

Board of Education Minutes - December 2013

Minutes from December 3, 2013 Board of Education Meeting

1. OPENING PRAYER (10 minutes) – Board Member’s Prayer
2. ROLL CALL – Monsignor, Chad Steimle, Trish Gallagher, Terry Wendl, Pat Archer, Brock Harris, Chris Sigwarth, Lisa Stachula, Tom Brus, Tommy Fallon, Emily Salz (JFK Teacher), Deborah Diggs (guest)
3. ACCEPTANCE OF AGENDA – Unanimously approved.
4. READING AND APPROVAL OF MINUTES OF November 2013 – Unanimously approved.
5. COMMENTS FROM AUDIENCE and OPEN FORUM – See unfinished business.
6. UNFINISHED BUSINESS
 - a. Parent Report Card:
 - i. The parent report card has not yet been sent to JFK families.
 - ii. Debbie Diggs was invited to talk to the board about actions taken at her previous parish/school to encourage parent participation in the parish/school. Parents of children at this school were required to participate in a certain number of events/activities in order to get a reduction in tuition. Debbie emphasized the importance of sending a positive to parents of the benefits of participation as opposed to the fear of sanctions.
 - iii. The board continued to discuss the logistics and potential difficulties of implementing a monitoring program for assessing the giving of time/talent/treasure.
 - b. Catholic League Sports scheduling:
 - i. Brock, Molly, and Terry met with Sara Tilken about the concerns over Catholic League and FLK sports scheduling. These concerns will be brought up at the next meeting of the Catholic League athletic directors.
7. ADMINISTRATOR REPORTS (Written reports pre-submitted):

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

Facilitator of Faith Community:

1. First Reconciliation is December 2nd. JFK students will receive this sacrament on December 13th.

Leadership of School Culture and Instruction:

1. Professional Development:
 - a. PD time in November (after the 1st) has been used for the following:
 - i. Training in the RtI process
 1. Kelly, Caitlin, Maggie VanFossen (our AEA external coach and the Assistant Coordinator of Integrated Services & Site Coordinator of Reading Recovery at the AEA), Tammy Schaefer (our AEA special education consultant for the RtI process), and I attended the November 14th half day webinar presented by the DE.
 2. Caitlin, Kelly, Maggie, Kris Wolzen, (AEA 9 Director of Integrated Services), and I attended the RtI “boot camp” on November 22nd in Cedar Rapids. We were presented with statewide results and tools to use to examine the “building blocks” of effective preschools and K-6 programs. On January 6th, we will be doing this work with the staff and probably creating a sub-committee to examine any building block that seems to be a priority. As I’ve previewed in my last two principal’s reports, we will be focused on the following question, which has ramifications for staffing, scheduling, school culture, funding, etc., and will eventually require board feedback:
 - a. How serious are we about getting 100% of our students reading at grade level and improving all students’ reading?
 - i. It will not happen by the resource teachers alone
 - ii. It will take change and a commitment from everyone
 - iii. It will take structural change as well
 - iv. What sorts of structural/system changes will be necessary? What must remain the same? What can change? What will be sacrificed? How will what we know as JFK change? What is the right balance?
 - v. Are there costs to these changes? How will the changes be funded?
2. The Iowa Assessments were sent in for scoring.
3. I have accepted the invitation to be on the Principal Advisory Council for 2013-14 for the AEA. This council will determine programming, professional development, and networking for principals in AEA 9. Its first meeting is December 3rd.

4. Jessica Larson is arranging a meeting with the 5th-8th grade ELA teachers and a Modern Woodmen representative so we can learn about changes MWA is making to civic oration.
5. Brenda Fox and Michelle Jordan had foot surgery. Brenda should be returning to work after Christmas break. Michelle's surgery was more extensive, and her return date is more open ended. Angie Anderson also had outpatient surgery.

Managerial Leadership:

1. SWVPP-4 preschool:
 - a. Registration fees not allowed: There seems to be a new development every month with SWVPP-4 funding rules/interpretations. This month we were told that preschool registration fees are not allowed as they would "create a barrier" to an education, just as registration fees are considered a barrier for K-12 public school education. (Public schools can charge some fees, but they have to be very careful with them.) Because all of the preschools, including the DCSD, have programs that run longer than the state funded minimum of ten hours of instruction per week, fees can be charged for the additional programming and services. We will want to examine how we handle what has in the past been easy to call a registration fee.
2. Last year's legislation regarding 1080 hours of instruction or 180 six hour days of instruction continues to generate a great deal of discussion. Common thought is that most schools and districts will move to the 1080 measurement tool as the 180 six hour days creates difficulty with weather related late starts and early dismissals and professional development time. If, for example, we had a two hour early dismissal due to weather, the entire day would not count as a day of instruction, and a day would have to be added onto the school year. An early dismissal for PD, such as on Wednesdays, while still yielding six hours of time at school would equate to less than six hours of instruction, as lunch does not count as part of the six, and the day would not count as one of the 180.
3. The fact that non-public schools were left out of the legislation allowing districts to continue to apply for a waiver to the state law mandated start date in September is also continuing to make people nervous. If the issue is brought before the legislature on its own, it is feared that there are enough votes to eliminate anyone from applying for a waiver.
4. Campus safety/security:
 - a. The ALICE discussions with students took place on November 13th. Since then, I have also conducted three sessions with mostly non-teaching staff members.
 - b. JFK received its grant request for \$22,860 from the Scott County Regional Authority. Coupled with funds from an anonymous donor who has pledged \$1,000 per month for 24 months, the project will include three objectives:
 - i. Isolating the parish center by putting locked doors across the hallway near the preschool classrooms and replacing the hardware so the parish center entry door cannot be left unlocked inadvertently.
 - ii. Replacing classroom door locks so they can be locked from inside the classroom and rekeying other doors to match.
 - iii. Installing electronic locks and access systems to exterior entrances, the hallway door in (a) above and the front foyer.
 - c. Judy Johnson, Scott Sweeney, and I have been talking with contractors regarding better fencing to keep people off the parish center roof. Estimates range from about \$6,000 - \$15,000.
 - d. I secured permission to utilize three additional sites for off campus evacuations, should they be necessary.
 - e. We ordered three additional two way radios: two for the church and one for the PE teacher.
 - f. Better and simpler to use visitor badges will be ordered.
 - g. Hank Jacobsen and Owen Farrell from the Davenport Police Department did a security audit. Included below is some of their oral feedback. A written report should also be delivered:
 - i. Positives:
 1. They could not get into the building except through the office
 2. There was swift notification throughout the building of a car parked in the lot with two men (Hank and Owen) sitting in it
 3. There was a check in procedure in the office
 - ii. The "big" negatives:
 1. People were "too nice" to Hank and Owen inside the building and they were not stopped enough from wandering about without wearing correct visitor badges. A lunchroom volunteer even offered to allow Owen to prop open the kitchen door.
 2. There were too many rooms into which they could have entered and stolen unattended property like purses, keys, laptops, etc.

Public Relations Leadership:

1. Our activities commemorating President Kennedy were reported in *The Catholic Messenger* and *Quad City Times* and on WQAD. A related article was submitted for OLV's Victory Voice.
2. I attended the Scott County Catholic Schools' Advisory Board's Marketing Committee meeting. We will be distributing slightly redesigned car magnets this year.
3. I am talking with two families about moving their children to JFK. The children in one family are currently at Walcott, and the other family is moving from Dubuque.
4. Crusader Theater was in November. I think the new format with the preshow and play in the parish center went well.

Leadership in Diocesan/Parish Context:

1. I attended the Diocesan Board of Education meeting for which I serve as secretary. It was previewed that there will be strategic planning at the diocesan level for Catholic school education.

Respectfully submitted by Chad C. Steimle

FYI: My formal continuing education program for a superintendent's endorsement through UNI continues without classes but with internship activities. The one remaining project (the public school funding activity) and then the assembly and defense of my portfolio should begin soon.

Faith Formation December 2013 Report Submitted by Trish Gallagher Pastoral Associate for Faith Formation

1. As Leader in Faith Education

- Implementing Life Long learning Plan:
 - 1) Children's Lit of the Word to continue
 - 2) Developing Post-baptismal support with parent letters/ online support: attention BOE report
 - 3) WEAVE invites Sister Kathleen Storm. Over 70 sent out. 13 attending gathering
 - 4) Movies with Meaning selection The Family Stone
 - 5) Adult workshop, Bible studies in process of planning for Lent
 - 6) FF volunteer Christmas appreciation
- Recommend January 2014 fee review
- Running "New" Evangelization DVD's for adults

2. As Community life Support

- Supporting OLV Vocations efforts :webinar December 3 Fr. Thom

Board of Ed. K-6 Coordinator Report by Jennifer Wemhoff

- I attended the Pastoral Staff meetings in November.
- I planned the First Reconciliation service for 58 students held Monday December 2.
- I am working on our Advent Family night on Dec. 4th—this will be a trivia night for the families
- I continue to provide weekly information to be printed in the bulletin.
- The Faith Formation Gala package entitled "HELP" raised over \$2100 for the Gala and many household items, clothing, and a twin bed were donated to Humility of Mary Shelters.
- I attended the November MORE meeting in DeWitt.
- I continue to provide support and communication with catechists and support helpers

Catechetical Ministries Assistant Report by: Lisa Willows

Confirmation

- Updated confirmation forms
- Submitted bulletin updates for Confirmation
- Collected Confirmation Sacramental forms and Sponsor information forms
- Provided information to FF and JFK Teachers on Saints for the students' Saints projects
- Assisted JFK Teachers and FF teachers in preparing projects to connect with Confirmation sponsors.
- Reviewing Service project reflection sheets

Administration

- Updated FF financial information.
- Updating the FF page on OLV Website

- Set up WEAVE blog spot and posted blog materials
- Updated FF classroom information
- Assisted Trish with Gathering Space TV posting
- Completed U of Dayton class on Communication and Community. Class goes towards Leadership in Ministry Certification.
- Registered for Sacraments class (U of Dayton); met with Ila Mae Hanisch to go over MFP Program and what is needed to complete 2 year course
- Assisted with Family Advent night planning
- Assisted Tommy with planning of YM Bus Trip to Chicago
- Attended MORE meeting in DeWitt
- Attended GOF meeting – Advent and Special Needs Ministry

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

Our Lady of Victory Youth Ministry Mission Statement

Our Lady of Victory Youth Ministry is dedicated to assist all youth to grow in faith and love of Jesus. We strive to teach all youth to live as Disciples of Christ and participate in the life, mission and work of our Universal Catholic Church. As inspired by the Holy Spirit, Youth Ministry promotes the sharing of gifts and blessings with those in need.

The Ministry of Catechesis

The Ministry of Justice and Service

- On Tuesday November 12th, four youth from OLV accompanied me and Mickey Prosis to serve dinner at the Catholic Worker House in our ongoing effort to support them in their ministry.
- With collaboration between myself, the Diocese of Davenport and Blessed Sacrament parish in Morton IL, a great effort was made to gather food, money and supplies for those who were affected by the devastating tornado that went through Washington IL. On our way to NCYC, just about every bus made a pit stop at Blessed Sacrament to unload the gathered materials.

The Ministry of Advocacy

The Ministry of Community Life

- “It’s Christmas Time in the City” Family Bus trip to Chicago took place on November 30th. Many parishioners from OLV enjoyed the day in the City and are asking for OLV to host this event again next year.
- We will once again be hosting the annual Saint Nick’s Pancake Breakfast to raise funds for NCYC 2015 (I know, the cycle never ends) on Sunday December 15th in the JFK Cafeteria and Gym.

The Ministry of Evangelization

- We had two adults and eight youth from Our Lady of Victory attend this year’s High School Youth Rally in Iowa City. The event was a great success in all areas except its budget. Because of higher costs and lower numbers of students attending we will be seeing some changes to this event in the coming years.
 - This event, whatever it will be called, will become an every other year event, rotating with NCYC. In other words, in odd numbered years our main high school gathered event will be NCYC, and in the even number years it will be what we presently call Rally.
 - Our Diocesan event will move to the same weekend as NCYC. In other words, there will always be a large gathered high school event on the weekend before Thanksgiving. Either NCYC or the Diocesan event, this way we can Calendar easy for it.
 - We are exploring other facilities for the event, the Marriot will still be considered.
 - We are also exploring the idea of making our Diocesan event and overnight while still keeping the cost down.
 - In the NCYC year we will have a different type of diocesan event possibly more locally based (possibly deanery of deaneries).
- 34 youth and 9 adults from Our Lady of Victory made the pilgrimage to the 2013 National Catholic Youth Conference. It was an amazing three days and I am truly blessed to have had the opportunity to lead the young church of OLV to this gathering.
 - A special thanks to Lisa Willows for live streaming the closing mass during the Gala so our parishioners could see what their contributions helped us get to. Also a special thanks to Julie Bauer for live streaming Friday morning’s general session to JFK students to get them excited for their opportunity to attend in 2015.

The Ministry of Leadership Development

- We will soon begin advertising Notre Dame Vision, a weeklong servant leadership training experience held at the University of Notre Dame that will take place over the summer

The Ministry of Prayer and Worship

- We held a Jr. High Youth night on Friday November 1st in which we brought the youth to the All Saints Day Mass.

The Ministry of Pastoral Care

- Regular HS Youth Night programming was suspended for the past few weeks. Instead, youth nights have focused on walking with the youth through their mourning over Kelsi's death. We have brought in Deacon John and grief counseling from Rick's House of Hope. Regular youth night sessions will begin again this week per the youths' request.
- I attended a lecture at Saint Ambrose University entitled a better way to treat teen anxiety. This was very informative and I was able to gather a great deal of resources on the topic.

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

- a. Generations of Faith Committee (Karl, Trish)
 - i. Trish discussed the development of post-baptismal support with parent letters/online support and the possible marketing possibilities that could accompany these activities.
 - ii. Trish asked for the creation of a subcommittee to review books that focus on faith formation for those with special needs.
 - iii. Volunteers will be needed to help distribute books after Christmas Eve Mass.
- b. Finance Committee (Chad, Joe, Tom, Terry)
 - i. Tuition:
 - a. JFK is the first school to start work on its budget this year. A \$125 increase in tuition for the first child was discussed favorably among the principals last week. Tuition would go from \$2675 to \$2800. The committee is in favor of this increase and maintaining the 80% and 60% structure for the 2nd and 3rd children of a family.
 - b. **BOARD ACTION:** The board supported up to a \$125 increase for the first child with the 80/60 structure for 2nd and 3rd children.
 - ii. The committee is against changing the three tier tuition structure, if it means the following:

Current Structure

\$2800 OLV participating member
 \$3100 Other Catholic parish member
 \$4485 Not a member of a Catholic parish

Future Structure

\$2800 OLV participating member
 \$4485 Not a participating member of OLV

The committee believes such a move will irritate families and drive them away, especially those who are already members of another Catholic parish, as the above future structure pushes them into the \$4485 tier. If the future structure were to be the following, the committee still seems as if it would be against it as it would still irritate people and potentially drive more people away to a greater extent than the benefit gained:

\$2800 OLV participating member
 \$3100 OLV non-participating member or other Catholic parish member
 \$4485 Not a member of a Catholic parish

It should be noted that utilizing the above interpretation of the three tiers is current practice, although the actual enforcement criteria are not clearly or publicly defined/communicated. The committee would also be concerned about how to track all elements of participating membership: regular attendance at Mass (which is not defined as attendance at OLV), participation at and help in school/parish activities, and regular contributions in the Sunday collection. The committee believes that the "stick" is not the way to increase participation at Mass and in the parish/school.

- iii. Fr. Appo and St. Anthony's request for St. Anthony's parishioners to pay OLV tuition rates:
 - a. Yes, especially if St. Anthony's pays a per pupil contribution equal to the OLV per pupil contribution, about \$1,400
 - b. Yes, but only if St. Anthony's pays the \$300 per family difference in tuition between an OLV family and a family of another Catholic parish
- iv. Eliminate the \$5 planner fee.
- v. Raise the registration fee (paid in April/May) from \$100 to \$125 per student, maximum of two students per family with an early registration discount of \$25. The change here is from the \$100 top figure to the \$125.
 - a. **BOARD DISCUSSION:** There was resistance to raising the registration fee. No action was taken.
- vi. Without calling it tuition, add the \$50 per student (maximum of \$100 per family) technology fee to the 10 month and 12 month payment plan options. This move may reduce the "sting" of what is owed on the "back to school" weekend/registration in late July.

- vii. Recommend that the Athletic Club and Board reconsider the change of the athletic participation fee from \$25 per participant to \$25 per participant per sport. The increase seems excessive for families of girls doing basketball, volleyball, and cheerleading, especially when compared to boys who only have basketball (and the difference was further delineated with the cancellation of the boys' volleyball season). It was thought that some families might even now be choosing between band and athletics. The per participant per sport approach matches at least one of the other Catholic schools.
- c. Nominating Committee (Brock, Terry, all board members)
 - i. Brock called for volunteers to help staff an informational booth at the January 25th All School Mass and Spaghetti Supper.
- d. Policy Committee (Chad, Patrick, Molly)
 - i. No report
- e. Strategic Planning Committee (Chad, Terry, Joe)
 - i. No report
- f. School Improvement Advisory Committee (Chad, Deanna, Molly, Karl, Brock)
 - i. No report
- g. Market/Public Relations Committee (Chad, Chris)
 - i. No report
- h. Grant Writing Committee (Chad)
 - i. JFK received its grant request for \$22,860 from the Scott County Regional Authority. Coupled with funds from an anonymous donor who has pledged \$1,000 per month for 24 months, the project will include three objectives:
 - ii. Isolating the parish center by putting locked doors across the hallway near the preschool classrooms and replacing the hardware so the parish center entry door cannot be left unlocked inadvertently.
 - iii. Replacing classroom door locks so they can be locked from inside the classroom and rekeying other doors to match.
 - iv. Installing electronic locks and access systems to exterior entrances, the hallway door in (a) above and the front foyer.
- i. Parish Council (Tom) 4th Tuesday of each month 7:00 pm
 - i. Dates are being set for informational meetings on the Strategic Plan.
- j. Finance Council Rep. (Terry, Molly)
 - i. A \$15,000 payment will be made to our building project debt, lowering the total to \$254,000.
 - ii. The Annual Parish Report will be distributed in December. It will announce the official conclusion of the Growing our Faith...Shaping Generations campaign.
 - iii. Paul Scheibelhut discussed the lack of participation in the Victory Vouchers program. For example, 40% of all sales of the gift cards, which excludes Hy-Vee and River City Tire, have been made by six people this year. Only about 65 people have purchased any gift cards this year, and the total last year was between 105 and 120. Discussion ensued about convenience and other programs/features available. An ad hoc committee is being formed to continue the conversation.
- k. Buildings & Grounds Rep. 2nd Thursday 7:30 pm (Patty, Brock, Matt)
 - i. The committee discussed prioritizing campus improvement (e.g., financing air conditioning)
 - ii. Bids have been reviewed for doors to separate Parish Center and school. The size of glass in the door is still being discussed.
 - iii. Judy Johnson put together a crisis management plan for the church. It is available on the parish website.
 - iv. The committee discussed fencing (climb proof) or roof fabrication options for the back wall of the Parish Center to prevent access to the roof.
- l. Athletic Club
 - i. No report
- m. JFK Band Boosters
 - i. No report
- n. Home & School Rep. A
 - i. No report
- o. Assumption High School Rep. (Dan Solchenberger)
 - i. No report
- p. Scott County Catholic School Advisory Board Rep. 2nd Monday every other month (September, November, January, March, May) @ St. Vincent (Terry, Chad, Joe)
 - i. No report
- q. Ad Hoc Committees:
 - i. School Lunch Program, Breakfast Program
 - a. Three "offer" experiments were conducted with students: one lunch group per day for four days, all five lunch groups on one day, and all five lunch groups each day for four days. The "offer" option was explained to students in classrooms prior to the experiment. Color coded charts were used so students would know what the components were for each meal. This method helped when one food item, such as a slice of pizza, met more than one component. Serving line equipment was re-arranged to better facilitate the "offer" process
 - 1. Students really liked having the "offer" option and looked forward to it.

2. The nutrition analysis is more complex and time consuming, having to be made on estimates on what one thinks students will eat. With time, the estimations can be made based upon past experience. Increased time means increased labor costs.

a. The main area of confusion was with the vegetables. In order to keep the portion of any one vegetable from being "extreme," two vegetables were offered. If students wanted vegetables, they had to get both. Students often wanted one vegetable but not the other.

3. Waste going into the trash was reduced, but no actual measurements were taken. There were less untouched "leftovers" and pre-packaged food that a parent is picking up to donate to Café on Vine and another shelter. Less food was prepared, and the amount could be further reduced with more data.

4. Training for those working the line is critical. Switching volunteers at duties (recess, condiments, serving line) throughout a day's lunches is problematic. Having enough volunteers and staff is critical. A minimum of three people is needed on the line. Being short-handed creates significant difficulties in the kitchen.

5. One parent complained that now her child would not get the vegetables at all. One parent complained about being charged the same price regardless of what the student took

6. Students are too quiet when speaking to adults in the serving line or at the check-out table

b. Time

1. The big concern had previously been and still remains the time factor. It takes **almost twice as long** to move students through the lunch line with the "offer" option than the "serve" option. This difference exists regardless of age level.

c. Chad's Opinion

1. Switching to "offer" would better fulfill the vision/goals we have for the lunch program, but we can only do so if the time issue and staffing the line issues (number of volunteers or staff and training) can be resolved. If we look at the use of time throughout the entire day and year, and I suspect we will in response to our examination of the "building blocks" of effective K-6 reading programs and the possible movement to 1080 instructional hours in a school year, then lunch times can be examined as well. Still, lunch times will not be the primary motivator or concern when looking at time; there are other issues that may be greater.

d. Next Steps:

1. Make a decision regarding switching from "serve" to "offer." The decision should either be made now or after Noelle returns from maternity leave as she is trying to prepare all menus and order all food prior to going on leave.

a. **BOARD ACTION:** wait until after Noelle returns to make a decision.

9. NEW BUSINESS: none

10. PASTOR'S NOTES (Msgr Jim P)

a. Monsignor encourages families to take the time to enjoy the advent season.

b. Feast of Our Lady of Guadalupe All School Mass (12/12)

CLOSING PRAYER – meeting was adjourned at 9:28pm.

NEXT Regular Meeting: Tuesday, January 7, 2014

BOE's Rep to Parish Council in January, 2014 (Molly)

Respectfully submitted by Patrick Archer (Secretary)