

## Board of Education Minutes - July 2014

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Minutes from July 6, 2014 Board of Education Meeting

1. OPENING PRAYER (10 minutes) – Board Member’s Prayer
2. ROLL CALL – Monsignor, Chad Steimle, Terry Wendl, Molly Crosby, Pat Archer, Trish Gallagher, Brock Harris, Heather Egger, Jen Flynn, Lisa Stachula, Todd Morris
3. ACCEPTANCE OF AGENDA – Unanimously approved.
4. READING AND APPROVAL OF MINUTES OF June 2014 – Minutes not yet submitted.
5. COMMENTS FROM AUDIENCE and OPEN FORUM – none
6. NEW BUSINESS –
  - a. Installation of new Board Members: Jen Flynn, Todd Morris, and Heather Egger were installed to three year terms.
  - b. Election of officers:
    - i. President: Terry Wendl
    - ii. Vice-President: Molly Crosby
    - iii. Secretary: Pat Archer
  - c. Committee Appointments:
    - a. Generations of Faith Committee: Trish, Karl, Todd
    - b. Finance Committee: Chad, Joe, Jen, Terry
    - c. Nominating Committee: Brock, Terry, all board members
    - d. Policy Committee: Chad, Patrick, Molly, Jen
    - e. Strategic Planning Committee: Chad, Terry, Joe, Lisa
    - f. School Improvement Advisory Committee: Chad, Molly, Karl, Brock, Heather, Jen
    - g. Market/Public Relations Committee: Chad
    - h. Grant Writing Committee: Chad, Heather
    - i. Parish Council: see below for monthly representatives

August – Jen	February - Lisa
September – Brock	March - Todd
October – Molly	April – Karl
November – Terry	May - Pat
January - Heather	June – Jen
    - j. Finance Council Rep.: Terry, Molly
    - k. Buildings & Grounds Rep.: Brock, Todd
    - l. Assumption High School Rep.: Matt Henning
    - m. Scott County Catholic School Advisory Board: Terry, Chad, Patrick
  - d. CLOSED SESSION: Discussion on requests by teachers for release from contract
  - e. RETURN TO REGULAR SESSION: Vote on requests by teachers for release from contract
    - i. **MOTION (1st: Molly; 2nd: Heather):** release two teachers from their 2014-15 teaching contract with JFK pending the following conditions: (1) Return/withholding of the spring supplemental pay/signing bonus of \$850; and (2) Withholding/payment of up to \$500 for costs associated with finding a suitable replacement as per the contract.
      1. **VOTE:** Unanimously approved.
  - f. Discussion and vote on changes to start and end times and on revisions to Arrival and Departure policy.
    - i. **MOTION (1st: Molly; 2nd: Brock):** Approve a start time of 7:50 a.m. and an end time of 3:00 p.m. for K-8, with a one hour early dismissal on Wednesdays. There will still be DCSD bus transportation in the morning and the afternoon. These changes will be reflected in policy 360.65.
      1. **Discussion:** Molly recommended the creation of an ad hoc committee in the future to discuss transportation issues should the school face similar problems with busing.
      2. **VOTE:** Unanimously approved.
    - ii. **MOTION (1st: Molly; 2nd: Heather):** Approve revisions to policy 360.7 to reflect changes in the start and end times and to remove the statement that times are set by the Davenport bus schedules. The Board of Education sets the start and end times, while considering bus schedules and how best to serve the school’s mission.
      1. **VOTE:** Unanimously approved.
7. UNFINISHED BUSINESS
  - a. Discussion on Parish Strategic Plan
    - a. Tabled until August meeting
8. ADMINISTRATOR REPORTS (Written reports pre-submitted):
  - Principal’s Report to the Board of Education (Chad Steimle)**  
May 6, 2014

### Ethical Leadership:

1. "Bullying" situations were reported on the informational website for the Iowa Department of Education. In most cases, the situations were either "not founded" or are other violations of school policies/disciplinary issues and did not meet one of the four criteria of the DE's definition for bullying.

### Leadership of School Culture and Instruction:

#### 1. Professional Development:

a. Kitty Temming and I will be trained in doing reading audits by Mary Beilke of the AEA. A reading audit is a method to tell how reading instructional time is being used and how students are responding.

2. Kathy Knox has been hired for preschool. She will share teaching responsibilities with Melissa Zeimet. Alexandra ("Sasha") Peterson has been hired to teaching in 5th grade. Ms. Peterson did her student teaching at St. Paul's and has worked as a substitute teacher for a year. Two JFK teachers are asking to be released from their 2014-15 contracts.

3. The following AEA personnel have been assigned to support JFK. There may also be additional math and ELA consultants:

- a. Educational Consultant – Tammy Schaefer – supporting MTSS
- b. School Psychologist – Michele Duckett
- c. Speech Language Pathologist – to be assigned at a later date
- d. Physical Therapist – Melissa Tolle
- e. Occupational Therapist – Kelly Harry

4. Webblockers will no longer be available. We are looking into three possibilities: eLockers, Google's GoogleDrive, and Microsoft's Skydrive. AHS is moving toward Office 360 for its students, which is a web-based version of its Office Suite and utilizes Skydrive. One of the issues we have been cautious about for our age of students is the need for email addresses in order to use GoogleDrive and Skydrive and the ability to share documents, both of which open the door for students to conduct online communications with one another.

a. DISCUSSION: Members of the Board supported the use of eLockers due to security and privacy concerns.

### Managerial Leadership:

1. SRI (State Reporting in Iowa) was completed for spring. Information is uploaded to the DE three times per year. We had to have a waiver this year because we did not have any in-school or out-of-school suspensions this year.

2. Spring BEDS (Basic Education Data Survey) has been completed for the DE, except for the computation of the number of minutes we will be in session next school year. We need 1,080 hours and have been waiting for the start/end times before the computations can be made. Lunch time is subtracted from the total, and recess time can only be included if there is a licensed staff member on duty. (We will have to make a supervisory adjustment for some morning recesses in order to comply with the guidelines.)

3. The DCSD rejected our request to use SWVPP-4 funds for playground equipment and now even for mulch. The mulch we need for safety reasons will now have to come from non-restricted funds. Although we purchased more PS items in June, including large outdoor "toys," we likely ended the fiscal year with about \$30,000 of unspent SWVPP-4 funds.

4. With calculations toward the end of the fiscal year, Ken and I determined that we could roll over another \$17,000 from past Galas into the 2014-15 budget. This amount is being used for construction related work.

5. Sixty laptops were purchased from AHS at \$100 apiece. Given the specs, this price was good for two year old machines and will allow us to retire many more netbooks running XP and with lower screen resolutions than we had anticipated.

### Public Relations Leadership:

1. Corrected report cards for 6th-8th graders and several other students were distributed. There were some formula problems with the automatic calculations for the end of the year grades.

### Leadership in Diocesan/Parish Context:

1. I attended pastoral administrative staff meetings as scheduled.

2. I attended the all Iowa Catholic school administrator conference on June 23rd in Des Moines: Catholic School Leaders for the Future. Highlights include the following:

a. Archbishop Jackels of Dubuque: The most important apostolic ministry is education. We don't feed the poor, heal the sick, etc., out of the love of Christ unless we were first taught about the love of Christ.

b. Bishop Blase Cupich of Spokane and Chair of the National Catholic Educational Association (NCEA) Board: Pope Francis comes from a background that appreciates Tradition but sees opportunities in the present to bring Christ alive and create communion as an end.

c. Robert Bimonte, FSC, President of the NCEA: "Teaching with the Brain in Mind" acknowledges our three levels of brain activity: that which keeps us alive and handles the fight/flight responses, that which handles memory and emotion, and that which handles "higher order" thinking.

d. Patrick Lofton, Executive Vice President and Chief Operating Officer of NCEA: "Leader of Leaders: Shared Leadership for Highly Effective Catholic Schools" had several points relevant to our own board's discussions

about board and council leadership:

- The most important thing boards of corporations or non-profits (or schools and churches) do is to recruit other board members who have the skills necessary to advance the mission of the organization.
- Board members should not be elected; they should be selected. When there are elections, they often end up being popularity contests like high school class officer elections. Future leaders should be “groomed” and the skills needed on the board should match those of the members being selected.
- Future and past parents are even more important for board membership than current parents. Future parents can talk about the type of school they will want to see for their children. Past parents can put things into the perspective of having raised children and can be reflective of their experiences. Current parents, which should be only about 25% of a board, can talk about the immediacy, which itself is often highly reflective of their own children and the peer group with which they and their children interact.
- Boards should focus on marketing, enrollment, development, public relations, and long-term planning. They should avoid getting involved in curriculum and personnel issues.

Respectfully submitted by Chad C. Steimle

FYI: I am awaiting paperwork for the adding of the superintendent endorsement to my educational license.

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**Faith Formation May 2014 Report**

**Submitted by Trish Gallagher Pastoral Associate for Faith Formation**

No Written Report. Trish is working on the job descriptions for Faith Formation that will be brought to the Board.

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

No Report

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

a. No committee reports. Meeting was adjourned early.

10. PASTOR'S NOTES (Msgr Jim P)

a. Fr. Meyers has moved to St. Vincent's and will continue to return for a few masses a week.

b. Fr. Sabu returns home in August.

c. Msgr. encouraged those interested to attend the Fr. Ken Martin Golf Outting/Dinner on August 27th.

12. CLOSING PRAYER – meeting was adjourned at 8:55pm.

NEXT Regular Meeting: August 5, 2014

BOE's Rep to Parish Council in August, 2014 (Jen)

Respectfully submitted by Patrick Archer (Secretary)