

## Board of Education Minutes - February 2016

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1. OPENING PRAYER – Led by Pat Archer
2. ROLL CALL – Pat Archer, Heather Egger, Brock Harris, Korby Jackson, Zeke Mientkiewicz, Monsignor Parizak, Todd Morris, Peter Shuster, Lisa Stachula, Chad Steimle, Jennifer Wemhoff  
JFK Reps = Angie Anderson
3. ACCEPTANCE OF AGENDA – Approved
4. READING AND APPROVAL OF MINUTES OF JANUARY 2015
5. OPEN FORUM / COMMENTS & DISCUSSION
6. UNFINISHED BUSINESS: Retirement of Trish Gallagher- new job search should begin soon. Search committee should consist of: Jen Wemhoff, Pat Archer, Brock Harris and Monsignor
7. NEW BUSINESS: Principal performance evaluation of Chad – Pat will compile comments from individual BOE member evaluations and into one assessment. Evaluations due to Pat by March 1. Evaluations for Director of Religious Ed and Youth Ministry will wait until March meeting.
8. ADMINISTRATIVE REPORTS (Written reports pre-submitted)
  - a. Principal of JFK (Chad)

### Ethical Leadership:

#### Leadership of School Culture and Instruction:

1. Staff had a discussion about missing or late homework. The percentage of 2nd-8th grade students with at least one missing assignment in JMC more than doubled between the first and second quarters, increasing from 14% to 31%. The raw data does not provide information as to why an assignment was missing or whether or not it impacted a student's grade, however.
2. Winter reading and I-Ready math screenings were completed in January. Results for the reading screenings will be shared this week. Long term trends for the winter screenings using both aReading (has more comprehension elements) and fluency are positive. In our first year of trying I-Ready for math, we have found a positive correlation between the number of lessons students completed on I-Ready and the gains students made on the screening. A smaller correlation was found between the amount of time spent on I-Ready and gains. However, overall usage has been disappointing. Over 15 weeks, for example, the median number of lessons completed by students in grades K-8 was four. The mean amount of time logged on to I-Ready over 15 weeks was 90 minutes total, about six minutes per week. Teachers have been talking about ways to increase usage. Having more of the donated computers in each classroom should help.
3. The Catholic grade schools, in particular, are looking at how we might collaborate for an ESL endorsed teacher. While we have not seen the huge increase in ESL students like ASCS, the numbers have risen, and the DE is becoming more and more particular about how districts and accredited non-public schools are servicing ESL students. The state of Iowa is under scrutiny by the federal government for possible civil rights violations in not identifying ESL students, not providing enough services, and not monitoring ESL students' progress. In addition to, or possibly in lieu of, possibly collaborating with other schools for an ESL endorsed teacher, we may have to pay consulting fees to an ESL endorsed person to help monitor our program. We will have to purchase specific ESL instructional materials, and Kitty Temming is becoming trained to administer the new ESL assessments. JFK has a teacher interested in working on a master's degree with an ESL endorsement. We may want to consider a stipend for possessing such a license as we do for some of the other "shortage areas." The aspect of the new test to identify ESL students at the lowest grade levels that has many people baffled is that it seems to largely be a reading test that many are not convinced that native English speakers could pass.

### Managerial Leadership:

1. We are nursing the boiler through the winter. Northwest Mechanical seems to be here on a weekly basis, if not more often.
2. We had our official licensing visit by a DHS representative for daycare, before/after school care, and 3 year old PS. We will receive a full license to operate. The full license is good for two years, and annual surprise visits will occur. A written report will be issued with recommendations and requirements. Issues that concern me are protective surfacing around the play equipment and the design of the wooden play equipment. Staff members who work in these programs will also have to have training that meets the requirements for DHS. That stipulation may make before and after school care employment less appealing for the teachers who are currently working in these areas.
3. We had our National School Lunch Program site visit as well last week. We will receive a written/electronic report that will also have a section for corrective actions and recommendations. Staff that play significant roles in the lunch program, including those working in ECLC, which gets its lunches from the lunch program, will need

continuing education.

4. The board's finance committee met in January. Its primary focus was to look at our salary and benefits goals. These goals were adopted by the board of education in spring 2012 for action beginning in 2013-14. The Finance Council of the parish has never taken action to also adopt them but has supportively referenced them over the years. The board's finance committee supported continuation of the goals and recommended that 2% increases to base salaries be implemented for 2016-17. There was strong support for fund-raising to fill any gaps that may occur.

5. The diocese has required us to make another change to our accounting procedures that will impact JFK. Income and expense accounts in what's referred to as "associated organizations" will now be listed on JFK's budget. These accounts are associated with separate checkbooks. For example, band boosters, Home & School, the lunch program, etc. will now be part of the school budget. In the past, they had been part of the parish budget, along with other parish organizations like ladies' council. These accounting changes will impact the "transfer from parish" (parish subsidy). Standardization of accounting procedures across the diocese will help determine better ADA figures and cost per pupil comparisons.

6. JFK will be increasing its bandwidth again next year from 30 to 35 Mbps. Across the AEA, the last four years have seen an increase that almost matches national data that says schools are doubling their speed about every 18 months. In Iowa, 72% of schools have at least 50 Mbps. At JFK, between 2014-15 and 2016-17, we will increase from 10 to 35. So far, we are not hitting our ceiling, but we have just recently deployed the nearly 60 donated machines into classrooms. We will be writing an SCRA grant application for other infrastructure upgrades.

7. We are piloting RevTrak with lunch payments for several employees' children before we extend this credit/debit card payment service to all families. In order to break even, we would have to have a service charge between 4.16%-4.19%. We decided to charge 4.25%, with the additional .06% helping to pay for our additional handling costs. We hope to roll it out to families sometime in February and then be able to expand credit/debit card payment options for a wide variety of families' fees/bills.

#### Public Relations Leadership:

1. We are in the midst of preparing for kindergarten round-up and preschool/childcare registration. Numerous marketing materials have been purchased, and ads have been placed. We assemble materials for five different audiences: our own PS and preschools from which we typically receive students, other preschools that allow us to distribute information, kindergarten round-up, preschool and childcare registration, and prospective families who have neither kindergartners nor preschoolers. Andy Craig, president of Assumption, will speak at kindergarten round-up about the family tuition plan.

2. Angie Hillebrand and I are running the "No Gala Gala." Our next event is the Mardi Gras Mixer. It will be a low-key social event with fun and some silent auction items.

#### **Leadership in Diocesan/Parish Context:**

1. Lee Morrison has asked me to serve on a School Finance Commission "to make recommendations for our Diocesan Catholic schools and explore all funding options so that Catholic Schools have a strong presence in the Diocese of Davenport forever." This commission was called for in the new diocesan strategic plan. Several members of the SCCSAB, including, I believe, Joe Creen, were also invited to serve.

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#### **Faith Formation-Religious Education Director (Jennifer):**

a) The First Communion parent/child meeting is scheduled for Sunday Feb. 21 from 1-2:30PM. Planning has begun for this event.

b) Helped plan the liturgy for the 6PM Ash Wednesday Mass on February 10.

c) Chase the Chill Quad Cities (Scarves were put on trees and telephone poles in downtown Davenport on Sunday Jan. 31) - a Facebook page has been set up for this. Chase the Chill was also featured on Fran Riley's features on Monday Jan. 25. --COMPLETED

d) Participated in pastoral staff meetings

e) Participated in FF office staff meetings

f) A catechist/support helper in-service was held on January 27 from 6-8PM. Catechist earned 1 hour of certification in Methodology and 1 hour of certification in Personal and Spiritual Growth. We used a section of the War Room Bible Study as one part of our in-service.

g) Progress reports for students will go home this month.

h) Participated in the January MORE (Minister of Religious Education) meeting. I was named secretary for this group for the next year.

i) I would like to request a budget meeting in March with the BOE.

2016 CEW leadership (Assistant Spiritual Director for Women and Men)

2016: assisting with JFK Mardi Gras Mixer (become Families of Mercy and Forgiveness )

Catechetical Ministry –

- Updated budget for December/January
- Assisted with Catechist in-service
- Assisting YM with reservations for Sweetheart Dinner
- Taking class through University of Dayton to receive Special Needs Ministry Certification

Confirmation Coordinator

- Updating information regarding Confirmation Service Projects
  - Sent out notes to sponsors regarding verification forms
  - Set up 8th Grade Confirmation group project “Chase the Chill” promoting it in the classrooms after break. Collecting gently used scarves and handmade scarves. Contacted the City of Davenport and received go ahead to place scarves Downtown Davenport for those in need. Tags will read “I am not lost. If you are stuck out in the cold please take this to keep you warm.”
  - Set up “Chase the Chill” service Project
  - Taught (with Jens’ assistance) both JFK 8th Grade classes and FF students to crochet
  - Made/Collected and distributed over 225 scarves downtown Davenport – Riverfront area
    - o 13 JFK and FF students w/parents participated as well as both JFK 8th Grade Teachers
- Collecting items for the Group Service Project on 2/14
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## Youth Ministry (Zeke)

1. In our three Youth Nights for January we focused our discussion on Leisure and Re-Creation, Modesty, and answering some of the kid’s questions. We averaged slightly over 10 kids a night.
2. We did not have youth night last week (1-27-16). Instead, I attended the faith-formation in-service for catechetical development.
3. On Friday, January 22nd 2016, OLV YM hosted its first Junior High Youth Night of this year. 28 Youth attended. The theme of the evening was introductions: between the kids, between myself and the kids, and between the kids and the Catholic Church. The event was well-received, with several kids being thankful for the opportunity to explore their faith in a fun and positive way.
4. We had two High School students volunteer with the evening, with several more interested in helping out with future evenings.
5. Our Next Middle School Youth Night will be on February 5th in which we will be introducing kids to the practices and reasons for Lent.
6. We will be hosting the sweethearts dinner on February, 13th 2016. We are recruiting a growing number of volunteers and helpers keep thing running smoothly. As of 2-1-16 we have had reservations made for over a hundred people.
7. I have joined the Parish Council’s Committee to explore the development of Our Lady of Victory as a Vibrant Parish.

## 9. COMMITTEE REPORTS AND COMMUNICATIONS

- a. Generations of Faith Committee (Trish, Todd, Lisa): no report
- b. Finance Committee (Chad, Joe, Jen, Pat)
  - The board’s finance committee supported continuation of the goals and recommended that 2% increases to base salaries be implemented for 2016-17. There was strong support for fund-raising to fill any gaps that may occur.
- c. Nominating Committee (Brock, Korby, all board members): no report
- d. Policy Committee (Chad, Patrick, Jen, Peter): met and needs to met again
- e. Strategic Planning Committee (Chad, Joe, Lisa, Mike, Korby): no report
- f. School Improvement Advisory Committee (Chad, Heather, Brock): will not meet again until April, after the Iowa assessments
- g. Market/Public Relations Committee (Chad, Heather, Mike): no report
- h. Grant Writing Committee (Chad, Rena Harris, Todd, Peter): no report
- i. Parish Council (rotating per schedule): March 12th euchre night – Bazaar netted \$14,000 – Ecumenical committee is involved with 2 locals gardens

- j. Finance Council Rep. (Jen): Per Chad: While some recovery has been made in envelope giving, we are currently cash poor. Reasons in relation to JFK include the following:
  - i. While salaries/benefits are 82.2% of JFK's budget, the other areas that have substantial amounts this year, textbooks, technology, and capital improvements, were all handled over the summer. The expenses occurred early in the budget cycle while the revenue to pay for them comes in over twelve months.
  - ii. The preschool check from the DCSD was delayed.
  - iii. We still have not received the rebate for the lighting project. We had someone from Mid-America in the building last week and additional questions were answered over the phone. The rebate should arrive in about two weeks.
- Ken Ruefer discussed an analysis of six months' envelope giving. The conclusion was still about the same: the need for the Cunneen effort is still apparent.
- k. Buildings & Grounds Rep. 2nd Thursday 7:30 pm (Brock, Todd, Lisa): Still waiting on lighting rebate – boiler needs to be looked at – light at base of flag pole shorts out often
- l. Athletic Club – JFK Band Boosters – Home & School Rep: H & S met – Athletic Club trivia went well
- m. Assumption High School Rep. (Matt Henning): no report
- n. Scott County Catholic School Advisory Board Rep.(Chad, Pat, Lisa, Mike, Peter): ESL discussed – Some concern about wording in strategic plan, might be too forceful – grades schools agreed on tuition rates – salary structures have changed among the schools – health insurance costs expected to rise
  - o. Ad Hoc Committees:
    - i. JFK Fundraising Committee: Next meeting is February 4, 2016

10. PASTOR'S NOTES (Msgr.Parizak):

- a. Struggling to find a priest for mass at Assumption
- b. Enjoying the activities of CSW
- c. Budgetary concerns are discussed often with Chad

At 8:14 the Board entered into a Closed Session.

At 8:27 the Board exited the Closed Session.

11. CLOSING PRAYER: Prayer for the Year of Mercy

NEXT Regular Meeting: March 1, 2016, 7pm

Respectfully submitted by Lisa Stachula (Secretary)