedy Sports on December 18th.

#### **8. Committee Reports and Communications:**

- Generations of Faith Committee (Trish, Beth, Jeff) – Did not meet
- Finance Committee – Meeting on Monday – Looked at three items
  1. Tuition rates for 2011-2012 School Year- Small increase
  2. Salaries for 2011-2012 School Year – about 85% of budget
  3. Remainder of money – What to do with the 15% of remaining money, after salaries.
- Nominating Committee – Did not meet
- Policy Committee – No meeting
- Strategic Planning Committee – We will be taking a look at this in January. The plan is a 2 year process based on the parish strategic plan. 10 general goals visionary (not measured) and objective goals (Measured). Please bring Strategic Planning Document that Chad sent out to board members in December.
- School Improvement Advisory Committee – Will not meet until spring 2011
- Market/Public Relations Committee – Noted Catholic School Week (end of January) and reminder of Kindergarten Roundup.
- Grant Writing Committee – Did not meet
- Parish Council – No report
- Finance Council – Chad reported schedule for any bids coming in on building projects after holidays.
- Building and Grounds – Pre-school playground and fences – Chad sent board members the plan for the playground. Also updates for office space. Probably office space will be ready mid August instead of 1st of August.
- Athletic Club – JFK Band Boosters – Home and School – Successful pumpkin run. Also, Christmas Spirit Wear Sale ended last week. Mats in gym will be put in this weekend.
- Assumption High School (Dan S.) - E-mail with minutes were sent out – Board members all received these minutes.
- Scott County Catholic School Advisory Board – Meeting was Nov 8th at 5:15 PM. – minutes were sent out by Joe C – all board members received these minutes.
- ECLC – Chad shared the ECLC Review from their meeting on November 15th. Also recommendations from the review committee were reviewed by board and these recommendations were approved by the board.
- Youth Minister – No meeting

9. **New Business** – Finance - think about the remaining 15% of the school budget for next year. Example of what is sent on the remaining 15% - textbooks which have about a 7 to 10 year range. Question about electronic books – is this a possibility?
10. Pastor Notes – See open forum.

Next Meeting Tuesday January 4th

Board of Ed Rep to Parish Council (Dan) January 2011.