

## Board of Education Minutes - December 2011

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### Minutes from December 6<sup>th</sup>, 2011 Board of Education Meeting

1. Opening Prayer – Mgr. Parizek noted it was St. Nick Day and wanted to know who knew a song about St. Nick.
2. Roll Call – Chad Steimle, Trish Gallagher, Tommy Fallon, Terry Wendl, Jeff Brennan, Carl DeMaio, Susan Dill, Brock Harris, Karl Stratman, Patty Stevens, Luke Ebener and Msgr. Parizek. Also, Kim Hatcher (JFK Teacher) Paula Schmitt (JFK Teacher) attended the meeting.
3. Agenda accepted by BOE
4. Minutes from Nov. Meeting – Approved by BOE
5. Open Forum – No open forum but Terry welcomed the JFK Teachers attending.
6. Unfinished business – Went over changes in the allowable use of state pre-school funding. The amount comes to about \$65,000.00 that has to be marked only for pre-school and board will have to come up with ideas on how to facilitate the decrease of these funds originally marked for the JFK K-8 School Budget.
7. Administrator Reports

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

Principal's Report to the Board of Education  
December 6, 2011

#### Facilitator of Faith Community:

1. JFK's 3<sup>rd</sup>-8<sup>th</sup> graders will receive the Sacrament of Reconciliation on December 9<sup>th</sup>.
2. Blanca (Gaby) Moya, Judy Winegar, Kitty Temming, and Trish Gallagher are planning special activities for the Feast of Our Lady of Guadalupe on December 12<sup>th</sup>. Gaby works as the aide in KW, has her daughter in 5T, and has consulted with Mrs. Temming regarding projects such as Christmas Around the World.
3. First Reconciliation is December 13<sup>th</sup>.
4. Student Council's Color for a Cause raised \$444. Donations were made to six organizations. Due to some questions about how Komen for the Cure distributes its funds, Student Council changed its donation to St. Jude's Children's Research Hospital. Komen for the Cure and its regional affiliates donate their funds to about 2,000 other organizations, which, unfortunately, include about 18-19 Planned Parenthood chapters. Jeanne Wonio, the Respect Life Coordinator for the diocese, also suggested we give our funds to an organization that actually does the research/work rather than to someplace like Komen, which serves more like a clearinghouse for the distribution of funds. In doing some research, we found that many more good organizations and businesses could be tainted by Planned Parenthood, including, for example, a supposed connection between the Girl Scouts and Planned Parenthood (the GSA website denied the connection; the Komen website acknowledged it).

#### Leadership of School Culture and Instruction:

1. Technology:
  - a. JFK received an SCRA grant that will fund interactive whiteboards, LCD projectors, hardware, etc. for five more classrooms. Every PS-8 grade classroom at JFK, including band/music and art, will have IWBs and projectors. (ECLC and PE are going to feel left out!)
  - b. Diocesan and Scott County principals discussed 1:1 computing. The number of districts throughout Iowa that will claim some form of 1:1 should increase to between 100-160 of the 360 districts in IA. Around here, we anticipate that North Scott, Bettendorf, and Pleasant Valley will launch within the next two years. DCSD may take a bit longer. Almost all districts and private/Catholic schools that have a 1:1 initiative have a technology fee.
2. Scott County middle school math teachers will begin to meet as a group. Having our teachers mix with the Davenport public school math teachers is not as productive as it had been when the math meetings first began. While the public school math teachers, for example, are wondering how they will teach some of the concepts as they have never taught them before, our teachers are looking at modifying how they are teaching the concepts or changing the time of year when the concepts are taught.
3. Professional Development:

- a. Planning for January 3<sup>rd</sup>'s STEM (science, technology, engineering, and mathematics) workshop organized by SAU and for the staff of St. Paul's, All Saints, and JFK continues. We will also have the Iowa Teacher of the Year, PE teacher Charity Campbell, give the keynote presentation.
4. The online "Needs Assessment/Strategic Planning" survey was closed. Responses were received from 99 people.
5. Michelle Jordan had surgery and may return for half days the week of December 12<sup>th</sup>. Mary Sunderbruch is her substitute. Nancy Casillas, KM aide, will have surgery on December 5<sup>th</sup> and may not return until after Christmas. Marissa Antle will be her substitute.

#### Managerial Leadership:

1. The BEDS (Basic Educational Data Survey) was finally certified. "Shared" pre-school staff with the DCSD created the delay. The DCSD would not accept a PS resource teacher so Melissa Zeimet was declared a "co-teacher", and the DE did not allow us to claim part of our guidance counselor in the state funded pre-school programming.
2. Tammy Nagle and I have begun to determine a schedule and assemble the materials for the state accreditation site visit at JFK on January 19<sup>th</sup> and 20<sup>th</sup>. The board will be interviewed at a special meeting on the 19<sup>th</sup>. Mrs. Nagle and I have also begun to assemble the large quantity of documents needed by the state. I have also been in contact with Barb Byrd from the DE who will lead the site visitation team. As of mid-October, there was only one other person on the visitation team, Carroll Merrill, the principal of Holy Trinity.
3. The DE has determined that it will do a "desk audit" of documents for PS rather than a site visit. The desk audit is in April.
4. The sale of the mobiles fell through twice. Two of them, however, were finally sold for a total of \$6,000. There has been no interest in the last mobile by the kitchen. We may have to consider demolition, if we want it removed.
5. The scheduling of the building takes place regularly. Kary Maes and I will implement a random sign-in for all adults. This process will help us to verify that all adults who are volunteering have completed the diocese's Protecting God's Children program requirements.

#### Public Relations Leadership:

1. I attended the November Home & School meeting:
  - An approximately \$4,700 estimate for the cabinetry in the staff room was presented. Since the meeting, another bid without installation or shipping was received for between about \$2,500 and \$3,200 depending upon options selected.
  - Home & School asked for a wishlist. The list was provided. (See attached.)
  - Movie Afternoon was Saturday.
  - Comments regarding Pumpkin Run were positive.
2. I attended the November Athletic Club meeting:
  - The banquet was discussed.
  - By the time Internet sales are finished, the magazine sale will likely have about \$25,000 in sales. Profits are about 40% of sales.
3. The Crusader Chronicle was distributed in November. It looks awesome on our website.
4. Several prospective families have come through JFK. At least two students will be starting at JFK after Christmas.
5. Attendance at this year's Gala was slightly higher than last year's, 256 to 238 respectively. I did not make it back from the state Mock Trial competition in time to attend.
6. I have begun to add pictures to JFK's Facebook account.

#### Leadership in Diocesan/Parish Context:

1. I attended a pastoral administrative staff meeting.

2. I attended the SCCSAB's regular November meeting.
3. I attended the diocesan principal's November meeting and led the elementary principals' discussions regarding professional development. Other topics:
  - Susan Fischer from the Board of Educational Examiners talked about various licensure issues. One of the most interesting things we learned was that the Board of Educational Examiners, which licenses teachers, is not connected to the Department of Education, which writes the rules for the accreditation of K-12 schools and universities' teacher preparation programs.
  - Representatives from the Cedar Valley Catholic Schools (Waterloo area) talked about their 1:1 computing initiative.
4. I attended the Scott County Catholic school principals' November meeting:
  - The elementary schools are interested in purchasing the same textbooks, particularly in math, pending funding. Currently, each of the elementary schools uses a different math series, with each presenting a different approach to the teaching of math. All Saints, for example, uses the Saxon series, which heavily emphasizes a spiral and independent approach to math. Lourdes uses a very problem-based approach to math.
  - Tuition: We could all support a \$100-\$150 range for a tuition increase.
    - i. 2007-08 to 2008-09 = 5.2%
    - ii. 2008-09 to 2009-10 = 5.0%
    - iii. 2009-10 to 2010-11 = 5.0%
    - iv. 2011-12 to 2011-12 = 5.0%
  - Other K-8 tuition, PS tuition, and daycare rates usually increase the same percentage as the first child tuition rate.
  - JFK has fewer mandatory fees than some of the other schools. Examples are below. Upon reflection from the meeting, it was unclear whether the fees were per student or per family:
    - i. Home & School
      1. LCS = \$50 (\$30 per PS) with \$15,000 coming back into the school budget
      2. SPS = \$10 with 10% of all H & S fund-raising going back into the school budget
      3. JFK = \$15 optional fee to "buy" a directory
    - ii. Technology Fee
      1. LCS = \$30
      2. JFK = \$0
      3. Principals were generally supportive of an eventual move to a technology fee or an additional increase in tuition due to the need for funds for technology, especially as we move more toward a 1:1 computing environment.
    - iii. Athletic Fee
      1. LCS = \$30
      2. JFK = \$25 per player
  - JFK charges less for Catholic students from other parishes than the other schools charge, except for ASCS:
    - i. JFK = \$2,730
    - ii. ASCS = \$2,430
    - iii. SPS = \$3,180
    - iv. LCS = \$3,180
    - v. JFK had reduced the difference between a Catholic parishioner and a member of another Catholic parish from \$600 to \$300 when Holy Family, St. Al's, and Sacred Heart merged and charged the same tuition regardless of any Catholic parish that a student attended
  - JFK charges less for non-Catholics than some of the other schools:
    - i. JFK = \$3885
    - ii. ASCS = Unknown
    - iii. SPS = \$4550
    - iv. LCS = \$4520

- Salary increases being considered:
  - i. AHS = 3% to base
  - ii. SPS = the usual 1-2% increase to base
  
- Health insurance rate increases are coming back better than expected:
  - i. AHS = no increase
  - ii. Diocese = 5.5% increase
  - iii. SPS = 11% increase
  
- Percentage of an employee only plan that the school pays:
 

SPS = 80%

JFK = 50%

LCS = 40%
  
- Comparing PS and daycare rates is difficult as each school seems to operate different types of programs and offers different types of payment plans. Ranges may be the best indicators:
  - i. PS
    1. SPS, if paying = \$122 - \$133 per month or \$1,500 per year
    2. LCS, if paying = \$120 - \$155
    3. JFK, if paying = \$1,310 - \$1,585 per year
  - ii. Daycare
    1. SPS = \$120-142 per week. No summer program offered because of low demand.
    2. JFK = \$125 - \$150 per week. Summer program offered, but at a loss last year due to the low number of students
    3. LCS = Operates a summer program with large numbers of students
  
- Embracing Our Future:
  - i. The maximum amount offered for assistance used to be 80%. It is now at 77%. The percentage may continue to decline unless something else changes as tuition rates and the need for assistance are increasing at faster rates than the interest earned. Assistance this year is almost \$1.1 million with about \$400,000 coming from EOF funds, affecting the principal.
  - ii. A larger percentage of students in the lower grades are receiving tuition assistance than students at the higher grades. Thirty-six percent of students in K-3 are receiving assistance compared to 31% in 9-12, for example. This trend could indicate that even more assistance will be needed in the future, if only because the younger students will move up through the grade levels.
  - iii. At Our Lady of Victory, 113 elementary students receive \$154,268 in financial assistance at JFK, and 29 students receive \$71,467 at AHS.
  - iv. Average elementary student's financial assistance. (Note: Original data is by parish. Holy Family, Sacred Heart, and St. Al's data was combined to form data for ASCS below. Lourdes' and John Vianney's data was combined for LCS.
    1. JFK = \$1,365
    2. ASCS = \$1,476
    3. LCS = \$1,390
    4. SPS = \$1,484
    5. Totals for the 493, including students from St. Anthony's St. Mary's and "other" = \$1,462
  - v. Average high school student's financial assistance:
    1. JFK = \$2,464
    2. ASCS = \$3,026
    3. LCS = \$2,530
    4. SPS = \$2,659
    5. Totals for the 135 high school students = \$2,776
  - vi. Percentage of students where a parish affiliation with a school can be assumed receiving financial assistance:
    1. JFK = 30.4%
    2. ASCS = 51.4%

3. LCS = 17.8%

4. SPS = 18.4%

vii. In looking at (iv), (v), and (vi) above, one might conclude that ASCS has a high number of students needing a large amount of financial assistance, suggesting that the financial condition of its school families is the lowest. The lower percentage of students needing a higher amount of financial assistance than OLV/JFK families suggests that the families at SPS and LCS have better financial conditions, but there are greater extremes than JFK. OLV/JFK families seem to be in the middle. A substantial number of families need assistance, but they don't need as much as the families at the other schools.

5. I attended the November Finance Council meeting:

- Options for finding about \$65,000 to balance the 2011-12 school budget due to the change in accounting procedures/guidelines were presented. (A brief presentation was also made to staff last week. See the updated attachment.)

6. I attended the November building committee meeting. The committee asked for a wishlist regarding things that were cut out of the building project or never added. This information is included in the attached wishlist as well.

### **Pastoral Associate for Faith Formation**

Trish Gallagher Board of Ed Report Highlights December 2011

1. **Providing faith formation, religious education and sacramental preparation** for all members of the parish faith community.

I wish to affirm the fine work by the whole Faith Formation staff, Jennifer, Lisa and Kathy in my restricted hours after Bill's funeral and subsequent recuperation for my foot.

2. **Supervising sacramental preparation:**

Assist as needed with Confirmation Thanks to Lisa and Kathy for Coordination efforts.

Saints reports. Service hours Upcoming NET team retreats Jan 11/ 12

Reviewed as needed, First Reconciliation for 60 Youth December 13.

RCIA: 5 in process, 3 Catechumen for Baptism, 2 Candidates for full communion.

4 high school youth for Confirmation prep

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

Working with JFK for Our Lady of Guadalupe project Dec 12

II. As **Adult Faith Formation Director (Level II)**,

Looking forward to use of Gathering Space Room for ongoing activities.

1. Projected series on Mark for Scripture component January 2012.

2. Movies with Meaning continues, Carl and Kellie DeMaio coordinate.

3. Reviewing People of the Passion by Stephen J Binz for the Lenten Soup Supper learning. This is a Threshold Bible study six part series.

4. Women's Enrichment, meets monthly. Lynn Olds coordinates.

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

1. Assisting on brochure for Bishop's visit for blessing of the gathering space/ baptismal font

2. Children's Liturgy of the Word continues

3. Assisting with Communal Penance service Dec 13

### **Board of Ed Coordinator for K-6 Jennifer Wemhoff**

I attended the MORE meeting held in November.

I attended weekly staff meetings.

I provided instruction for and led an intruder drill for all students in our Faith Formation program on Nov. 16.

I displayed two "Giving Trees" for the Advent season outside the new office space. Students in grades K-8<sup>th</sup> in both faith formation and JFK made ornaments or gift boxes with how they can be a gift to others this Advent that displayed on the trees.

I wrote and distributed a newsletter for all JFK and FF families.

### **Kathy Wierzba Confirmation Coordinator**

November Board of Education Report

Seventh grade students made fleece scarves for 6 to 12 year old girls who have been abused. They will be baking cookies to contribute to the Clarissa Cook Hospice Center on a monthly basis.

### **Youth Ministry – Youth Minister Tommy Fallon**

1. St. Nick breakfast was a big success
2. Jr. High Movie night will be Dec. 16<sup>th</sup>.
3. High School Group cooking for Catholic Worker House on 12/13.
4. Youth Group Kentucky Trip will pair up with St. Joe's in Dewitt for summer of 2012.

### **Committee Reports and Communications:**

- Generations of Faith Committee – Will be meeting in February.
- Finance Committee – Balancing the 2011-2012 K-8 JFK Budget.
- Nominating Committee – No meeting
- Policy Committee – No meeting
- Strategic Planning Committee – Future meeting in January and February.
- School Improvement Advisory Committee – meeting on January 19<sup>th</sup>.
- Market/Public Relations Committee – Look for Jan-March Marketing Push.
- Grant Writing Committee – no meeting - looking at new SCRA Grant.
  
- Parish Council –
  1. Parish appreciation will be Jan. 21<sup>st</sup> 5:30-10:00.
  2. Parking lot work to be completed in June 2012.
  3. Relocating Kindergarten Roundup.
  
- Finance Council – Options were discussed for finding the \$65,000.00 to balance the 2011-2012 School budget. Chad provided a handout to board with some of the ideas to make up the amount that had to go back into the pre-school budget.
- Building and Grounds – Discussion of blinds for all classroom and carpet replacement for the area of Parish Center. Assistive Listening Devices are now being used in the church.
- Athletic Club – discussed Awards night probably in April this year. Also, magazine sales were reported.
- Band Boosters – Selling Happy Joe's Discount cards- money for trip to see Blue Man Group
- Home and School – see Chad's report (item 1 under leadership)
- Assumption High School – email sent out to Board of Education with minutes and other information.
- Scott County Catholic School Advisory Board – Chad attended Nov. Meeting – budget items discussed for all Scott Co. Catholic Schools for next year.

New Business – The 2012-2013 tuition increased was discussed with board members with any action to be addressed at the January meeting. (\$2430 first child this year and \$2550 for next year.)

The School board then adjourned and went into executive session.

After the executive session the general meeting was completed with Mgr. Parizek remarks about the December dedication of our school addition and the new gathering space.

Closing Prayer – Group

Next School Board Meeting Tuesday Jan. 3rd

Parish Council for January - Luke