

Board of Education Minutes - February 7th, 2012

Minutes from Feb. 7th, 2012 Board of Education Meeting

1. Opening Prayer – Trish led prayer.
2. Roll Call – Chad Steimle, Trish Gallagher, Tommy Fallon, Terry Wendl, Molly Crosby, Jeff Brennan, Carl DeMaio, Susan Dill, Brock Harris, Karl Stratman, Patty Stevens, Luke Ebener and Msgr. Parizek. Also, Donna Daniel (JFK Teacher), Sarah Nelson (JFK Teacher), Alice Ellison (Parish Council) and Judy Johnson (Parish administrator) attended the meeting.
3. Agenda - approved
4. Minutes from Jan. Meeting – approved
5. Open Forum – Judy Johnson addressed the issue of some parents who have children at JFK may not attend weekly mass regularly and because of this may offer little financial help to the parish. Also, the issue of ECLC enrollment was brought up for board consideration. (see principal report with ECLC updates). The board discussed these items and after a good conversation and ideas to ponder it was decided to continue these topics during future meetings.
6. Unfinished business – no unfinished business.
7. Administrator Reports

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

Principal's Report to the Board of Education

February 7, 2012

Leadership of School Culture and Instruction:

1. Technology:

a) I have asked Dianne Siefers, our tech coordinator, to chair a new ad hoc technology committee. Our plan from 2009 is largely complete, and it is time for a new technology plan. I anticipate that this plan will lead us through becoming more 1 to 1 at certain grade levels.

b) Bids for Internet connections to the AEA are beginning to be received. They currently range from about \$700 per month to over \$2,000 per month. The low figure so far is for comparable service that was quoted to us last year at about \$1,100 per month. We are still hopeful for an even better bid with the AEA purchasing more bandwidth and re-selling it back to us. We are also pursuing e-rate funding for our Internet connection, which reduces our costs.

c) Due to pursuing e-rate funding for Internet service, we may need to revise our Acceptable Use Policy and teach more directly with documentation about Internet safety.

2. Math:

a) The meeting of third grade – high school math teachers in Scott County Catholic schools and the math consultants of AEA 9 was held in January. There are significant changes in math content and instruction coming. Depth of understanding several concepts is replacing breadth of topics. Spiraling of topics is being reduced. Some topics are being moved forward by as much as two years. We are seeing these examples already as some of the 7th graders' work now seems equal to that of Algebra I students at AHS.

b) Workshops for 3rd-8th grade math teachers will take place this summer at the AEA, and all JFK teachers of math in these grade levels will attend.

c) Because these summer math workshops are about as close as one could say as being mandatory without saying such, the Catholic schools in Scott County will try to use Title IIA staff development funds to pay teachers a modest per diem rate. JFK's per diem rate will likely be between \$25 and \$45.

3. Professional Development:

a) The Professional Development Team of Mary Wahlig, Kitty Temming, Tammy Nagle, and I continues to meet every Monday.

b) January's three Wednesdays were used for the following:

- State accreditation site visit
- Book study overview

- Preview of the data that will be examined through OnCourse
- Catholic Schools' Week
- 3rd-8th grade math teachers meeting
- Technology training for PS-2nd grade teachers and those in 3rd-8th who don't teach math

c) February's Wednesdays will be used for the following:

- OnCourse/website work
- Reflection on the data available through OnCourse in terms of essential concepts and skills being covered and Characteristics of Effective Instruction and research based instructional strategies being utilized.

d) The Davenport Catholic elementary school principals met with several members of SAU to review the STEM workshop and plan for the future. If we are able to have a day for workshops next year, we would like to focus on Iowa Core math. The connections to STEM and other areas will be through the eight general mathematical practices that underlay the K-12 particular math standards of the Iowa Core.

4. The Scripps' National Spelling Bee at JFK was in January.

5. The strategic planning process has been resumed. Revisions to the goals approved last spring will likely be recommended in the areas of math and technology. The math change is being necessitated by the mention of assessments that will likely not be used in the near future. A technology goal will likely be added as the strategic plan is silent about technology. The committee will then move ahead with developing some action steps for each goal.

6. Pre-school teachers and I will begin regular meetings to prepare for the PS review as part of the DCSD's accreditation visit in April.

7. Review of the evidence teachers have assembled to show they meet the diocesan and Iowa Quality Teaching Standards has begun this year. For some teachers, the process includes summative evaluations.

Managerial Leadership:

1. The state accreditation site visit was in January. My notes from the oral exit report were sent to the board previously. The written report is due 4-6 weeks after the visit. There were no issues of non-compliance.

2. Vision and dental screenings took place in January.

3. Multiple discussions and preparations are taking place for kindergarten round-up, pre-school, and ECLC registration.

4. The finance committee of the board met twice in January:

a. One meeting was with teachers to hear their salary/benefit requests for next year. (The written copy was sent to board members last month.)

b. The follow-up meeting had a second draft of the 2012-13 budget presented. This draft had been adjusted for the technology and planner fees passed by the board in January and lower bids being received for Internet bandwidth. The committee's agenda had three items, all with potential impact on the 2012-13 budget:

i. Salaries and benefits:

1. After spending quite a bit of time talking about various benefits and their costs, the committee agreed that we spend way too much time on these minor issues in comparison to what we should be spending time on: salaries, health insurance, and retirement. The committee has asked me to explore a budget with the following considerations:

a. a 3% base raise

b. a 1% discretionary retirement contribution that could affect every employee, even those who otherwise don't contribute to the plan themselves

c. a stipend of \$1,000 for Janet Thomas' work for all of the musical shows

d. an ECLC rate of \$20 per child per day of use for staff members unless an as yet to be

determined enrollment target is met which would allow the rate to be reduced

The committee also discussed the following without requesting figures yet for the 2012-13 year:

- e. exploring the costs of long-term disability insurance
- f. a goal of 60% employer paid and 40% employee paid split on employee only (single) health insurance
- g. a goal of slowly raising the percentage of AHS tuition paid for a JFK teacher's child to 50%

ii. ECLC:

- 1. Three options were discussed:
 - a. Increasing ECLC enrollment
 - b. Switching the funding of ECLC from a pay per the spot to a pay per time used model
 - c. Capping ECLC at 20 students and using the room to also teach PS for those that are at JFK for both PS and daycare. This option would reduce ECLC expenses during the time PS is being taught and utilize surplus PS dollars for salaries/benefits and materials/supplies in this room.
- 2. The committee chose to pursue option a and use option c as a "fall back" if an as yet to be determined ECLC enrollment target is not met.

iii. SCRA Spring grant cycle:

- 1. Three options were discussed for grants:
 - a. Technology.
 - b. Lighting/ceiling tiles
 - c. Air conditioning
- 2. The committee recommended combining b and c into one grant application and recommending to Finance Council that unused borrowing authority for the building project be used as "seed money." Seed money from this type of source does not need to be found in the JFK budget as new revenue or a reduction in expenses on the JFK budget.

5. The cub scouts donated \$1,000 toward the cabinetry for the staff room. Three bids have now been received for these materials.

5. Joe Heintz, loss/control specialist for GuideOne, visited JFK. Two recommendations were made: keep the cage area as clear and orderly as possible, especially with combustible materials, and either keep stairwell doors shut or use magnetic door releases tied into the alarm system.

6. Two estimates have been received for demolition of the remaining mobile. One was for between \$2,100 and \$2,300 and the other was for between \$3,600 and about \$4,500.

7. The board should issue a statement in February regarding staff positions for next year. At this time, the following type of statement is recommended: "Although a reduction in the number of FTE teaching positions is not anticipated, it is possible that enrollment and funding will make a reduction necessary. Non-contractual/"at will" positions will likely be changed or reduced depending upon school needs, enrollment, and financial circumstances." (See new business at end of report).

Public Relations Leadership:

1. Catholic Schools' Week was in January. For more information, please see the calendar or the January 16th Principal's Post. In my address to the parish, I emphasized enrollment growth, the building project, and technology as our successes. For the challenges, I talked about rising tuition rates, a funding model that seems to be shifting from parish support to user fees, the demands on our financial assistance resources, and salaries and benefits for lay teachers.

2. JFK's page in *The Catholic Messenger* was January 19th.

3. I am working with student council officers on a bulletin stuffer thank you regarding the building project.

Leadership in Diocesan/Parish Context:

1. I attended a pastoral administrative staff meeting.
2. I attended the SCCSAB's marketing committee's January meeting. A window sticker for Scott County Catholic schools was distributed during Catholic Schools' Week.
3. I attended the diocesan principal's January meeting and led the elementary principals' discussions.
4. I attended the Scott County Catholic school principals' January meeting which focused on Catholic Schools' Week.
5. I attended the Diocesan Board of Education's January meeting. Revisions to several policies concerning termination and non-renewal of teachers and administrators were approved. The changes had to do with timelines and due process requirements.

Pastoral Associate for Faith Formation Trish Gallagher highlighted the following from February report.

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

- Staff welcomes new workstations, please come to check them out!
- OLV hosts our February MORE meeting.

2. **Supervising sacramental preparation:**

- Assist as needed with Confirmation Thanks to Lisa and Kathy for Coordination efforts.
- Very effective NET team retreats Jan 11th & 12th.
- RCIA: 7 in process, 3 Catechumen for Baptism, 2 Candidates for full communion.
- 4 high school youth for Confirmation; 2 new inquirers to be welcomed 2/12
- Documents submitted to Diocese, Plans for retreat 2/11/12 & Lent sessions

3. **Faith Formation staff**

- Supported visit from Fr. Tom Hennen for Vocations for 5th/6th and 7th 8th grades
- Preparing for in-service of Catechists

II. As **Adult Faith Formation Director**

1. Series on Mark for Scripture since January 2012. 23 attend Potluck session at Trish's. Good success with this series.
2. Movies with Meaning continues, Carl and Kellie DeMaio coordinate, good response, over 20 attended.
3. People of the Passion by Stephen J Binz for the Lenten learning.
3 sessions sign ups begin this week, Friday PM, Monday AM & PM. This is a Threshold Bible study six part series.

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

- Began planning for Easter Sacraments
- Children's Liturgy of the Word continues
- Communal Penance service March 29

Board of Ed Report from K-6 Coordinator Jennifer Wemhoff

- I planned our February catechist in-service to be held on February 8. Catechists will earn 2 certification hours in methodology and personal spiritual development.
- I am planning the First Communion parent/student meeting to be held March 5.

Kathy Wierzba Confirmation Coordinator Board of Education Report

- 7th and 8th NET retreats went well, hospitality included services of many helpers. I worked with Jennifer and Lisa for meals and for overnight sleeping arrangements.
- Reviewed with Tommy for Post- retreat follow up and as a good lead-in to Youth ministry type meetings

**Tommy Fallon Coordinator of Youth Ministry highlighted the following from February report.
Report to Board of Ed February 2012**

- Attended the 7th and 8th grade Net retreats January 11 and 20th
- Attended the January MORE meeting
- Attended Weekly faith formation staff meetings
- Attended Pastoral staff meeting
- Attended Diocesan Youth Ministry meeting
- Attended the Parish Council Meeting
- Super Bowl Squares Fundraiser (made about \$400 dollars)
 - Approved by pastoral staff
 - To benefit our summer service trip to David KY
- Service trip to the Iowa City Ronald McDonald House
 - Very few families were there that night so we didn't get the interaction we hoped for
 - The large amounts of leftover food we had cooked went to good use.
- Planned a NET follow up activity with Kathy
- In the process of planning a Lenten based lock-in retreat to take place during spring break
 - Will take place at Saint Paul's
 - It will be a Deanery Event
- I will be attending the TEC retreat taking place over Presidents Day weekend
 - I will be a young adult table leader
 - I will be giving a meditation talk on Discipleship

Committee Reports and Communications:

- Generations of Faith Committee – Will be meeting in March
- Finance Committee – see item 4 under managerial leadership in principal report
- Nominating Committee – No meeting but members were contacting parents interested in running for board.
- Policy Committee – No meeting (probably will be looking at reviewing internet policy)
- Strategic Planning Committee – Will be reviewing goals with dates. (Tech plan?)
- School Improvement Advisory Committee – met on January 19 (State Visit) and then will be meeting when Iowa Assessment Scores are reported and analyzed.
- Market/Public Relations Committee – No meeting
- Grant Writing Committee – See principal report under managerial leadership item III.
- Parish Council – Molly

1. Building report wrapping up construction with parking lot in spring.
2. Sept. 30th Celebration for OLV 50th
3. New parish directory for OLV 50th
4. Appreciation Dinner very successful.

- Finance Council – Discussed financial support by parish members, short fall of money for the Weekly Messenger newspaper and the amount of money OLV contributes to Assumption High School each year.
- Building and Grounds – Disused items for our new gathering space and the landscaping around the new construction.
- Athletic Club – Athletic Club Dessert Banquet April 1st at 6:30.
- Band Boosters – No meeting
- Home and School – Items discussed were the school spaghetti supper, financial allotment for teachers and chairs for the staff work room.
- Assumption High School – no email report
- Scott County Catholic School Advisory Board – Chad and Mgr. attended Jan. Meeting – Discussion of tech when applying for grants and maybe better coordination with these efforts among the Scott County Schools

New Business – The board issued the following statement regarding staff positions for next year. “Although a reduction in the number of FTE teaching positions is not anticipated, it is possible that enrollment and funding will make a reduction necessary. Non-contractual/”at will” positions will likely be changed or reduced depending upon school needs, enrollment, and financial circumstances.” All board members were in agreement with this statement addressing the possibility of staff reduction.

Pastor notes – Msgr. Parizek thanked Home and School for the activities during Catholic School Week. He also is looking forward to growth in both school and parish over this coming year.

Closing Prayer – Msgr. did the prayer

Next School Board Meeting – Tuesday March 6th
Parish Council for Feb - Luke