

Board of Education Minutes - June 1, 2010

UNAPPROVED MINUTES OF THE OLV BOARD OF EDUCATION MEETING JUNE 1, 2010

Opening Prayer

The meeting was opened with a prayer led by Msgr. Parizek at 7:00 p.m.

Roll Call

Present: Donna Daniel, Dan Zeimet, Patty Stevens, Molly Crosby, Brian Fink, Msgr. Parizek, Trish Gallagher, Leigh Boorn, Terry Wendl, Joe Creen, Jeff Brennan, Chad Steimle, Beth Laubenthal, Carl Demaio.

Agenda

The proposed agenda was approved with the addition of day care financial guidance questions.

Minutes

The minutes of the May 4, 2010 meeting were upon motion made, seconded, unanimously approved, with the following corrections:

- Msgr. Parizek, Trish and Gary Gusse were working on the educational component of the Liturgical aspect of the new gathering space. Trish and Jennifer have been attending campaign building meetings.

Unfinished Business

- Upon motion made and unanimously approved, the Iowa Core implementation plan that was distributed and presented at the May, 2010 Board meeting was unanimously approved.
- JFK Budget. Chad distributed the revised (final) budget, budget highlights, and preschool/ECLC revised budget. Next year it is estimated that K-8 enrollment will be 351-371 students. The currently preregistered K-8 students of 341 is more than last year registrations. The budget is based on 355 students. It is also estimated to be 80 students in 4 year old preschool (75 of which are eligible for state funding) and 18-25 in the 3 year old program. The budget will be based upon (80) 4 year old and (20) 3 year old students. The ECLC for the summer is 15. Next year's ECLC fall enrollment is estimated to be 17-22. The budget will be based on 19 students. The SWVPP – 4 funding from the state was only recently approved by the State at \$3,164 per student (which is the reason this final budget is delayed to this meeting). The total revenue increase from the JFK last preliminary budget previously discussed includes \$63,736. The expenses in this budget compared to last proposed preliminary budget is increased \$47,908. This total final budget is balanced. Preschool furnishings will include purchases of risers and outdoor equipment, expansion of the play area. Preschool parents will be asked to make monetary donations for snacks for preschool instead of bringing in food. This will help with quality, quantity control and budgeting. The technology support expense is proposed to increase about \$19,000 over the current year.
- There was discussion that the budget does not include any financial aid for needy families. The STO funding, although capped at \$7.5 million across the state, is insufficient for the requested amount of all applicants. The administrator of the STO/EOF funds has “grandfathered” families who applied for STO last year. However there is a waiting list for new families who are applying. There are at least three families in JFK who are on the STO waiting list. Tonight it was proposed that the school budget add an expense of up to \$5,000 for financial aid to those families who are on the waiting list of STO and provided they would have otherwise qualified for STO funds. Chad thought that perhaps up to \$5,000 could be set aside or reallocated from monies that are now being proposed to be seed money for grants, furnishing or technology.
- Upon motion made, seconded and unanimously approved, \$5,000 was added as an expense for 2010-11 to the proposed budget and to be available for those families who are financially needy and are on the STO waiting list and who enroll for K-8 class at JFK and that all other rules of STO financial aid will be applicable if the family applies to JFK for financial aid in lieu of STO aid and the family applies to JFK for such help and follows application process. The details of the grant or the allocation for this assistance and application process will be worked out by the BOE later before or in 2010-11 after all financial aid applications and family financial condition is received by the BOE.
- Upon motion made, seconded and unanimously approved, the proposed final budget as amended, with the addition of financial aid (as above reported) was unanimously approved.

Administrative Reports

Youth Ministry – Leigh Boorn had a written report distributed and highlighted the following:

- Leigh and the Diocesan coordinator of youth ministry and other youth ministry leaders are planning Catechesis Services and prayer experiences for Catholics in Action Retreat on June 27 – 29 in Iowa City.
- Planning with the young adults to start a Core Retreat at OLV is set for June 13th.
- Leigh continues to encourage youth to consider NCYC in 2011 and working on parent volunteers for fund raising.
- Youth and adult volunteers are planning next year's activities.
- Faith Formation staff sent out a review for teachers input on confirmation.
- Youth night activities on May 5 included pizza party for 8th grade students. Lynn Olds decided to join the team with other parents invited to a planning meeting on May 17th. The Code of Conduct for youth night was implemented. On May 19th the youth night involves applying the Creed for Life. Youth created their own I Believe in Quote statements and discussion in small groups.
- Leigh is promoting summer activities. There are TEC applications and CIA applications and information about the Kentucky mission trip being distributed.
- A meeting is set for June 2nd in the parish center for those interested in NCYC. Air show and other fund raising activities are being discussed.
- "Salute to Seniors" was held May 16th with the assistance of 25 Assumption students.
- The Deanery planned events for next year include movie nights, a bon fire and a scavenger hunt which will have a scripture theme.
- Leigh attended the Vocations Day at St. John Vianney.
- Leigh is preparing a fund raising budget to present to the parish office by June 1st.

JFK – Chad had a written report distributed and highlighted the following:

- Many staff attended the Catechetical training for spirituality credits on May 12th.
- "Set ups" sessions for students to meet teachers for next grade levels went well.
- In May there were fewer school suspensions than in the past years or in April.
- Preschool on Wednesday next year will be adjusted so all students are dismissed at 1:45.
- Kelly McGee is doing summer art camp for 2nd, 3rd, 4th and 5th graders.
- Jessica Larson is doing summer science camp for 4th, 5th and 6th grade.
- Kathy Neuberger and Angie Logan will run vacation bible school in June.
- Elizabeth Motto and Paula Schmitt will have tutoring this summer at JFK.
- The reading materials were selected and ordered from among three companies.
- Tammy Nagle was selected (by a government competitive grant) to do research at Iowa State this summer.
- Rachel Whelchel was selected to be involved (with the AEA) in a special math training program for the summer and the next 2-3 years.
- Updates for kitchen cabinetry are planned and estimates received.
- JFK received a \$28,000 grant from SCRA for interactive white board technology. An additional \$12,000 from JFK budget will allow 7 classrooms to be outfitted with boards, LCD projectors, computers, student response systems and other technology.
- Chad met with several people and organizations regarding technology support services and is making arrangements to implement.
- Chad met with certified playground inspector regarding the little kids play area and what ECLC might do with permanent equipment. Chad met with Mike Lovewell regarding expanding the play area.
- All personnel files of staff were reviewed, which is very time consuming.
- The revised dress code was distributed to parents.
- A color JFK yearbook was distributed in May.
- Molly Fuller of Pear Advertising was at JFK to photograph JFK students and staff regarding various marketing materials.
- The weekly principal posted bulletin announcements continue. The twitter update account continues. Chad will also try a facebook this summer.

Faith Formation – Trish Gallagher distributed a written report and highlighted:

- Catechesis positions are being filled. Several positions are being filled by former Catechists.
- Jen Wemhoff and Trish attend the Capital Building campaigns as non-voting members. Trish is working with Msgr. Parizek and Gary Gusse for an educational component of the Liturgical gathering space aspects.
- Trish, Leigh and Chad are working on a joint newsletter article about the gathering space and educational ministry aspect of this united parish building project.

- Trish met and reviewed with John Diggs, (family life rep to parish council) the current and future programming needs.
- The theme for Generations of Faith for next year is selected as “Mission 50: Under Protection”. This will serve three purposes: provide information about the construction of the new parish building project; promote increase of participation in parish life and stimulate grass root interests and participation in the parish’s 50th anniversary, September, 2012.
- Ila Mae Hanisch presented a two hour spirituality and methodology service for 25 people. Four people in the MFP (three of whom are OLV and Marilyn Riley) hope to complete the two year study by September.
- The “movies with meaning” will go on a hiatus until November. Thank you to Carl and Kellie Demaio for their success that started this adult program.
- New policy on ongoing ministry formation was passed by Liturgy committee. Assistance for Deacon Al and Trish worked on the Corpus Christie petitions to highlight Liturgical ministries.
- Trish and Liturgy committee are planning a November 14th date workshop. Trish is discussing with Deacon Agnoli the fall workshop on funeral rights in the church (October 30th) and providing information for wellness, with a possible advent concert/service. Maureen Mosse is the contact person. Trish will continue to support the Wellness Mardi Gras potluck celebration.

Committee Reports

Generations of Faith – NR

Finance Committee – See Old Unfinished Business

Nominating Committee – The three candidate for Board of Ed, Patty Stevens, Carl DeMaio and Brock Harris, were elected to the Board by acclamation/applause during the Masses on May 23-24.

Policy Committee – NR

Strategic Planning – See New Business

School Improvement Advisory Committee – Chad reported that at the May meeting, the committee’s 131 page report had been presented and recommendations were made. Implementations or a decision concerning the committee recommendations is needed. The recommendations are on page 18 of the report. Upon motion made, second and unanimously approved, the committee’s recommendations as presented at the May 10, 2010 SCIAC meeting were approved.

Marketing and Public Relations – (See Principal’s Report)

Grant Writing – Chad reported that \$28,000 grant had been received from the SCRA, which will be combined from \$12,000 to purchase technology, whiteboards for seven classrooms. The committee is looking at school renovation grant application opportunities when the next cycle for grants begins next year.

Parish Council – The fall festival is scheduled for September 26, 2010. The Council is looking at ways to become more effective.

Parish Finance Council – Terry reported:

- Changes to the 401k and health care plans were approved. Employees will now be allowed to make changes to their contributions at any time. Employees are eligible to make their own contributions immediately upon hiring. Employer matching contributions can begin 12 months after initial employment. Msgr. Parizek is deemed to be self employed.
- There are 15 parish/school employees on the health insurance. The cost of single coverage is approximately \$351 per month. The parish pays for ½ the premium for single coverage. The parish pays ½ of single premium plus \$100 for family coverage. Part of the funding for health insurance comes from EOF.
- The parish has a flex plan available for employees. There are optional dental insurance and eye insurance.
- The Diocesan Capital Campaign is underway in our parish. Approximately \$230,000 in pledges from OLV parishioners have been made to date. The total Diocese campaign has raised over \$16 million to a \$22 million goal. A phone-a-thon and letter campaign is planned to begin in June. Contributions can be deferred to this campaign until after the OLV campaign pledges are completed. There are approximately 80 parishes in the Diocese, all of whom are asked to participate in the Diocese campaign. 25 of the parishes went over goal. Like OLV, 13 parishes have their own capital campaigns conducted immediately preceding the start of the Diocesan campaign.
- The Council is continuing to process the 2010-11 budget. The ADA goal for our parish has not yet been established.
- The parish expenses are down, but the income is down and hopefully the parish fiscal year will end with a balanced or slight surplus.

Building and Grounds – NR

Athletic Club and Home and School and Band –

- Terry presented the budget and was thanked for that. It was reviewed. Upon motion made, seconded, the Home and School budget for 2010-11 was approved. The Athletic Club budget was not yet complete as they are waiting on an estimate for replacement of all the mats in the gym.
- Terry had a written report of the Home and School and highlights are: service awards were distributed at May crowning for Janet Thomas and Linda Vogel (30 years at JFK); Angie Logan and Trish Hinchman (15 years at JFK) and Judy Johnson (5 years at OLV). Staff appreciation dinner was May 19th which was well attended (50) and Mrs. Prior was given a retirement gift from Home and School. Special thank-you's were made for all persons who donated or volunteered time. New officers for next year include Heidi Wendl (President); Julie Hirst (VP), Terry Wendl (Treasurer) and Heather Engler (Secretary). Next market day is June 10th. Next fall a back to school barbeque will be held in August.

Assumption – Dan had distributed materials by email. There was a general discussion about the dress code. In May it was reported that 57% of JFK's 8th graders were going to AHS, but subsequent to the meeting it was learned that the matriculation rate from JFK students to Assumption is about 81%.

Scott County Advisory Committee – NR

Ad hoc Committees – Joe established three ad hoc committee to: Review Daycare, and for Strategic Planning and for Youth Ministry (see New Business).

New Business

Athletic Director – Each year at this time a bonus as provided in the AD's contract is considered. In the past the bonuses of about \$1,000 had been given if the AD's account was "healthy". The funding source is the AD's account which is established from the gate funds at athletic events. Upon motion made, secondly and unanimously approved, that subject to available funding from the AD's account and subject to its review by the administrator and balancing of that account, the Board gave the Administrator authority to give a bonus of an amount of up to \$1,000 to the AD from the AD account funds.

ECLC – Chad had various questions posed to the Board about ECLC because issues are being raised by various parents. The Board discussed the history, purpose and reason for the ECLC which includes: a service to parishioners, a marketing opportunity, a reality of the market because other schools are having ECLC, a service to parents who kids are at JFK/preschool, and a possible source of revenue. The ECLC program has evolved over the last three years since it was begun. Last year non-school days were added. Enrollment is between 16-22 students each year. Questions about the rates charged have arisen that need to be addressed. Chad presented the following questions and the Board provided the following direction to him. Upon motion made, seconded and the following were approved:

- Would we consider a multi-child family discount? Yes. We have discounts for all other family situations. Rates would be 80% for 2nd child in ECLC, 60% for 3rd child in ECLC. (NCEA recommendation, however, is no discounts.)
- Would we consider a rate based upon the age of the child? No. "Self-sufficiency" does not necessarily equate to less supervision for the ages with which we deal during the summer.
- Does one have to pay for a week during the summer when a family is not using it? Yes, that is the model we use during the school year and the model agreed upon when parents sign a summer only contract.
- Are there any per week rates available during the summer? Yes, in August, if space is available. The rate would be the weekly summer only rate. (We have used this model for those who wanted to start child care a week or two before the official start day in August—typically teachers' children.)
- Are there any per week rates available during the school year? Yes, if space is available. The rate would be the weekly summer only rate. This method may be used for a maximum of three weeks.
- Does a school aged child need to pay the \$100 registration fee for summer only ECLC? No, provided they have paid a registration fee for a JFK program for the upcoming school year. (Refunds might be necessary for this summer.)
- Are per diem summer rates available? Yes, if space is available. The rate would be the same as the upcoming school year rate for ECLC services on non-school days.

Ad hoc Committees – The following committees were established: ECLC Committee will evaluate the pricing options available for parents and other possible changes to keep the ECLC competitive with other institutional ECLC, yet remain flexible and financially viable and be of service to parishioners. Committee members include Brenda Fox, Chad Steimle (chair), Patty Stevens (assistant chair), Donna Daniel, two parents to be selected by the committee who use ECLC and two parents to be selected by the committee who do not use ECLC.

Strategic Planning Committee: It began its work over three years ago and the Board has previously approved the mission statement and vision statement recommended by the committee. As of December, 2009 the CSIP committee had made recommendations, goals and objectives, which the Strategic Planning Committee needs to review. The committee appointed are: Dan Ziemet, Terry Wendl, Joe Creen (chair), Chad Steimle, Carl Demaio,

Msgr. Parizek, a member of the finance committee to be selected, and two other members to be selected. Youth Minister Committee: As a result of the matter discussed in the Executive Session, the Youth Ministry Committee will be established to evaluate the job description and priorities of time to be spent by the youth minister, and whether or not the 8th grade confirmation coordination portion of the Youth Minister's job description should remain part of the YM's duties or treated as a separate coordinator and if so how the coordinator job will be resolved/hired. The committee members appointed are: Carl Demaio, Jeff Brennan, Beth Laubenthal, Terry Wendl (chair), Molly Crosby, Leigh Boorn and Joe Creen.

BOE Members: The Board member whose terms are now expiring include Patty Stevens, Brian Fink and Joe Creen. They were thanked for their many years of good, valuable service and dedicated work. The new Board members are welcomed: Carl Demaio, Brock Harris and Patty Stevens were welcomed. Their terms are from 2010 – 2013.

- Election of Officers. The following persons were nominated for the positions identified, and upon motion made, seconded and unanimously approved, the following persons were elected to office: Terry Wendl (President); Molly Crosby (Vice President); Jeff Brennan (Secretary). The term is from June, 2010 to June, 2011.
- Committee Assignments. Terry Wendl requested persons to volunteer for committee assignments. A sheet was passed and individuals indicated their preference for a committee. Pursuant to Board policy, Patty Stevens and Joe Creen remain members of the finance committee for at least six months.

Executive Session

The public meeting of the BOE was adjourned for Executive Session. The minutes of the discussions during Executive Session will be separately reported as required by By-laws. Upon completion of the Executive Session, the following resolutions were made in the reconvened public BOE meeting:

It is moved, seconded and approved, that guidance counselor, Sandy Hein's teaching contract for 2010-11 was released with the agreement that she repay the \$700 signing bonus and pay up to \$500 for the costs associated in finding a guidance counselor replacement.

It is moved, seconded and approved to allow JFK Administrator to offer Sandy Hein a guidance counselor job, which position could allow for additional flex time and an increase in pay up to her actual number of years of experience and education that she is deemed to qualify for and to then give her the \$700 bonus that she is to repay.

The Youth Ministry job will be evaluated by the Board through an ad hoc committee to determine whether or not the 8th grade confirmation coordinator will continue to be assigned to the Youth Ministry or separately or handled. The committee will make a recommendation to the Board which includes but is not limited to requiring the Youth Minister to continue with the same job description or separating the 8th grade confirmation coordination from the Youth Ministry or other options as the committee may determine is appropriate. The Committee and BOE will coordinate with the Pastor on these matters.

Pastor's Notes – Msgr. Parizek reported:

- The Diocesan campaign is in progress and he requests help from members of the Board of Ed, Parish Council and Finance Council to participate in the telephone solicitation that will occur June 7, 8, 17 and 24. He thanked all of those who have been and are willing to participate. This is an important process for the Diocese. The \$22 million goal will help fund the purchase of the Vincent Center, provide replacement funds that had previously been relinquished because of the Diocesan bankruptcy, will provide endowment funds and other revenue for the Diocese to provide help to educate new priests and deacons, provide health insurance, and funding for Diocesan education and charity services and some of the services that the Diocese used to be able to provide which it can no longer provide. In addition, 20% of the funds raised will be returned to the parish.
- A series of meetings will begin in September, 2010 pursuant to a Diocesan plan to help parishes learn to work together and to share ministries (priests, deacons and train ministers). This will involve a lot of parishioners.

The meeting was closed with a prayer at 10:45 p.m. The next regular meeting of the Board is August 3, 2010 at 7:00 p.m.

Joe Creen
Acting Secretary

