

## Board of Education Minutes - December 2012

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1. OPENING PRAYER (10 minutes) – Year of Faith Prayer
2. ROLL CALL – Terry Wendl, Tommy Fallon, Trish Gallagher, Monsignor, Chad Steimle, Pat Archer, Patty Stevens, Susan Dill, Molly Crosby, Deanna Kelley, and Tammy Nagle (JFK Teacher)
3. ACCEPTANCE OF AGENDA – Unanimously approved
4. READING AND APPROVAL OF MINUTES OF November 2012 – Unanimously approved
5. COMMENTS FROM AUDIENCE and OPEN FORUM – No comments made
6. UNFINISHED BUSINESS

- Parent report card is still work in progress

7. ADMINISTRATOR REPORTS (Written reports pre-submitted) (30 minutes):

### **Principal of JFK (Chad)**

Principal's Report to the Board of Education  
December 4, 2012

### Facilitator of Faith Community:

1. The Sacrament of Reconciliation for students in grades 3-8 is December 4th. First Reconciliation is the 13th.
2. Direct instruction of stewardship concepts took place at all grade levels during the week before Thanksgiving Day. This instruction is part of JFK's strategic plan.

### Ethical Leadership:

1. Tammy Nagle, Anna Schott, and I have completed the attached service plan template for use with students who are receiving services for behavioral, academic, or physical/medical needs. This more general document complements the reading services agreement shared with the board last month for students receiving reading support services.

### Leadership of School Culture and Instruction:

1. The Scott County Catholic schools' principals met to discuss the future of the advanced track math students:
  - a. Compacting:
    - i. Our current method: 8th grade math and Algebra I into year at AHS, a two years of math into one year model.
    - ii. Iowa and Common Core compacting models have 1.5 years of math into one year models.
    - iii. DCSD is testing students in 5th grade and compacting the 6th, 7th, and 8th grade math into the 6th and 7th grades for the advanced math students.
    - iv. Bettendorf, North Scott, and Pleasant Valley are testing in 6th grade and compacting 7th, 8th, and Algebra I into 7th and 8th grade for their advanced students.
  - b. Our current conversation:
    - i. The approaches by the public schools would be problematic for us given the numbers of students and the staff we have in our Catholic schools. Each school, for example, might need three sections of middle school math for one or two grade levels, and it might vary by year given the number of advanced math students. Each building, then, might need to hire qualified part-time math teachers.
    - ii. Can we find more time for the advanced 8th graders?
      1. Summer school math for those going to AHS for Algebra: Complicated with summer vacations and other activities.
      2. Extended time during the school year?
        - a. Eliminate math department days for 8th graders at AHS
        - b. Earlier start time, perhaps up to a full early bird period, for 8th graders at AHS
        - c. Greater math time at AHS could lead to the possibility of doing nearly two years of math in one because the math time might also be close to being doubled

d. No transportation issues for schools as parents already drop 8th graders off at AHS

e. More math time does mean more cost. It's pooled now at AHS.

i. My initial, rough estimate:

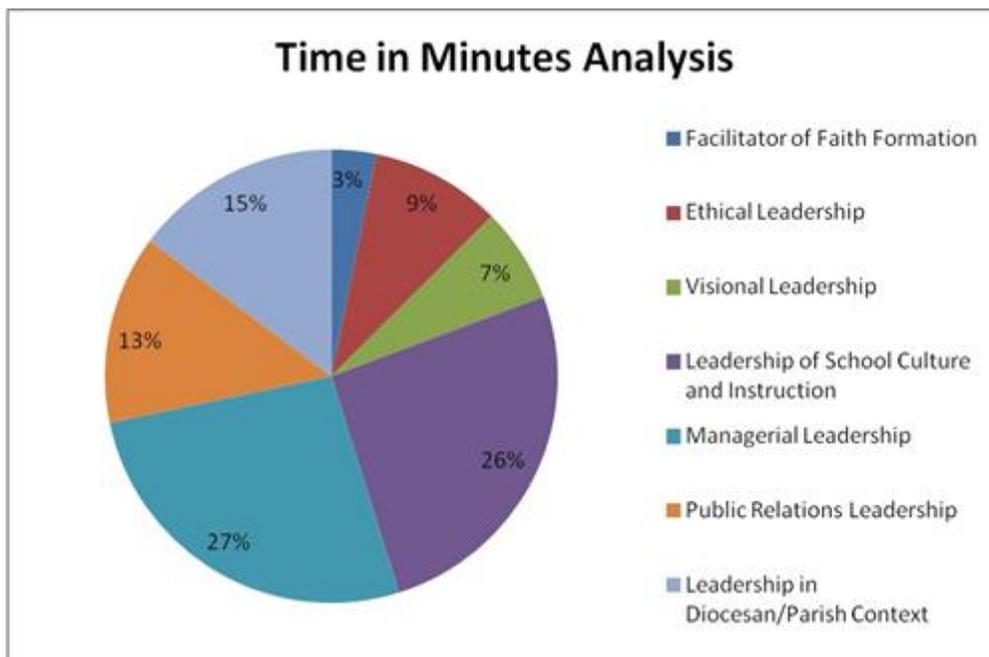
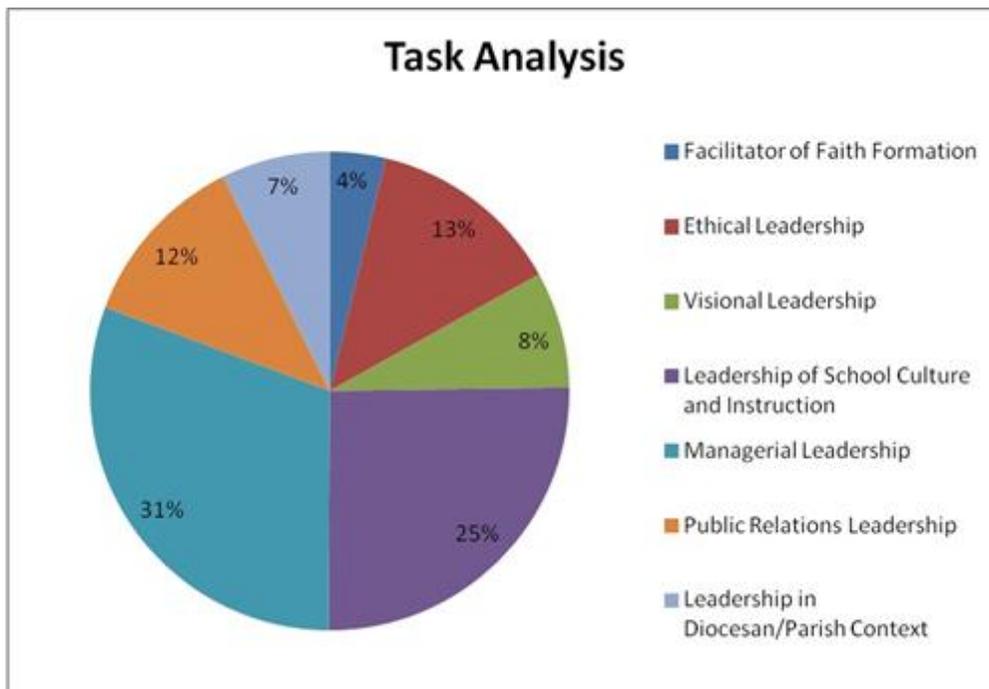
1. Two teachers each teaching an early bird period
2. One teacher's \$35,000 sal/ben / 7 regular periods = \$5,000 per period
3. Cost for two teachers = \$10,000
4. Cost per 40-50 8th graders = \$200-\$250 per student
5. Who pays this additional cost? Elementary schools? Parents? Assumption? Combination?
6. Board members asked if it could it be credited back for freshman tuition.

ii. Are their staff members available at AHS?

f. From a curricular perspective, AHS Algebra teachers, with input from the grade school middle school math teachers, are examining the feasibility of this option

There was a very lengthy discussion regarding the current 7th grade math curriculum and the possibilities for 8th grade math and accelerated math.

2. Anna Schott and I are continuing to work with SAU on the 8th grade Catholic schools' career fair and college campus tour. A late February date has been selected now. SAU helped us reduce the cost by agreeing to pay for SAU's catering service for lunch so we will be able to proceed.
3. Brenda Fox, Alicia Turnquist, and I have finished re-examining the daily schedule/activities for ECLC students and the duties of the teacher and aide. There are two issues that could call for more funding: "prep" or lunch time for staff members and sanitizing time. The ECLC lead teacher's prep/lunch time is less than that of other teachers, and there is no collaboration time without students present for the teacher and aide to meet, which is unlike other teacher/aide classroom combinations at JFK. (On the other hand, ECLC is an expensive daycare to run because we pay a lead teacher on a teaching scale rather than on what is probably in line with daycare workers.) We also have difficulty scheduling time for employees to sanitize toys and other equipment as often as we should when students are not also present.
4. For the 2008-09 and 2011-12 budgets, there were discussions about an additional PT or FT position to assist with administrative, managerial, and secretarial tasks. In 2011-12, we added about 600 hours of secretarial help for the year. According to the National Association of Elementary School Principals, the mean number of hours worked by principals per week, including time at school, return trips to school, and weekend work, continues to increase. In 1958, the mean was 47 hours. In 1988, it was 51. In 1998, it was 54, and, in 2008, it was 56 hours. During the five weeks since Sept. 24th with five school days, I averaged 65 hours per week. During the weeks with less than five school days, I averaged 53 hours per week. The combined average was about 61 hours. The following two graphs illustrate the percentage of tasks and the percentage of time spent on activities within each of the six categories that are in my board report. (Tasks and time information for these graphs are sometimes recorded in more than one area as there is some overlap. For example, vision tasks are often also instructional tasks.)



Managerial Leadership:

1. Staff members and I will be updating our wish list. Some items on it are smaller, like classroom sets of calculators, and others are larger, like air conditioning. Below is some of the progress from our last wish list:
  - a. Timers, more dry erase markers and erasers, and pencil sharpeners
  - b. Swing arm chairs for band
  - c. Desks and chairs purchased and acquired from Bettendorf for growing enrollment
  - d. Math manipulatives and more leveled reading books
  - e. Staff room cabinetry and fixtures
  - f. Document camera
  - g. Instrument storage and cabinetry in new east wing classrooms
  - h. Risers
  - i. Electrical work in gym

Leadership in Diocesan/Parish Context:

1. I attended the November diocesan principals' meeting.

a. Health Insurance: Char Maaske from the diocese gave an overview of the work that is being done to investigate a mandated self-funded health insurance plan for all parish and school entities in the diocese modeled after the Des Moines Diocese. Such a plan could fulfill social justice concerns by making health insurance available to all eligible employees in the diocese, by controlling the types of care covered under the policy, and by helping with costs. At the present time, the cost savings may not be as big as had been anticipated, and there may be winners and losers depending upon types of coverage, percentages that employers are now paying vs. a mandated percentage, etc. A committee with representatives from various parts of the diocese, sizes of parishes, schools, etc. is meeting to examine the options available and will make recommendations to the bishop.

2. I attended the Scott County Catholic schools' principals' meeting:

- a. STEM with SAU on Jan 7th: It doesn't look like our needs are quite in line with what SAU's STEM committee has in mind, so we agreed not to pursue a workshop day together.
- b. "Tithing" requirements: Lourdes requires \$32 per week and is considering their options as, for example, it would be cheaper for a family to be a member of St. John Vianney and send a child to Lourdes than to be a member of Lourdes. St. Paul's has a \$5 per week requirement. All Saints' is discussing it, which includes the difficulties of multiple parishes, and we have discussed it at OLV/JFK.
- c. Bandwidth: The four Davenport Catholic schools currently share 26 Mbps allotted in the following manner: AHS has 10, JFK has 8, SPS has 5, and ASCS has 3. Cost is proportional with JFK paying about 30%. We have the capability of doing 50 Mbps, and the elementary contracts are limited to a maximum of 10. For next year, the elementaries will all go to 10, and AHS will go to 20. Even though the total cost will go up, because JFK's share drops to 20%, JFK's cost will decrease. Any cost advantage, however, is dependent upon *continued* federally discounted e-rate funding.

**Faith Formation-Religious Education Director (Trish Gallagher)  
Pastoral Associate for Faith Formation**

Trish Gallagher Board of Ed report December 2012

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

2. **Supervising sacramental preparation:**

- First Reconciliation December 13 plans underway
- Available for Lisa Willows, Confirmation Coordinator as needed, review of saints projects, or sponsor verification situations
- RCIA Catechumenate continues
- Sacramental prep for JFK includes 5-7 I work with most Thursdays

3. **Available for Youth Minister as needed:** Tommy feels free to check in

4. **Faith Formation catechists:** Christmas appreciation set for Dec 12

5. **Assessing needs**, and planning and evaluating programs implementing Diocesan curricula.

- Need for BOE work with evaluation process for programs and administrators
- Need for support of parish review of salaries/ for parish employees

6. **Acting as parish resource person** in methods and in some areas of theology, for CEW Community and JFK teachers. Providing seasonal information recommendations for Advent and feast celebrations

7. **Managing the Faith Formation office:** providing mentoring as needed for MFP coursework as needed

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

1. Generations of Faith Jen is spearheading the ADVENT FAMILY Event December 5th for JFK or Faith Formation Families. This includes family activities and take homes.
2. Our Sunday Visitor family pages will be distributed in the spring. Invitations to Parish events support family attendance in Faith activities, participation in Faith activities.
3. Catholicism series continues: attendees are very supportive of the sessions
4. Bible studies on Mark, 12 in attendance, ended Dec. 3 Monday evenings in the staff room
5. Movies with Meaning starts again this fall, Carl and Kellie DeMaio coordinate

6. Women's Enrichment, meets monthly. Lynn Olds coordinates. This year's book is Aspects of the Heart by Sr. Joan Chittester
7. Trish actively supports Parish Council, Vocations Committee, Wellness Committee projects co-operates to distribute shawls for Prayer Shawl Ministry.

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

1. Dec 8th workshop for ministry, focusing on Vatican II impact on liturgy. Preparations are set for this on-going education for ministers. And Parish funeral planning workshop is under way.
2. Children's Liturgy of the Word continues this year. New resource added for leaders.

**Board of Ed. K-6 Coordinator Report submitted by Jen Wemhoff**

- I attended the MORE meeting held in November held at Sacred Heart
- I attended weekly staff meetings.
- I attended the November pastoral staff meetings.
- I continue to provide weekly information to be printed in the bulletin.
- Sacramental forms (with baptismal certificates) for the JFK/FF 2nd graders have been completed
- I completed my first five week course through the University of Dayton on-line courses for catechetical certification.
- I completed the first of four practicum required for catechetical certification.
- I planned an Advent Workshop—"Journey to Bethlehem" for all parish families to be held Wednesday December 5 from 6-7:30PM.

**Board of Ed. Confirmation Coordinator Report from Lisa Willows**

- Taking Online classes through the University of Dayton for Catechetical Certification
- Contacted Confirmation sponsors on verification forms
- Reviewed 8th Grade FF Saints Reports
- I attended the MORE on 11/20 at Sacred Heart
- I attended weekly staff meetings.
- Distributed Bibles to the 8th Grade Students for Confirmation
- Updated and reconciled FF budget for November

**Administration**

- Assisted Jennifer with Advent Workshop planning
- Created new name badges for Hospitality Ministry
- Assisted Tommy with mailings to Jr. High and High School parents
- Created poster for YM to display at Gathering Space

**Youth Minister – (Tommy)**

**Youth Ministry Report to Board of Education – December 4th 2012**

- NCCYM – National Conference for Catholic Youth Ministers
  - Busted Halo – online resource for youth ministry and young adult ministry
  - Networking opportunities
- Busy December in Youth Ministry
  - Friday, December 7 Deanery Christmas Party – Ugly Sweater
  - Saturday, December 8 Babysitting for parents by high school students
    - 15 children signed up as of this meeting
  - Sunday, December 9 St. Nick's Pancake Breakfast
    - Fundraiser for NCYC and Catholic Worker House (hoping to buy a new freezer for the basement to hold the donated food)
  - Sunday, December 15 Bus Trip to Chicago
- 11:00 AM Mass in month of December has teen presence as ushers and greeters
- February TEC Retreat – Tommy will be the co-wheat director (leader of teen leaders)
- Pat Finnen is leaving his position at the Diocese. This provides challenges and opportunities, but also possible NCYC confusion. Tommy and Trish will be helping with Lindsey Vitterot.

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

- Generations of Faith Committee (Susan, Deanna, Trish)
    - no report
  - Finance Committee (Chad, Joe, Terry, Patty)
    - Discussion of budget and tuition rates
      - Very lengthy discussion on proposed budget and tuition rates
        - Proposed budget includes an increase in health insurance, teachers' salaries, textbooks, cost of living, and an administrative support position.
          - Chad submitted information on a possible School Administration Manager and Assistant/Associate Principal
            - Discussion included the necessity for Chad and Laversa to have help in the office for the clerical work. Chad budgeted \$20,000, but was told to put it all in rather than only going half-way.
            - Chad would like to find someone with a degree and certification in education, but realistically even a part time teacher and part time office supporter would be \$35,000 minimum.
            - See below for submitted possible job descriptions
        - Proposed budget currently shows a deficit, but there is time to work the numbers.
        - Typically the tuition rates are set in January/February, the staff salaries are set in March/April, and the budget is balanced in May/June
        - Discussed possibilities for tuition rates for the 2013-2014 school year
          - Must be agreed upon by all Elementary Catholic Schools in Scott County. There are multiple options that will be discussed by the various boards of education for approval. The option most liked by the OLV/JFK Board of Education as of this meeting was an increase of \$125 for the first child and no increase for the 2nd or 3rd children.
- Nominating Committee (Brock, all board members)
  - no report
- Market/Public Relations Committee (Chad, Patty, Susan, Matt)
  - No meeting. Starting to ramp up for Catholic Schools Week and Round-Up
- Grant Writing Committee (Chad, Kathy Peterson, Lisa Stahula)
  - Denied the grant for lights and ceiling tiles, but will be trying something new next time
- Parish Council (rotating per schedule) 4th Tuesday of each month 7:00 pm
  - November - Patty
    - Parish Appreciation Night January 12 after 4:30 Mass
      - They want to see JFK members, parents, and parishioners
      - There will not be babysitters this year
      - Chad will include this event in his Principal's Post to help advertise the event
- Finance Council Rep. (Terry, Molly)
  - Discussed Diocesan health insurance plan
  - Parish audit is thorough and complete
- Buildings & Grounds Rep. 2nd Thursday 7:30 pm (Patty, Brock, Matt)
  - Discussed Gathering Space furnishings and carpet in the Parish Center
- Athletic Club
  - no report

- JFK Band Boosters
  - Will be paying for part of the cabinetry in the bandroom
- Home & School Rep. A
  - no report
- Assumption High School Rep.
  - no report
- Scott County Catholic School Advisory Board Rep. 2nd Monday every other month (September, November, January, March, May) @ St. Vincent (Terry, Matt, Joe)
  - enrollment at Lourdes, their location and finances were discussed at the meeting
- Ad Hoc Committees: Discussion of changes to BOE Constitution
  - Tabled until next month due to lengthy discussions previously in the meeting
  - Board members will look at them before the January meeting and will discuss the changes at the January meeting

9. NEW BUSINESS:

- None

10. PASTOR'S NOTES (Msgr Jim P)

- Nice to see so many people at the Gala. It was a good night and was a lot of work to have it at school. They will have to look into how much was saved in overhead.
- Thank you for your efforts in faith formation and education.

11. CLOSING PRAYER – Monsignor

NEXT Regular Meeting: Monday, January 7, 2013

BOE's Rep to Parish Council on Tuesday January 22, 2013 (Brock)

**School Administration Manager:**

Scope of Responsibilities/Summary: Performs duties to help principal focus on instructional rather than managerial tasks

Essential Duties and Responsibilities:

- Oversee and manage student attendance
- Oversee and manage a positive, safe learning environment for students by assisting with student behavior management.
- Assume responsibility for management of the school in the absence of the building principal.
- Supervision, evaluation, and training of classified staff
- Manage all school scheduling, special events, field trips, cafeteria, transportation, maintenance, playgrounds and cleaning.
- Assist in the handling of all State, NCEA, and Diocesan reports
- Prepare and administer the formal testing programs, including Iowa Assessments and diocesan assessments, including obtaining student id numbers, ordering testing materials, creating a testing schedule, ordering reports, and handling of testing materials
- Oversee the maintenance of personnel files for all employees to ensure that all required documentation is maintained
- Perform proper coding and processing of bills and record-keeping for parish office and DCSD prior to payment
- Assist in the handling of office work required for the lunch program
- Serve as a member of the building leadership and/or professional development team.
- Assume responsibility for disaster preparation, drills, safety, and student health, including the coordination of immunization data, physicals, or other health related information for PS/ECLC – 8th grade and the scheduling and conducting of health screenings and related services

- Schedule staff for ECLC and aftercare in conjunction with the director for regular and emergency situations, including the possibility of having to work some shifts.
- Supervision of students in non-instructional settings
- Recruit and coordinate volunteers, including ensuring that they meet the Protecting God's Children requirements
- Call for and make other substitute arrangements
- Create students' schedules in student information system
- Assist in the marketing efforts of the school
- Coordinate Gala
- Work flexible hours to meet the needs of the building and duties
- Perform all other duties as assigned by the principal

**Assistant/Associate Principal would add the following:**

- Assist in the observation, coaching, and evaluation of certified staff
- Assist in the implementation of the Iowa Core, including training, securing of materials, reporting, curriculum development, and assessment
- Assist in the orientation and mentoring of new certified staff
- Assist in the hiring of new certified staff
- Assists in the data collection and monitoring of students and staff

**Options to Pay for it:**

- Increases to the normal budgeted revenue sources (tuition, new students, parish subsidy, etc.)
- Gala revenue above what is currently budgeted
- Lunch program pays for more hours. Current budget has about one hour per day of clerical work
- The 5% PS admin uses that were not budgeted in 2012-13
- Reduce lead teachers' stipends
- Eliminating about 600 clerical hours of another position