

Board of Education Minutes - January 2016

1. OPENING PRAYER – Led by Monsignor
2. ROLL CALL – Pat Archer, Heather Egger, Jen Flynn, Korby Jackson, Mike Lizak, Zeke Mientkiewicz, Monsignor Parizak, Todd Morris, Peter Shuster, Lisa Stachula, Chad Steimle, Jennifer Wemhoff
JFK Reps = Mary Epping, Karen Youngerman
3. ACCEPTANCE OF AGENDA – Approved
4. READING AND APPROVAL OF MINUTES OF December 2015 – Approved with changes
5. OPEN FORUM / COMMENTS & DISCUSSION REGARDING
6. UNFINISHED BUSINESS: None
7. NEW BUSINESS:
 - a. Discussion: Impending retirement of Trish Gallagher as Pastoral Associate for Faith Formation
8. ADMINISTRATIVE REPORTS (Written reports pre-submitted)
 - a. Principal of JFK (Chad)

Ethical Leadership:

1. The social/emotional screener was completed for 4th graders. Ratings were provided by staff, parents, and the students themselves. Although there were no significant surprises, students did not rate themselves as highly adaptive and emotionally healthy as their parents and teachers rated them.

Leadership of School Culture and Instruction:

1. Alyce Carey, Laura Burke, Kitty Temming, Beth Roland, and I are working through the DE's Intervention Intensification Guide, which examines how well resource help is working.
2. Beth Roland, our AEA MTSS external coach, will also help with classroom observations focusing on the posting/communication of student learning goals and student engagement techniques, areas that are shifting into their implementation phases after study last year. Results from her December observations were shared with staff on January 4th in comparison to the fall of 2014. The two time periods are not apples to apples comparisons. Last fall, entire ELA blocks at each grade level were observed. In December, we only did one "period" of either ELA or math or another core subject if one did not teach either ELA or math. Three teachers were not included in the December observations as they were absent. Highlights are below:
 - i. Instructional Practices Inventories indicated higher levels of student engagement and higher order thinking in December than last fall.
 - ii. Estimated student engagement was also higher in December than last fall. In December, 100% of the observed "segments" had at least 80% student engagement. Last fall, it was 83%. However, last fall there were more segments with 100% student engagement than this December. The DE goal is to have 80%-90% student engagement 80%-90% of the time.
3. Catechetical training took place yesterday. JFK is one of the few schools/parishes in the diocese that has all its teachers following the guidelines and receiving basic catechetical certification within three years of employment.
 - a. Staff had a discussion about missing or late homework at our January in-service meeting. It seems as if the amount of missing or late homework has been slowly increasing over the years. It also seems as if parents want more missing/late homework excused.
4. Sara Nicoletto, a licensed and experienced teacher who has been working for us as a substitute teacher has been hired as a para-educator/aide. She has two children at JFK. Chris Guinn has also been hired as an aide. Chris has worked as a substitute aide in the North Scott School District. Sara and Chris replace Jenny Lenger and Brittany Willows, who have moved out of the area over break. The duties of Jodi Weiser were also adjusted to take advantage of the skill sets of our aides.
5. Julie Bauer has been selected to be on the Iowa Department of Education's Iowa Core Social Studies standards review committee. She will work in Des Moines on the middle school standards on at least five days this semester.

Managerial Leadership:

1. Donated computers were distributed. Each kindergarten through 4th grade homeroom received four machines to help with the integration of I-Ready and other educational resources and websites into classrooms. Another cart was added to 5th grade to implement our technology goal of being 1 to 1 in 5th – 8th grades.
2. Greater use of computers and 6th-8th grade students carrying their computers around school daily have led to greater damages and machine failure. We do not have a good management process for damages and failure. This weakness is being addressed through the policy committee.

3. Ken Reufer and I determined a way to respond to a diocesan request to move “associated organizations” related to JFK onto the school budget rather than the parish budget.
4. Several changes were made to our security protocols, including the locking of the church after students are at Mass on Fridays and entry for before school care.
5. Dianne Siefers, Dawn Henning, Angie Hillebrand, Ken Reufer, Ann Lotspeich and I attended training for RevTrack, which will be used for handling debit/credit card payments. Several accounting procedures were determined. We will be charging 4.25% for each transaction to cover our fees. RevTrack will first be used for lunch payments, and we will experiment for about two months with staff members who have children at JFK before going live for everyone. While experimenting, JFK will assume the fees for about six staff members. RevTrack’s use can be expanded to handle tuition, fees, and most other payments.
6. We have been taking advantage of warm winter days and Christmas break to have work done on the boiler. Unfortunately, the boiler is too old to have good diagnostics, and we are doing trial and error repairs. Some of the repairs take several hours or even up to a full day’s work. Going without heat for a day or more in the winter would likely require that school be cancelled.
7. There were not enough school aged students signed up for childcare on non-school days during the second semester to warrant operation. Parents who had registered were notified, and refunds, if necessary, are being made. Work schedules were also adjusted for childcare employees.
8. Dawn Henning, Meredith Ash, and I are preparing for the state lunch program site visit, which is during Catholic Schools Week. Prior to the visit, there are numerous questions to be answered and forms to be submitted online. We visited with ASCS staff as ASCS had their site visit this fall.
9. Fundraising concern: Once per week there is a JFK fundraiser in January. There are also two social only events in January. All of these activities are targeting some of the same people.

Public Relations Leadership:

1. Mid-term progress reports were distributed at the beginning of December. Parent/teacher conferences are on January 21st.
2. Angie Hillebrand and I are running the “No Gala Gala.” The online auctions have had mixed success, and require a good deal of communications’ coordination, especially when a problem arises. Donations are at about \$13,000 so far. We may have additional items auctioned at Spaghetti Supper. We are also working with Trish Gallagher to host a Mardi Gras Mixer to capture some of the social element of the Gala, and there will be additional silent auction items.
3. JFK matriculation to AHS update:
 - a. Jeanne VonFeldt, principal of All Saints, stated that ASCS does not require FTP applications to be submitted by all families, as had been previously reported.
 - b. A breakdown of where students are planning on going by grade level is not possible as families responded to each question once but may have listed multiple children when asked what grades their children were in and may have listed multiple schools when asked what school(s) their future graduates were planning on attending. Below are estimates

	Number of responding families with a student in X grade	% of families indicating a child would attend AHS	% of families indicating a child would attend Bett	% of families indicating a child would attend Central	% of families indicating a child would attend North	% of families indicating a child would attend West	% of families indicating a child would attend North Scott	% of families indicating a child would attend PV	% of families indicating a child would attend Other
5th	23	78%	9%	22%	17%	13%	9%	4%	4%
6th	31	81%	0%	3%	19%	3%	10%	3%	6%
7th	21	57%	5%	14%	29%	5%	5%	5%	5%
8th	32	72%	3%	16%	22%	0%	6%	6%	1%
Overall	91	70%	3%	13%	24%	5%	8%	5%	5%

Leadership in Diocesan/Parish Context:

1. The 1% discretionary contributions to employees’ 401(k) plans were finally made.
2. Tuition rates for parish supported families, as discussed in December, have been passed by at least two of the other three Scott County Catholic schools.

Faith Formation-Religious Education Director (Jennifer)

- First Reconciliation was held Thursday, December 3 at 6:15PM. 38 students received the sacrament that evening, 1 student was ill and attended individual confession at a later date.
- The Faith Formation family advent event was held Wednesday December 16. Families participated in a scavenger hunt and then enjoyed cookies and punch in the cafeteria

- “Let It Shine” light bulbs were sent home with all K-8 JFK students and FF students. All the bulbs were displayed outside of the office.
- The NET team was here Dec. 14 for the 7th grade retreat. Time of the retreat was 4:00-8:30PM
- Catechists will be teaching the Circle of Grace curriculum in the month of January.

LITURGY ASSISTANT 2016:

- Assisted chairs for Back to Basics workshop : very successful, over 80 attended
- fulfills OLV Ministry Policy 2010 for on-going education and ministry support
- Providing Liturgy education for assembly by bulletin selections, Year of Mercy blurbs, Scripture reflections

FAMILY LIFE and Generations of Faith support :

- 2016 Mardi Gras (become Families of Mercy and Forgiveness)
- Please Note: Carl DeMaio, who passed away December 29th was a Board member and active supporter of the Education Ministry, and work several years as Movies with Meaning coordinator. Please join me in prayers for his wife Kellie. The address is:

11300 Warner Avenue, Apt. B 108, Fountain Valley CA 92708-4130

Youth Ministry (Zeke)

- We have had some smaller youth nights last month. Topics included NCYC debriefings, a prayer night and a service project/Christmas party.
- We will be hosting a Game Night on January 16th 2016, from 6 to 9PM in the parish center. The event is free and open to all people ages 18-35. Please spread the word.
- I will be attending a webinar this Thursday about “The Church is Young” a national initiative to listen to the thoughts of current Catholic Youth. I will start having conversations about this topic in the next few weeks.

9. COMMITTEE REPORTS AND COMMUNICATIONS

a. Generations of Faith Committee (Trish, Todd, Lisa): no report

b. Finance Committee (Chad, Joe, Jen, Pat)

i. Items for Board Action: See attachment at end of minutes for details

1. K-8 tuition rates

2. Summer ECLC and summer only school age childcare

Recommendations:

- Honor the non-school age contracts that go through the summer of 2016 but do not issue new year-round contracts. Contracts go to 40 weeks from 52 weeks.
- A non-school age contract could be issued as “summer only” for the summer of 2016 as the space and staff are available through this summer
- No summer only school age contracts will be offered for summer 2016
- Contractual staff member will have contract terms honored during this summer. Transition type of contract will be offered for any dates worked after June 30 and before start of school year

3. Expansion and standardization of 4/5 year old preschool classes

Recommendation:

- Standardize 4 year old PS for all four classes

4 yr am: MTThF (7:45-10:45) & W (7:45-10:15) \$180/yr 14.5 hrs/wk Additional Instructional Time

Without Additional Instructional Time M-F (7:45-9:45)

4 yr pm: MTThF (12:00-3:00) & W (11:30-2:00) \$180/yr 14.5 hrs/wk Additional Instructional Time

Without Additional Instructional Time MTThF (12-2) & W (11:30-1:30)

- Additional Instructional Time will be prorated for 10 months (Aug-May) for those who start later than the first day of school or who do not complete the school year
- Offer two 3 yr old PS classes

TTh: 7:45-10:15

MWF: 7:45-10:15

4. 3 year old PS to be taught by certified ECLC staff
5. Offering of a MWF morning 3 year old PS program
6. Preschool rates, including those with ECLC/childcare
7. ECLC rates

Recommendation: No one is allowed to register just for ECLC. They must also register for a PS class.

8. Before school and after school care rates and movement to a pre-pay system
9. Offering a 10 month automatic payment option for ECLC

Recommendation:

- No reduced rates in December: Countered by the \$2 less per week that we would have received had we rounded the weekly rate to the nearest \$10
- Monthly automatic payment option:

3 year old Parishioner: \$672 per month for 10 months, Aug - May

3 year old non-parishioner \$792 per month for 10 months, Aug – May

4/5 yr old Parishioner: \$656 per month for 10 months, Aug – May

4/5 yr old non-parishioner: \$776 per month for 10 months, Aug - May

10. Sports Activities fee

11. Technology fee

Jen Flynn made a motion to approve the changes discussed in items 1-11 above. Heather Egger seconded the motion. Items 1-11 approved unanimously by the Board.

12. Supplemental pay for some staff members

Jen Flynn made a motion to approve the changes in item 12 above. Mike Lizak seconded the motion. Item 12 approved unanimously by the Board.

c. Nominating Committee (Brock, Korby, all board members): no report

d. Policy Committee (Chad, Patrick, Jen, Peter): no report

e. Strategic Planning Committee (Chad, Joe, Lisa, Mike, Korby): no report

f. School Improvement Advisory Committee (Chad, Heather, Brock): wellness committee met, looking at wellness goals

g. Market/Public Relations Committee (Chad, Heather, Mike): gearing up for winter/spring admissions recruitment

h. Grant Writing Committee (Chad, Rena Harris, Todd, Peter): Research is being done by school employees on potential grant targets.

i. Parish Council (rotating per schedule): Did not meet in December

j. Finance Council Rep. (Jen): no report

k. Buildings & Grounds Rep. 2nd Thursday 7:30 pm (Brock, Todd, Lisa): no report

l. Athletic Club – JFK Band Boosters – Home & School Rep: no report

m. Assumption High School Rep. (Matt Henning): tuition rates for AHS approved

n. Scott County Catholic School Advisory Board Rep.(Chad. Pat, Lisa, Mike, Peter): Did not meet in December

o. Ad Hoc Committees:

i. JFK Fundraising Committee: Next meeting will likely be in January/February

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

a. Msgr. will be away for a week or so, but will be back for the All-School Mass on 1/30.

b. There will be another appeal from the Diocese for the support of seminarians.

11. CLOSING PRAYER Hail Mary

NEXT Regular Meeting: February 2, 2016, 7pm

Respectfully submitted by Lisa Stachula (Secretary)