

Board of Education Minutes - January 2015

Minutes from January 19, 2015 Board of Education Meeting

- a. OPENING PRAYER (10 minutes) – “A Board Member’s Prayer”
- b. ROLL CALL – Monsignor, Chad Steimle, Terry Wendl, Molly Crosby, Pat Archer, Karl Stratman, Jennifer Wemhoff, Tommy Fallon, Jen Flynn, Todd Morris, Heather Egger, Mary Epping (JFK Teacher),
3. ACCEPTANCE OF AGENDA – Approved.
4. READING AND APPROVAL OF MINUTES OF December 2014 – Approved.
5. COMMENTS FROM AUDIENCE and OPEN FORUM – none
6. UNFINISHED BUSINESS – **Discussion and vote on tuition and fees, Discussion and vote on supplemental pay**

VOTING: Tuition and Fees for 2015-16

- DESCRIPTION: Proposed changes to the tuition and fees for 2014-15 include:

- No changes to the registration fees for K-8, 3 yr PS, 5 yr PS, and ECLC.
- Preschool additional time for 4 Yr Olds (waived if an ECLC registration fee is paid):
 - MWF a.m.: \$40 (adjusted for additional time)
 - M-F a.m.: \$130 (5% increase)
 - M-F p.m.: \$95 (\$5 decrease)
 - Lunch program employee: Reduction for 1st child based upon percentage of 2080 hours worked
- K-8 tuition rates:
 - 1st Child:
 - OLV: \$2,940
 - Other Cath: \$3,240
 - Non-Cath: \$4,710
 - 2nd Child:
 - OLV: \$2,352
 - Other Cath: \$2,352
 - Non-Cath: \$2,352
 - 3rd Child:
 - OLV: \$1,764
 - Other Cath: \$1,764
 - Non-Cath: \$1,764
 - Lunch program employee: Reduction for 1st child based upon percentage of 2080 hours worked
- Paid PS tuition and ECLC rates increase by about 5%-7%, depending upon rounding. ECLC payments for the last two weeks in December are discounted 33%.
- Per diem child care rates remain the same
- Aftercare rates increase by \$0.20 per hour, but only for the first child in a family.
- Before school care rate increases by \$5 for those paying a quarter at a time.
- Leaps and Bounds:
 - Normal session \$155
 - July 4th Session: \$140
 - Including wrap Around Care: \$210
- Technology fee: \$52 per student, maximum of 2 children per family

- DECISION: The motion to accept this proposal was made by Karl Stratman and seconded by Molly Crosby.

- Decision: the motion was unanimously approved.

VOTING: Teacher bonus/supplemental pay

- DESCRIPTION: : Half of the budgeted amount for DRE, YM, and Principal and full amount for other staff members under the budgetary authority of the board of education to be paid in January or February, whichever is possible for payroll office.
- DECISION: The motion to accept this proposal was made by Molly Crosby and seconded by Karl Stratman.

- Decision: the motion was unanimously approved.

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

**Principal's Report to the Board of Education (Chad Steimle)
January 2015**

Facilitator of Faith Community:

1. All school Masses take place each Friday. December had its regular Friday Masses and an all school Mass on the 8th for the Feast of the Immaculate Conception. The Feast of Our Lady of Guadalupe included a special procession to the church. The all school weekend Mass is on January 24th at the beginning of Catholic Schools' Week. Brock has spoken at the CSW weekend Mass at least once. The board should determine if it desires to have someone speak this year and who.

- a. **NOTE: Molly Crosby agreed to speak at the all school weekend Mass**

Leadership of School Culture and Instruction:

1. Professional Development:

- a. December PD time was utilized for the following:

- i. Sharing the ELA Audit Results. Highlights are below. (Full PPT is attached.)

1. Kitty Temming, Mary Beilke, and the PDT shared the results.
2. Knowing that we had enough scheduled ELA time, the purpose of the audit was to see how that time is being used. Kitty used the ELA audit tool (see attached), and Mary Beilke used a scripting process.
3. All 16 K-8 ELA teachers were observed for a total of 27 hours. Within the 27 hours, there were approximately 71 lesson segments. Both quantitative and qualitative results were obtained. Several qualitative highlights were in last month's report to the board.
4. In 98.5% of the observed segments, the scheduled literacy learning time was used as instructional time. The state goal is that at least 95% of the time be used for instructional purposes.
5. Eighty-three percent of the segments had at least 80% of the students engaged. The estimated average engagement for all segments was 87.5%. The state goal is for 80-90% of the students to be engaged 80-90% of the time.
6. One of the main areas we will be working on is student engagement. The morning of January 5th was used to focus on student engagement, particularly "Total Participation Techniques."

b. Laura Burke and I attended the MTSS webinar in December. Preliminary statewide data was available from the fall reading screening. At most grade levels, there were approximately 13-20% more JFK students "on target" for reading development than the statewide average. Fourth grade, again, at both JFK and statewide shows an unexplainable lower level than the other grade levels. Also, based on the aReading scores, which are a better measure of comprehension, there are almost 10-20% more students "on target" than based upon CBM-Reading, which is a measure of fluency and accuracy. This discrepancy is true at JFK as well, and there are currently no good explanations for the discrepancy. Both aReading and CBM-Reading are fairly accurate predictors of the development of reading skills.

c. Laura Burke, Caitlin Putnam, Kelly Poster, Mary Wahlig, Linda Vogel, and Angie Logan attended 95 Percent Group reading training in Bettendorf in December. We have ordered 95 Percent Group materials to be used particularly with students receiving additional reading services. Angie Anderson, Shelly Furlong, Allison Gieswein, and Sasha Peterson are scheduled to attend the workshop this winter/spring.

d. The diocesan in-service for PE teachers will be January 22nd. I have arranged for the following parts:

- i. Successes, Challenges, and Ways to Overcome the Challenges
- ii. Common Core Calisthenics: how PE teachers can utilize physical activity to support the Common Core and how PE supports the 21st Century Skills of the Iowa Core. This segment will be led by Sara Tilkens.
- iii. Fitness and the Lifelong Aspects of PE

iv. Grade Level Discussions:

1. What I needed to know about teaching PE but didn't when I started
2. The top four activities done with students
3. How technology is used with PE
4. How we can be more collaborative with each other
5. Bonus: What to do for PE when the gym is unavailable

v. What's special about teaching PE in Catholic schools

e. I have begun planning on the diocesan in-service for art teachers in March.

2. The Title I funded optional after school tutoring will begin January 22nd. Allison Gieswein and Kayelyn Geurink have been approved by the DCSD to run our program. Materials are beginning to be ordered using Title I funds, including eleven iPad minis and apps. The new program will be called "Crusaders at the Round Table," or CART for short. This acronym may be used for other after school more academic activities as well.
3. Iowa law states that a licensed principal must be evaluated by someone who holds the Iowa evaluator licensure. Lee Morrision will, thus, be playing a larger role in principal evaluations in the diocese. However, local boards will continue to have their roles by using the feedback forms previously used. Both teacher and administrator standards are currently being reviewed by a task force of the Department of Education.
4. Two examples of what seem to be increasing requirements for educators were apparent in December. The new checklist of accreditation standards for non-public schools has 86 pages. The previous one had 66 pages. The draft ISLLC standards for principal evaluations have eleven standards and 71 functions. The current ones have six standards and 36 criteria, not including the diocese's additional religion standard and criteria.
5. Winter reading and math screenings are taking place and should be completed before Catholic Schools Week.

Managerial Leadership:

1. Letters have been sent to several families warning them that their children's immunization provisional certificates are expiring. Phone conversations are also held with parents. Students without the required immunizations or proper waivers must be excluded from school.
2. We are working on the requirements of a new phone system, particularly in light of safety/security needs. We will write an SCRA grant for the phone system and use funds from our anonymous donor as the seed money. Regardless of receiving grant funds, the system needs to be replaced, and we are trying to make it through the year without spending a significant amount of money for repairs, upgrades, and service calls. We are currently estimating the new system to cost about \$5,000, and the stations/headsets needed for each location to total another \$5,000. Our existing stations/headsets will not work with a new system.
3. An inventory of all technology, including the estimated life expectancy of each item, is almost complete.
4. Our website has been reviewed this winter. To help with the review, two surveys were conducted: one from those who have editing rights and one from those without editing rights (general public). The last major redesign to our website was in 2011 for \$11,800. One of the other funding models being examined is basically a "subscription" model. The company that just finished St. Paul's new site, for example, would charge us \$5,400 per year with the possibility of three additional \$600 modules all with multi-year contract discounts.
5. The Iowa Department of Education, at the direction of Governor Branstad, has issued a directive that early start waivers will be much more carefully examined. Current law states that school cannot begin before the Monday of the week September 1 is in. Without a waiver, our start date could not be prior to Monday, August 31st.
6. Administrators of Scott County Catholic schools have previously decided that instructional time lost due to late starts or early dismissals will not be made up, which is similar to prior years. If school is cancelled for a day, however, we will make up the day regardless of what the DCSD does and how bus transportation is affected. Even though the DCSD and Catholic schools have switched to the 1,080 hour minimum school year and actually have more than 1,080 hours in their schedules, the goal of the switch was not to reduce instructional time. Catholic schools, at least, will make up full day cancellations. We have two days with which to contend.
7. Daycare and before/after school care:
 - a. Several nonpublic daycares, not including JFK, received tersely worded letters from the Department of Education basically telling them to apply for DHS licensure or the DE exemption immediately or risk several rather significant consequences, including prosecution. In light of the letter, I inquired as to the status of our exemption review. The DE representative said they have no timeline.
 - b. I provided feedback on the bill that seems to be ready for introduction in this legislative session that would remove the DE from all aspects of daycare and before/after school care. The bill is very simple; it just strikes out the DE as one of the two possible licensing bodies. The bill does not address any of the differences between the DE's and DHS' requirements. The one exception in the bill is that in striking out the words Department of Education in a sentence, it now combined DHS with BOEE licensure for the director.
 - c. Kitty Temming and I have been closely examining several sections of the requirements for DHS licensure, as it almost seems inevitable. We want to be safe in our registration of students for next year, which begins in late February.

8. Reminders regarding drop-off and pick-up procedures were communicated via email and the Principal's Post. I also talked personally with several people at pick up time that did not seem to be following the procedures well. The in person reminders were not well received. (In informal conversation with a few teachers, teachers did not seem eager to enter into these conflict situations with parents regarding parking lot procedures. By the time one decides that someone is waiting too long and approaches him/her to ask him/her to move one's car, the child is often there before the conversation and conflict is finished.) Several staff members and I discussed changing our procedures entirely, but no decision was made. Weather greatly influences the flow of traffic. When the weather is nice, people park. When the weather is inclement, more people attempt to use the drive up lane, and the waiting for students in the lane increases. Within approximately six-eight minutes after 3:00 dismissal, there are probably fewer than 20 cars still in the lot.

Public Relations Leadership:

1. The Catholic Schools Week activities are in the January 12th Principal's Post. With the change in weekday Mass times, the traditional "alumni" Mass is not practical. These alumni were, instead, invited to Mass on the 24th, given a free ticket to the spaghetti supper, and received a keychain and prayer card. Unfortunately, of the two envelopes that were mailed to my house for my daughters, one came with extra postage due.
2. A more activity/sports oriented JFK logo will begin to be available for spirit wear. This logo has the option to have words like band or volleyball to be added as a potential fund-raiser as well. How to handle this aspect of the fund-raising still needs to be determined as spirit wear itself is a minimal fund-raiser of Home & School. (The purpose of spirit wear is not to make money but to be used for marketing.)
3. The net from the Gala is expected to be around \$18,000 - \$19,000. It is the lowest level since it began 14 years ago.

Leadership in Diocesan/Parish Context:

1. I attended the Scott county principals' meeting December. Highlights are below:
 - a. Librarians at the elementary level were discussed. There is a great deal of variety among the schools for the position. Few staff members, if any, in our school libraries hold the librarian licensure. (Non-public schools are not required to have licensed librarians.) Most staff members in our libraries are paid an hourly wage.
 - b. The eighth grade "snow ball" dance hosted at JFK by the elementary school guidance counselors as a fund-raiser for the career fair was discussed. The other elementary schools would like us to discontinue it as a "formal" dance. They claim they have too many issues that arise regarding students' and families' preparations for the dance. JFK will go along with a change. However, we are not in favor of supervising an eighth grade "lock in" as has been mentioned by one school's counselor.
2. I attended the Scott county principals' meeting January. Highlights are below:
 - a. Being able to begin strategic planning for Scott County Catholic schools shortly after the diocesan strategic plan is completed in June was discussed. The SCCSAB will likely begin to discuss a process at its March meeting.
 - b. The 7th/8th grade certified coaches requirement was discussed. Based upon discussion with Amy Williamson of the DE, it seems that we can continue to operate our Catholic League in 7th/8th grades as a parish league, but we will need to supplement it with school sponsored intramural athletic offerings under a certified coach. It seems we could do an afterhours volleyball tournament, dodgeball tournament, Frisbee golf session, etc.
3. I helped Lee Morrison with the letter he had schools distribute regarding the Early Literacy Implementation legislation.

Respectfully submitted by Chad C. Steimle

Faith Formation January 2015 Report Submitted by Jennifer Wemhoff, DRE

- 1) Participating with PAFF, YM and Catechetical Ministries Assistant to prepare budget for respective areas to review with the Parish Administrator and BOE Finance Committee.
 - a) We discussed the Faith Formation budget on Dec. 9 and how we are doing and also what the needs of the department will be for the 2015-2016 fiscal year, we would like to request a time with the BOE finance representatives to discuss budget for 2015-2016.

PAFF (Pastoral Associate for Faith Formation) REPORT: January 2015 Submitted by Trish Gallagher

- Adult Faith Formation: reviewing Bible study books for Spring offerings
- Participated in Review of 2015 budget needs with FF staff

- Reviewing materials for possible “Faith 101 series”
Weave, Movies with Meaning were held in December
- Sacramental Prep- as resource for regular programming: Interviews and support for sacramental issues continued for JFK and Faith Formation students.
- RCIA Team Director for Youth and Adults full implementation
Will be scheduling for team participation till Easter.
- Generations of Faith: Programming for Parish in fulfillment of BOE-approved 5 year Plan
- Liturgy Assistant to the Pastor: developing proposal for Lenten Mass / worship project for instruction of the Assembly
- Working on Lenten Schedule

**Board of Ed. Confirmation Coordinator Report - January
Submitted by Lisa Willows**

- Sent information to teachers regarding potential service project opportunities
- Collected Sacramental forms and Sponsor forms from the 8th Grade and sent out sponsor verification letters and sponsor handbook
- Sent notices to those that had not turned in Sacramental forms that they are needed
- Started planning Candidate/ Sponsor breakfast
- Discussed changes to service opportunities for 2015-2016
- Checked into group service opportunities for the 8th Grade for 2015-2016

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

The Ministry of Advocacy

- This article was included in my most recent Monthly E-Newsletter. It outlines some of the issues youth and parents deal with on a daily basis concerning youth sports. <http://changingthegameproject.com/the-race-to-nowhere-in-youth-sports/>

The Ministry of Community Life

- I will be visiting Assumption High School this Friday to promote our upcoming Teens Encounter Christ retreat as well as NCYC 2015.
- The Annual Sweetheart Dinner Fundraiser is scheduled for Saturday Feb. 14th (Valentine’s Day) in the PC. We raised the cost this year to \$40.00 per couples. This past weekend was my first weekend taking reservations in the gathering space and we have 16 couples reserved thus far. All proceeds go toward the 2015 National Catholic Youth Conference.

The Ministry of Evangelization

- I am this year’s TEC retreat director. We had our first team meeting two weekends ago. The TEC retreat is scheduled for Feb. 14-16 at Saint Mary’s in Solon IA.
- Deposits of \$75.00 for the 2015 National Catholic Youth Conference are due by January 28th.

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

- a. Generations of Faith Committee (Karl, Todd, Trish)
 - a. No Report
- b. Finance Committee (Chad, Joe, Jen, Terry)
 - a. See unfinished business on tuition and fees and supplemental pay
- c. Nominating Committee (Brock, Terry, all board members)
 - a. No Report
- d. Policy Committee (Chad, Patrick, Molly, Jen)
 - a. No Report
- e. Strategic Planning Committee (Chad, Terry, Lisa, Joe)
 - a. Diocesan Strategic Plan is ongoing
- f. School Improvement Advisory Committee (Chad, Heather, Molly, Karl, Brock, Jen)
 - a. No Report
- g. Market/Public Relations Committee (Chad, Heather)
 - a. Additional items from the Principal’s Report:
 - i. The Annual Progress Report to the Community was distributed in December. Distribution continues through Round-up and with “prospective families.”

- ii. A photo album loop for Scott County Catholic schools is being prepared in time for Catholic Schools Week.
- iii. A mailing to all parishioners is being prepared.
- iv. JFK magnets were purchased and will be distributed right before CSW and during the CSW weekend Masses.
- v. JFK logo bags were ordered for kindergarten round-up.
- vi. A more activity/sports oriented JFK logo will begin to be available for spirit wear. This logo has the option to have words like band or volleyball to be added as a potential fund-raiser as well. How to handle this aspect of the fund-raising still needs to be determined as spirit wear itself is a minimal fund-raiser of Home & School. (The purpose of spirit wear is not to make money but to be used for marketing.)
- h. Grant Writing Committee (Chad, Rena Harris)
 - a. From the principal's report:
 - i. We are working on the requirements of a new phone system, particularly in light of safety/security needs. We will write an SCRA grant for the phone system and use funds from our anonymous donor as the seed money. Regardless of receiving grant funds, the system needs to be replaced, and we are trying to make it through the year without spending a significant amount of money for repairs, upgrades, and service calls. We are currently estimating the new system to cost about \$5,000, and the stations/headsets needed for each location to total another \$5,000. Our existing stations/headsets will not work with a new system.
- i. Parish Council (rotating per schedule) 4th Tuesday of each month 7:00 pm
 - a. No Report
- j. Finance Council Rep. (Terry, Molly)
 - a. From the principal's report:
 - i. There was more discussion about the "capitalizing" of the rectory roof, by which the value of the parish assets were increased. By "capitalizing" the new roof rather than "expensing" it, the profit and loss statement and actual year to date budget statements will have no corresponding roof expense, and it will look like the parish has revenue in excess of expenses by the value of the roof. The council also noted that envelope giving seems to be recovering from a slower than normal start in the beginning of the fiscal year. Attached are some notes I shared with the council regarding salaries, benefits, PS, and STO/ESA.
- k. Buildings & Grounds Rep. 2nd Thursday 7:30 pm (Brock, Todd, Lisa)
 - a. Looking to improve the capital improvement list
- l. Athletic Club - JFK Band Boosters - Home & School Rep.
 - a. Home & School:
 - i. Discussed spaghetti supper
 - b. Athletic Club:
 - i. There will be a sports trivia night on March 7
- m. Assumption High School Rep. (Matt Henning)
 - a. Meeting on 1/20
- n. Scott County Catholic School Advisory Board Rep. 2nd Monday every other month (September, November, January, March, May) @ St. Vincent (Terry, Chad. Pat)
 - a. Planning for Scott County Strategic Plan
- o. Ad Hoc Committees: NONE

9. NEW BUSINESS:

- a. None

10. PASTOR'S NOTES (Msgr Jim P)

- a. The Parish Appreciation Supper went well
- b. Monsignor will be on vacation soon

11. CLOSING PRAYER – meeting was adjourned at 8:43pm.

NOTE: THERE WILL BE NO MEETING OF THE BOARD OF EDUCATION IN FEBRUARY

NEXT Regular Meeting: March 3, 2015

BOE's Rep to Parish Council in January, 2015 (Heather)

BOE's Rep to Parish Council in February, 2015 (Lisa)

Respectfully submitted by Patrick Archer (Secretary)

