

Board of Education Minutes - February 2013

1. OPENING PRAYER (10 minutes) – Prayer of Faith
2. ROLL CALL – Monsignor, Chad Steimle, Matt Henning, Pat Archer, Patty Stevens, Susan Dill, Molly Crosby, Deanna Kelley, Terry Wendl, Trish Gallagher, Tommy Fallon, Melissa Zeimet (JFK Teacher), Donna Daniel (JFK Teacher), Matt Ryan (JFK Teacher), Karl Stratman (7:25 PM)
3. ACCEPTANCE OF AGENDA – Unanimously approved
4. READING AND APPROVAL OF MINUTES OF December 2012 – Unanimously approved with changes made under New Business security measures regarding ALICE training
5. COMMENTS FROM AUDIENCE and OPEN FORUM – Terry welcomed teachers. No other comments were made.
6. UNFINISHED BUSINESS

- a. Parent report card is still work in progress

- i. Lengthy discussion took place regarding the possibility of having a board member present at Kindergarten Round-Up to remind parents of what being a participating parishioner means. Question was raised again about how to hold people accountable for giving to and participating in the Parish. The sensitivity of this topic was mentioned many times.
- ii. The Annual Stewardship of Treasure will take place in Lent.
- iii. Recommendation was made to include a separate document in the registration packet to all parents regarding the definition of “participating member of our Parish”.

1. Idea was given to make that document a self-evaluation form asking parents to reflect on and think about their personal time, talent, and treasure contributions to our Parish and school. The main idea is to get the parents to think about their own individual contributions or lack thereof. The question arose about whether those forms should be turned into the office or not.

- iv. Board Consensus – Include a self-evaluation form in the registration packet to be sent after Spring Break. If the parents return it with the other forms that is fine, but there are no consequences for not returning the form. It should include the basics of the definitions and 3-tiered tuition rates. Molly will write it before our next meeting and send it out to other board members for input.

- b. Evaluations of Administrators

- i. We will use Diocesan forms, but are hoping for more written specifics rather than just checking the boxes.
- ii. Next month the board will have an Executive Session at the end of the regular Board of Education meeting for the voting board members to orally discuss the evaluations of Chad, Trish, and Tommy.

- c. Safety and Security

- i. ALICE overview

1. It has been implemented and studied in this area for the past 2 – 3 years especially.
2. Alert Lockdown Inform Counter Evacuate
3. Post Columbine and Virginia Tech

- a. Those people who died are the ones who stayed put or cowered under the desks

- ii. Terry asked the teachers present what their thoughts are on the security issues at JFK.

1. The teachers had concerns, but feel Chad has done a really good job of listening to those concerns and finding ways to calm those concerns.
2. Those concerns included the main entrance, everyone wearing their identification tags, and locking doors
3. They feel better about the security of the school.

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

Principal of JFK (Chad)

Principal's Report to the Board of Education February 5, 2013

Facilitator of Faith Community:

1. The Sacrament of Reconciliation for JFK students will be celebrated February 21st.
2. As per the strategic plan, students kept track their stewardship of time, talent, and treasure through something similar to a reading folder during Catholic Schools' Week (CSW). They tried tracking the information gathered, but not sure if it was as good of a method as they could have used. They will learn from this experience and try to find a better method.

Leadership of School Culture and Instruction:

1. The 7/8 science fair projects (and 4th grade organ projects) concluded in time for projects to be displayed during CSW. Chad was very impressed by the oral presentations given in the evening to the parents. The students were able to articulate about all aspects of their projects, even if their poster presentations weren't outstanding. Chad was very impressed with the students' oral articulation.
2. Math:
 - a. Sixth-8th grade math teachers from JFK, SPS, LCS, ASCS, Prince of Peace, and St. Joe's met with AEA math consultants to review math textbooks for purchase next year that meet the Common Core standards and math principles. Using quite an extensive rubric, the Glencoe series was selected. The next step will be to meet with a sales representative in April.
 - i. Question was asked about the consultants and whether they are being beneficial for our teachers and students. Chad said the best answer would come from the 3-5 teachers who have been observed, seen sample lessons, and attended meetings after school.
 - ii. The idea behind the "new math" is a much deeper understanding of the math concepts with more explanations rather than rote memorization.
 - iii. Question was asked about the number of students in math resource with the "new math" and whether the resource is being taught the same way as the teacher is teaching in the classroom. Can we specialize the math resource to individual student needs?
 - iv. Chad will look into whether the resource matches up with the way of teaching in the classroom.
 - b. Teacher representatives for grades K-5 from JFK, SPS, LCS, and ASCS also met with AEA math consultants for a whole day to review math materials for K-5. The GoMath series was selected. We are now trying to arrange for a sales representative to meet with all K-5 math teachers on March 13th.

Managerial Leadership:

1. I am helping PS partners with DCSD communicate with the DE, governor's office, and legislators. The November guidelines sent out to public school district business managers has more changes and gives even more examples and is again more restrictive on the uses of SWVPP-4 state funds. Examples are the following:
 - a. How official enrollment counts will be used to distribute revenue has again changed. The model moves toward funding based upon current enrollment rather than a year ago enrollment. While this model makes sense, the fact that the state keeps changing the model keeps everyone guessing.
 - b. Snacks, even though required to be served during the minimum 10 hours of state funded time in order to meet Iowa Quality Pre-school Program Standards (QPPS), are considered food service and not allowed to be funded with SWVPP-4 amounts.
 - c. Field trips, if also attended by non-SWVPP-4 students cannot be funded with state dollars. Not even a proportionate share formula can be used.

There continues to be the view that, even though districts and private providers have dramatically increased the number of students in pre-schools, there was already extra capacity in facilities, custodial/maintenance, administrative support, and other overhead types of costs such that more PS students do not increase any more expenses other than teachers' salaries and direct instructional materials.

2. The last mobile unit is in the process of being moved off site. While currently on wheels, weather has caused delays.

Public Relations Leadership:

1. Marketing packets are being prepared and distributed for Guardian Angel and Growing Tree PS, other area pre-schools that allow us to hand out kindergarten round-up materials, prospective families with students in grades 1-8, kindergarten families for round-up, and pre-school families for registration. Each packet has a different variety of materials, many of which are updated each year. We are not distributing materials to Head Start this year as we have never had a student come from those PS programs to our kindergarten.
 - a. Did not go to Head Start due to recent history of not having students from there attend JFK.
2. A "mini-mag" for Scott County Catholic Schools is being assembled.
3. Facebook cover photos and banners were created and distributed for Scott County Catholic Schools.
4. The Scott County Catholic schools' video of 1st graders was distributed.

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

Trish Gallagher Board of Ed report February 2013

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

Trish was re-certified by the Bishop for another 3 years as Lay Preacher in the Diocese of Davenport

2. Supervising sacramental preparation:

- Available for Lisa Willows, Confirmation Coordinator as needed, beginning Liturgy prep for Bishop
- RCIA retreat prior to Lenten Rites, 30 attended. Feb 3: 9:30 – 1:30

There will be weekly rites during Lent, including Feb 17 Rite of Sending to the Bishop, trip to St. Pat's Iowa City for Rite of Election for Vigil baptism, 5 adults, 7 youth, 3 little children; 1 JFK parent, for full communion

3 additional participants in process, waiting for advancement.

2 new Inquirers, beginning process

- Sacramental prep for JFK includes 5-7 (2 in addition to above) I work with most Thursdays

RCIA is the formal initiation to the Catholic Faith. This is Trish's 18th year as RCIA Leadership. Her team includes outstanding and contributing parish members who have been with her for as many as 12 years. RCIA brings new members to the Parish and to the school.

Adult Faith Learning is a way to help our Parish grow which in turn allows our school to grow. It is the re-evangelization of Catholics. If you look at the Diocesan website under Faith Formation, Lifelong Learning Curriculum, and Adult Learning there is a list of things Parishes should be offering to their adult members. OLV is already currently offering all but one of those ideas.

3. Available for Youth Minister as needed
4. Faith Formation catechists: available for Catechetical in-service night
5. Assessing needs, and planning and evaluating programs implementing Diocesan curricula.

Beginning look at budgetary needs for new budget year

6. Acting as parish resource person in methods and in some areas of theology: wellness Committee Mardi Gras, for CEW Community and JFK teachers for catechetical hours Pre-planning for Lent begins.
7. Managing the Faith Formation office: providing mentoring as needed for MFP coursework as needed

Both Jenn and Lisa are working toward their Catechetical Leadership certificate.

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

1. Lenten invitation to with Renew bulletin on mass

- Two Our Sunday Visitor family pages will be distributed in the spring.
- Invitations to Mardi Gras event to support family attendance in Faith activities, participation in Faith activities

Mardi Gras Potluck is hopefully going to be multigenerational and involved people from the school, Faith Formation, and other members of the Parish.

2. Catholicism DVD series continues
3. Bible study for Lent: The Tragic and Triumphant Cross by Stephen Binz, a thematic approach to the scriptures about the Cross Monday evenings, Sunday evenings for Men, additional groups throughout parish
4. Movies with Meaning continue Carl and Kellie DeMaio coordinate
5. Women's Enrichment, meets monthly. Lynn Olds coordinates
6. Trish supports Parish Council, Vocations Committee, Wellness Committee projects co-operates to distribute shawls for Prayer Shawl Ministry.

III. Liturgical Ministry: The pastoral associate attends Liturgy meetings, provides assistance to the pastor, prepares charts and assistance for Liturgy chair persons for major liturgical celebrations.

- Will work on Lenten Communal Penance service.
- PAFF goal: to enhance learning through ministries:

1. Children's Liturgy of the Word continues

Person who teaches 11:00 AM Mass Children's Liturgy of the Word broke her hip. We are looking for someone to replace her while she is out.

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

- I attended weekly staff meetings.
- I continue to provide weekly information to be printed in the bulletin.
- I continue to provide communication with our FF families
- I continue to provide support and communication with catechists and support helpers
- I am finishing the last two weeks of a five week course through the University of Dayton for catechetical certification.
- I attended the January MORE meeting held at St. Al's
- I am planning the 1st communion parent/child meeting to be held Feb. 24
- I am planning our catechist in-service to be held Feb. 27
- I attended Pastoral Staff meeting in January

Board of Ed. Confirmation Coordinator Report Respectfully submitted by Lisa Willows

- I attended weekly staff meetings.
- Sent information to parents regarding Confirmation pictures, practice and dress attire
- Planned, set up and attended Coffee and Doughnuts with sponsors
- Set up and displayed 8th Grade Students Saints reports in the Gathering Space

Administration

- I attended the MORE meeting held at St. Al's.
- Continued with Dayton Classes (3rd Session)
- Assisting with FF activities, resources for catechists
- Updated FF financial information

Respectfully submitted by Lisa Willows

Youth Minister – (Tommy)

Youth Ministry Report to Board of Education – Feb 5th, 2013

- I attended Pastoral Staff meetings.
- I attended the January diocesan Youth Ministry meeting on Jan 8th.
- I attended the Davenport Deanery MORE meeting.

- Number are in for National Catholic Youth Conference 2013
 - 32 youth will attend this year's conference as well as 6 adult chaperones, Fr. Sabu and myself.
 - There are still spots available within our Diocese. If you know a youth who is interested in attending have them contact me ASAP as the spots are first come first serve.
 - The Federation has placed the Diocese of Davenport at the Caribbean Cove Hotel and Conference Center (30 minutes from the Conference and the Stadium).
 - Funded by fundraising and parents paying the difference. This year raised money will be divided among participants depending on number of hours each worked on fundraising. Before fundraising NCYC costs approximately \$475 per student. Students also pay for their own food and souvenirs.
- We just finished up the Super Bowl Squares Fundraiser.
 - We sold all 100 squares and made a total profit of \$450.00 to go toward the summer mission trip.
 - Tom Simmons won and donated his winnings back to the youth ministry.
- I will be attending the February Teens Encounter Christ (TEC) Retreat on February 16th-18th.
 - My role will be Co-Wheat Team Director
 - We have 1 youth from OLV signed up to attend. If you know any Juniors or Seniors in high school who can benefit from this experience please encourage them to get their applications in by this Friday.
 - TEC focuses on Paschal Mystery (Living, Dying, and Rising). It is a deep level of reflection, which is why it is juniors and seniors only. It is similar to our CEW. It allows the youth to give a weekend to God and see what God can do for them.
 - Costs approximately \$250 per student. The fundraising goes for gas, food, and materials to be used at the mission site.
- The Annual Sweethearts Dinner will be on February 16th following the 4:30 Mass.
 - People can register by contacting me via phone or email or by visiting our table in the gathering space after Masses this coming Sunday. Cost is \$30.00 per couple and proceeds will help lower the cost of NCYC.
 - Rick Willows has graciously volunteered to do all the cooking for this event so you know the food will be phenomenal.
- Youth Ministry has taken charge of CRS Operation Rice Bowl this year. We will be handing out Rice Bowls at the Wellness Fat Tuesday Supper as well as after Ash Wednesday Masses.

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

a. Generations of Faith Committee (Susan, Deanna, Trish)

- i. No meeting; Following through with plan submitted in Fall

b. Finance Committee (Chad, Joe, Terry, Patty)

- i. Sent teachers request for next years materials wanted

c. Nominating Committee (Brock, all board members)

- i. Brock spoke at the All School Mass on January 26 to help make people aware of our need early
- ii. We hope to start a list and begin contacting people as soon as possible so they have time to consider their interest.

d. Policy Committee (Chad, Patrick, Patty, Molly)

- i. Identified 19 policies at which to look. Upcoming Principal's Posts will put feelers out for volunteers beyond the Board of Ed members, teachers, and current parents on the committee. Hoping to have meeting in next month to month and a half.

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, Patty, Susan, Matt)

i. No report.

h. Grant Writing Committee (Chad, Kathy Peterson, Lisa Stahula)

i. No report.

i. Parish Council (rotating per schedule) 4th Tuesday of each month 7:00 pm

i. Parish Council is on board for Campus Security Committee.

ii. Strategic Planning is on track. They looked at the Parish plans and will be giving the Board of Education a copy of those plans for input on how our plans fit into the Parish Strategic Plan, i.e. salaries and benefits

j. Finance Council Rep. (Terry, Molly)

i. Gala brought in about \$35,000. It was a good Gala with saved net by being at JFK. Questioning how JFK will bring in that money and how we will use it.

i. For future Galas, an idea was given by one of our board members about pairing up with another school and working each others' Galas so we don't have to work our own. I.E. Pair up with St. Paul's and have their parishioners work our Gala then our parishioners will work their Gala.

ii. Another idea was mentioned about alternating and having the Gala on campus one year and off campus the next.

ii. Annual Diocesan Appeal did well.

iii. Parish subsidizing for Assumption students is down from last year.

iv. Worked on prioritizing security issues

v. Raised rent on Fr. Meyer.

vi. OLV Foundation was discussed and the possibility of Legacy and Estate planning

i. The Foundation retains the principle, but pays out the dividends to the Parish and the school.

ii. Hoping to add \$1 million by 2020. One possibility is adding something like a 300 Club to encourage more donations to the Foundation

iii. Parish receives approximately \$12,000. School receives approximately \$1500 for salaries, which pays for the Christmas bonus to staff members.

vii. If you haven't paid for your Catholic Messenger yet, please do so.

k. Buildings & Grounds Rep. 2nd Thursday 7:30 pm (Patty, Brock, Matt)

i. Focused on safety committee with a broad and general discussion

l. Athletic Club

i. No report.

m. JFK Band Boosters

i. No report.

n. JFK Band Boosters

i. Guest speaker before the meeting. Fun Night's responsibilities will be split among different people to help lighten the load on just one person.

o. Assumption High School Rep.

i. No report.

p. Scott County Catholic School Advisory Board Rep. 2nd Monday every other month (September, November, January, March, May) @ St. Vincent (Terry, Matt, Joe)

i. Discussion focused on Lourdes and their financial problems. One of the biggest problems being the lack of preschool funds in the amount of close to \$100,000.

p. Ad Hoc Committees: Discussion of changes to BOE Constitution (Chad, Pat)

i. Lengthy discussion took place about the changes and suggestions made by the committee. The board will vote on the changes at the March meeting.

9. NEW BUSINESS:

a. 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."

i. A motion was made by Sue Dill to accept the statement to staff members as written by Chad. Seconded by Molly Crosby. Unanimously approved.

10. PASTOR'S NOTES (Msgr Jim P)

a. There was a great Catholic Schools Week. We didn't get to have Alumni over on Friday due to the late start. A lot of effort was put into preparing and implementing Catholic Schools Week this year.

b. Kathy Peterson was featured in the Catholic Messenger in the article about volunteering. It should be reproduced in a newsletter with permission. Kudos to Kathy Peterson.

11. CLOSING PRAYER – Hail Mary

NEXT Regular Meeting: Tuesday, March 5, 2013

BOE's Rep to Parish Council on Tuesday February 26, 2013 (Matt)