

Board of Education Minutes - February 7, 2011

February 2011

Minutes from February 7th Board of Education Meeting

1. Opening Prayer – Mgr. Parizek offered Prayer
2. Roll Call – Chad Steimle, Trish Gallagher, Leigh Boorn, Terry Wendl, Jeff Brennan, Molly Crosby, Dan Zeimet, Carl DeMaio, Patti Stevens, Mgr. Parizek and Fr. Ron Hodges.
3. Agenda accepted by BOE Members.
4. Minutes from Jan 2011 Meeting – Minutes had two corrections pointed out by Chad.
5. Open Forum – Terry welcomed board members and staff.
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. January's service project was Color for a Cause. About \$300 was raised for five different organizations.
2. Each homeroom will have a page in a "spiritual bouquet" scrapbook for Fr. Meyer's recovery.

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
- January 5, 12, 19, 26:
 - Teachers' analysis of ITBS data for the students they taught last year.
 - Identifying the level of rigor on activities and assessments teachers use in their classrooms via analyzing videotape of a teacher.
 - How to tie together all of our professional development over the last 3-5 years with research-based instructional strategies, Differentiated Instruction, and Iowa Core.
- I continue to look at technology that can help with lesson planning, integrating all of our professional development together, and aligning the "intended curriculum" with the "enacted curriculum."

2. Lisa Solchenberger and Janet Thomas are helping to coordinate the exploration of new science textbooks. The greatest needs seem to be in grades 4-7. (In conversations with other Catholic school principals in Scott County, textbook purchasing seems to be financed by fund-raising.)

Managerial Leadership:

1. We had our lunch program site visit and nutrient analysis on January 20th. The following recommendations were highlighted below:

- a. The nutrient analysis of a week's meals indicated that K-3 meals had too much sodium. Fourth-8th portion sizes were 63 calories short of the target of about 700 calories, were short of the iron target, were slightly high in fat, and were also higher than the target in sodium. The analysis looks at about twelve different targets. How we adjust to meet all of the targets needs to be documented.
- b. Insights gained from conversations with the consultant:
 - i. Nutrient guidelines will be changing to increase whole grains, fruits, and vegetables and decrease processed foods. As schools increase these items, they should also monitor the amount of food that students throw out to see how they might adjust the menus.
 - ii. The free and reduced reimbursement is \$2.70 per meal. Other meals receive a \$.25-.35 reimbursement. Adding our \$1.85 to the regular reimbursement rate yields \$2.05-\$2.15

- per meal. We will be required to reduce the gap between \$2.70 and the \$2.05-\$2.15 levels. Rates will likely only be allowed to increase \$.10 per year.
- iii. The amount of paperwork now being required in the lunch program could probably justify at least a half-time position itself.

2. The website review committee concluded its work on January 10th. An RFP is currently being written. Some of the most difficult discussions centered around how much money should be spent if we still don't have the personnel to keep the website updated or to enforce the requirement that it be updated by all parties who have updating rights. Time and training for the various parties to do the updating was also discussed.
3. The board should issue a statement in February regarding staff positions for next year. At this time, the following type of statement is recommended: Due to the current uncertainty of funding for next year, particularly regarding pre-school, a reduction of staff is likely. Non-contractual/"at will" positions will also likely be changed or reduced depending upon school needs, enrollment, and financial circumstances. The board did agree to the following statement: Due to current uncertainty of funding for the 2011-2012 School Year, particularly regarding pre-school, a reduction of staff is likely. Non-contractual/"at will" positions will also likely be changed or reduced depending upon school needs, enrollment and financial circumstances.

Public Relations Leadership:

1. January is a huge marketing month. Included are the following:
- Coordination of efforts with the SCCSAB's committee.
 - A new JFK brochure was created with the help of Pear Advertising. This brochure will be mailed to all OLV families.
 - Area pre-schools are contacted to determine if they will allow us to hand out K round-up information.
 - Materials are prepared for marketing folders. Different materials go to the following:
 - Prospective families of students in grades 1-8
 - Guardian Angel and Growing Tree families
 - Other pre-schools' families
 - Head Start families
 - Families that attend our Kindergarten round-up
 - Families that register for our pre-school and ECLC programs

Leadership in Diocesan/Parish Context:

1. I attended the January Parish Council and Finance Council meetings. Discussions at the parish council meeting focused on the Appreciation Dinner, parish strategic planning, aid for the hearing impaired, and nominations. Discussion at the finance council meeting focused on the building project.

Faith Formation – Religious Education Director Trish Gallagher

Pastoral Associate for Faith Formation highlighted the following from her written report:

1. Supervising sacramental preparation:

- Joint JFK/ FF parent meeting being planned for First Communion students and Parents.
- Assisting as needed for upcoming Confirmation Plans
- RCIA Catechumenate (learning sessions) continue weekly.
- Preparations for Pre Lent retreat/ rite of election starting.

2. Assessing needs, and planning and evaluating programs implementing Diocesan curricula.

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

3. Managing the Faith Formation office:

Monday staff planning sessions continue. This provides attention for weekly staff needs and work schedules for Faith Formation events.

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

1. Ministry Formation Workshop II is to be held March 6th Planning is in progress.
2. Lenten schedule of adult formation is in process. Met with Marilyn Riley, Fr. Ron and scheduled with Monsignor for Soup Supper learning focus. A Lenten group of Ron Rohlheiser will be offered as well.

A report from K-6 Coordinator, Jen Wemhoff and Confirmation Coordinator, Tracie Kirk was also included in the February reports to the board.

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

Leadership in Faith development:

- I. COR was postponed due to a lack of teen team members. Several dates are being looked at for scheduling COR in early November or early December. The teen team involved is open to trying to participate next year. Aaron Gunnare and I have agreed to be on the DeWitt COR weekend to encourage Davenport youth to attend as potential team in the fall.

Also Leigh presented a video from past NCYC trips to the board. She said many parents and students have questions about NCYC and she will share the video with both groups to give them a better understanding about this event.

8. Committee Reports and Communications:

- Generations of Faith Committee (Trish, Beth, Jeff) – Jeff reported that committee met and worked on the 5 year strategic plan for Faith formation. A copy a draft of this plan was shared by Jeff.
- Finance Committee – Met and received salary request from teachers for the 2011-2012 school year.
- Nominating Committee – Board talked about the recommendation of teaming with Parish Council and coming up with criteria for the potential candidates and election details for both parish Council and Board of Education. Current criteria used for Parish Council was shared with the board. Dan will represent the board in meeting with a member from Parish Council to come up with a plan.
- Policy Committee – No meeting
- Strategic Planning Committee – Still meeting on this plan which will be a 3 to 5 year plan with the focus on Faith, Academics and Family.
- School Improvement Advisory Committee – Will not meet until spring 2011
- Market/Public Relations Committee –
- Grant Writing Committee – Chad met with Kathy Peterson to figure what projects to submit and a time frame for these grants.
- Parish Council – Dan represented the board at the January meeting. The spring elections for Parish Council and Board of Education were discussed. See Notes from nominating committee from above. Also there was a discussion of hearing impaired issues during mass. The Parish appreciation in January had 135 parish members attend. Also, a fundraiser for Food Resources was discussed with an idea of having a race to raise money with maybe help from the youth group.
- Finance Council – Building bids have come back with all bids very close. Also, there was a discussion on taking on some parish debt to cover additional costs that may come up.
- Building and Grounds – Still some concerns about pre-school outdoor equipment and basketball hoops in the parking lot. The gym mats still need to be completed. Also looking at the purchase of classroom blinds in some of the classrooms. Asbestos inspection came out okay.
- Athletic Club – no meeting JFK Band Boosters – Home and School – Spaghetti Dinner was well attended.
- Assumption High School (Dan S.) - No report
- Scott County Catholic School Advisory Board – No Meeting next meeting March 7th.
- Youth Minister – No meeting

9. New Business – administrator evaluations – Terry needs to have board members complete and get back to him ASAP.

10. Pastor Notes – Mgr. shared discussion about high school events that are being scheduled on Wednesday nights. Wednesday nights were to be open so students could have the opportunity to participate in church

or parish activities. There were 5 contractors who submitted bids for our parish building project. All bids were pretty close. The Building Committee will be meeting to take a look at these bids. More information to share with parish will be coming out in the future bulletins. The \$27,000 dollars the parish received back from the diocese fund raiser will be put towards the building project.

Next Meeting Tuesday March 1st

Board of Ed Rep to Parish Council (Molly) Feb 22nd 2011.