

Board of Education Minutes - June 2015

Minutes from June 2, 2015 Board of Education Meeting

1. OPENING PRAYER (10 minutes) – “A Board Member’s Prayer”
2. ROLL CALL – Monsignor, Chad Steimle, Jennifer Wemhoff, Tommy Fallon, Terry Wendl, Molly Crosby, Pat Archer, Brock Harris, Todd Morris, Jen Flynn, Mike Lizak, Peter Shuster, Heather Egger
3. ACCEPTANCE OF AGENDA – Approved.
4. READING AND APPROVAL OF MINUTES OF May 2015 – Approved.
5. OPEN FORUM / COMMENTS & DISCUSSION REGARDING: – No comments
6. UNFINISHED BUSINESS –
 - a. School-based Therapy:
 - i. We have met with three agencies regarding school based therapy services and recommend Compassion Therapy Services. This agency provides similar services in about nine schools in the DCSD and continues to expand. Our obligation would be to provide confidential space when the therapists meet with students and some storage and to claim the agency as our site based provider for the purposes of Medicaid or other government assisted billing/payment. Three factors made this agency stand out from the other two: experience in Iowa with school based therapy, its connection to a psychiatrist (with whom the therapists can consult regarding medication, for example, or to whom they can make referrals and help families get appointments quickly), and a willingness to try to be part of the school community it serves (being visible at unpack your backpack, being willing to meet with parents to sign paperwork during or after school on campus or at other hours in their offices, etc.). Having access to children during the day, the agency claims, means they can speed up the service. A situation that might be resolved in four sessions might take 8-12 weeks if the appointments have to be made outside of school hours; it can be resolved in 4 weeks by meeting weekly during school hours.
 - ii. If the MTSS model is correct for social/emotional/behavioral needs 80%-85% of the students don't need more than the usual attentions/services, 10%-15% need supplemental services for a time period, and 5%-10% need intensive services for a time period. A goal of MTSS is be flexible and move students in and out of services as needed throughout the year(s). If the percentages are accurate, we could have 25-50 PS – 8th grade students moving in and out of the need for intensive services. A more realistic figure, however, for those who might actually be considered qualified for services and who have all the necessary parental permissions is probably 4-10. Each agency we interviewed indicated it would probably need at least three students per week to make it viable for them.
 - iii. Motion:
 1. That JFK enter into an agreement with Compassion Therapy Services, LLC., to provide school based therapy services at JFK.
 - a. 1st: Molly; 2nd: Jen: approved 9-1.
 - b. Budget and 401(k):
 - i. The board reviewed the final proposed budget.
 - ii. Motion:
 1. Be it moved that the 2015-16 budget be approved as presented.
 - a. 1st: Jen; 2nd: Heather: Unanimously approved.
 - iii. Motion:
 1. Be it moved that eligible staff members receive an approximately 1% of salary discretionary contribution to their 401(k) savings accounts from a total of \$15,000 maximum available this fiscal year.
 - a. 1st: Molly; 2nd: Pat: Unanimously approved.
 - iv. Motion:
 1. Be it moved that the athletic director and assistant athletic director receive \$800 and \$200 bonuses respectively.
 - a. 1st: Brock; 2nd: Jen: Unanimously approved.
7. ADMINISTRATOR REPORTS (Written reports pre-submitted):

**Principal’s Report to the Board of Education (Chad Steimle)
June 2015**

1. FAST spring screenings for reading and math were concluded. Three versions of letters were provided for about 100 students and handled nine scenarios. Letters were also customizable to indicate how parents could help their children at home. These letters go far, far beyond both the DE's template and even a local school's letter/pamphlet that was lauded at the AEA. The meaning of the aReading scores was also posted on our website.
2. The staff selected Houghton Mifflin's Journeys for the ELA materials aligned to the Iowa Core. Materials for 6th-8th grades are mostly online and considerably weaker. We will not purchase upper grade materials until there is something suitable to our liking.
3. Our piloting of FAST math screening assessments ended this year. We are seriously considering I-Ready, which is used by Regina and St. Paul's. Dianne Siefers, Kayelyn Geurink, and I went to St. Paul's for a demonstration. The reports from the screening aspect of I-Ready are very good and much more helpful than FAST's and directly associated with the Iowa Core. We are also considering the instructional component linked to the screening that provides students with individualized online instruction and lessons.
4. Allison Gieswein will not be returning to JFK for 2015-16. We interviewed three candidates and re-hired Rachael Whelchel. Adjustments were made to who will be teaching which grade levels/subjects so that we can utilize three math endorsed teachers in grades 5-8 and capitalize on their other subject area strengths.
5. Elisha Kubalsky is heading up a larger STEM (science, technology, engineering, and mathematics) event in January that may involve several of the science activities that we normally do, like 7/8 science fair and 4th grade organ projects, as well as projects/activities in other grade levels.
6. Anna Schott developed a summer incentive program for reading, math, physical activity and stewardship.

Managerial Leadership:

1. Daycare and before/after school care:
 - a. HF 347 that eliminates the DE from having any oversight of daycare and before/after school care programs was signed into law. The law does not specify under whose jurisdiction 3 year old PS falls, but we are making plans as if it, too, will be under DHS oversight. The law goes into effect January 1st, but DHS can start implementing it sooner.
 - b. We have begun to make the changes necessary to switch us over to DHS. There are approximately 385 criteria that need to be met, and there is no "grandfathering" of anything currently in place.
 - c. Some examples of the changes are below:
 - i. Several rooms have been sized for child care services by a DHS representative:
 1. Primary spaces:
 - a. Cafeteria: 66
 - b. Room 104 (Blocker/Jordan): 27
 - c. Room 105 (Zeimet/Knox): 27
 - d. Room 107 (ECLC): 45
 - e. Room 109 (Carpeted side of PC): 35
 2. Secondary spaces:
 - a. Gym: 88
 - b. Room 108 (Tiled side of PC): 71
 - c. Room 209 (library): 30
 - d. Room 210 (Sasha Peterson's): 26
 - ii. Ratios for 3 year olds change from 9 to 1 to 8 to 1, but there are no maximums per room, other than what the physical space allows. We are increasing enrollment in 3 year olds to at least 20 students, and ECLC to 24. Ratios also go into place for school aged children, and we will have to watch these carefully in aftercare.
 - iii. Because school-aged and non-school aged children cannot be mixed and furniture must be appropriately sized, aftercare will have to move to another location. We are proceeding to make the cafeteria the primary space. A \$24,500 contract has been signed to make this space climate controlled (A/C), and we will have to make some adjustments to sprinkler heads.
 - iv. Current preschool rooms and the 1987 hallway are not sprinklered. We will be adding sprinklers for these three areas. Because we need alternate climate controlled space for when the cafeteria might be unavailable, such as when we are hosting athletic games, sprinkler work may be done on the library, where only half the space currently has sprinkler heads. (Unfortunately, the calculations didn't match to be able to have as many students in the library as I would have liked. It may be more cost effective to air condition another classroom near the front doors, and this option is being explored.) We also received bids to add sprinklers to both sides of the parish center, but there may be some emergency exit issues with these spaces.
2. A \$13,000 SCRA grant and about \$5,850 from an anonymous donor will allow for the whole phone system and all consoles to be replaced in the building.

3. The Optimist Club's flag program and 8th graders' fund-raising will allow for two of the three water fountains by the library to be replaced with one water fountain with bottle filling station.
4. The lighting replacement project has begun. All lights and/or fixtures in the school building will be replaced. The materials cost is estimated at about \$46,000. Contracted labor is \$6,750, and we're estimating about \$2,500 of our own employees' labor. Volunteers will also be helping with the project. The total cost of the project would be about \$55,250, and the rebate would be about \$38,880. Energy cost savings is about \$4,600 per year.
5. K-8 registration

	Contracts Returned	"Probable"	"Possible"	
K	50	50	54	
1	41	41	43	
2	33	34	35	
3	51	51	53	
4	44	45	49	
5	46	47	51	
6	56	56	56	3 on 6th grade waiting list --> 7 students not enrolled at JFK due to siblings
7	32	35	39	
8	40	44	44	
	393	403	424	
2014-15	396 official count			
Budgeting		412		

6. All Leaps & Bounds summer reading and math program sessions will take place. Current registration:
 - a. Session I: 9
 - b. Session II: 5
 - c. Session III: 6
 - d. Session IV: 10, with one on a waiting list
7. Summer ECLC enrollment is about 12 students, with three students joining for wrap around care after one or more sessions of Leaps & Bounds. While this number is down from last year's 17, it is up slightly from the usual summer numbers. We have adjusted staff levels accordingly for the summer.
8. Deneen Woerdehoff is offering a math boot camp in August for students entering 6th, 7th, and/or 8th grades. Minimum numbers are needed.
9. Melissa Zeimet and Melanie Blocker are offering a Jump Start Kindergarten program in August for those students entering kindergarten. Minimum numbers are needed.
10. Kim Burken is offering one on one tutoring this summer in reading/ELA for students in K-8.
11. Vacation Bible School begins June 8th. It is run by Kathy Neuberger and Angie Logan.
12. Several equipment upgrades are being considered for the lunch program, including sneeze guards for the service line and more/different cold service line units and warming units. An additional employee during serving time is also being considered.
13. The diocese has made changes to the 401(k) plan. The most significant change, and one for which I lobbied, was that employees must opt-out of participation rather than opt-in.

Public Relations Leadership:

1. Iowa Assessment results with more information than ever distributed before were mailed.
2. I met with 5th grade girl scouts about putting a Little Free Library on our campus. They will get back to me about some of my concerns.

Leadership in Diocesan/Parish Context:

1. Diocesan strategic planning for education continues to take place. The format will be the following: about 14-

16 goals, each goal will have about 3-7 objectives, and each objective will have strategies. It will be very ambitious, given the diocesan education staff available.

2. I will be co-teaching a workshop on Catholic school finance in the Diocese of Sioux City in June.

Respectfully submitted by Chad C. Steimle

**Faith Formation June 2015 Report
Submitted by Jennifer Wemhoff, DRE**

- 1) Providing faith formation, religious education and sacramental preparation for K-8 students and their parents. Preparing Generations of Faith events and communications for Family Faith Formation suitable for K-8.
 - a) Purchased a 13 disc DVD series "What's in the Bible" that is appropriate for grades kindergarten on up by both JFK and Faith Formation.
 - 2) Directing and supervising K-8 sacramental preparation: Reconciliation, Eucharist, and Confirmation in collaboration with Coordinator.
 - a) Dates for First Reconciliation and First Communion have been set along with their respective meetings for the 2015-2016 school year.
 - 3) Recruiting, enabling, and supervising catechists and other volunteer personnel for Faith Formation. K- 8
 - a) Current catechists and support helpers have been asked if they are returning for the next school year. Several have responded already saying they are returning. Only 1 catechist spot is open at this time—we are currently seeking a 7th grade catechist.
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Pastoral Associate for Faith Formation: Trish Gallagher

FAITH FORMATION Five Year GOALS: Submitted by Trish Gallagher Administrator

This year due to Parish office turnover and support Lisa gave for that, several of the activities were "on hold". Three significant parish wide projects did happen: the Pro-life series in the Fall, the Vocations project and the Mass "one Word" project this spring.

1. To promote knowledge of the Faith

- Enhance Parish understanding of Life Long learning :Plan and continue outreach to all ages

Along with report to BOE, Publicize for whole community to enter into

- Increase evangelization efforts within and outside of parish: year 3: develop E Task force- bring Evangelization focus to all parish not completed
- Continue leadership training, recruitment, support of qualified staff and catechists

Encourage, support and Mentor MFP and candidates for Deacon Training Lisa, Tommy completing courses; work with Vocations for Deacon Promotion

- Provide quality in-service opportunities for staff and catechists

Continue 2 in-service reviews/year: promote compliance with Diocesan Certification goals completed

Texts collaboratively selected with JFK are built on the Faith Formation areas:

provide at least one in-service on use of texts/year: included in August in-service

2. To provide liturgical education and promote participation including an RCIA focus

- Continue Family education and support linked with sacramental preparation

Investigate on-going Mass support communications scripture/ Mass helps for parents to use with children

- Provide "family events" with liturgical seasonal focus: Advent, Lent, and /or Holy week-

Continue to collaborate with JFK for annual plan continued

- Continue to support parish Ministry formation workshops/ policy 2014 Year of Liturgy Bishops site:

Encouraging the understanding that good liturgy is good evangelization Mass One Word Project with Liturgy

- Generation of Faith Handouts are prepared and distributed highlighting family participation issues

Identify 2 new ways to publish these to the community; online/ blog sites. Completed internet review

3. To encourage moral formation

- Continue class room / program service projects identify 2 ways to promote ongoing projects
- Continue support of Human Relations material: provide user friendly ways to encourage

“family-time talk” on issues of Catholic Moral teachings Tommy Race Movie, work with Anna Schott

- Increase Pro-life/ Pro-Family, Catholic teachings on Human sexuality to all ages

Adult Pro Life series for Fall/ Working with Marianne Agnoli for new Diocesan efforts Pro Life Series Fall 1014

- Advent or Lenten service projects are to foster social action outreach

Publicize results of seasonal outreach yearly

4. To teach to pray

- Identify retreat/ mission opportunities in line with current plan for year

Use former CEW adults and young adults to include all ages

- Provide training on prayer techniques on hold for 2014

Continue support through existing programs

Continue/ work with distribute prayer cards for Post-Baptismal families.

5. To educate for community life (parish and local)

- Continue Student visit from priests, support of vocations projects worked with Parish Adopt a Seminarian project

Collaboration with JFK, see Vocations as part of stewardship education

- Community parish activities are advertised and encouraged

supply principal post with ads/ tips for parish life activities monthly:

6. To proclaim the Kingdom through word and deed

- Activities in texts are encouraged to demonstrate faith in Action.

devote in-service time to exploring text recommendations yearly (JFK/FF) not done

7. Continue to provide at least 3 Generations of Faith “projects” e.g. stations of the cross/ Family Advent Trivia contest. done

8. Engage families in faith learning activities, initiate parish wide social media effort within 5 years.

9. To foster an awareness of special needs and multicultural diversity in Catechesis

- Current individualized plans for education are formulated for special need children in programs yearly.

Continue special needs plan at OLV, ways to identify parishioners who would benefit support Diocese initiatives –cards in pews, supporting special needs in FF Programming

- Multicultural diversity is supported and promoted through texts used

inclusive activities recommended for classroom/ or seasonal enhancement.

Include opportunities for valuing heritage of parishioners on hold

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

Board of Ed. Confirmation Coordinator Report - May 2015

- Received Confirmation date for 2016 (April 2, 2016 at 1:30)

Administration

- Taking classes for Catechetical Certification – New Testament
- Assisted Tommy with NCYC registration
- Hosted MORE meeting at OLV. Farwell to Mary Weiser

Respectfully submitted by: Lisa Willows

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

On June 2, 2015, Tommy Fallon formally notified the board that he will be resigning from his position as Coordinator of Youth Ministry at Our Lady of Victory effective July 31st.

Monsignor will form a committee to search for Tommy's replacement. Todd Morris will serve as a board representative on this committee.

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. Finalized budget
- c. Nominating Committee (Brock, Terry, all board members)
 - a. All three positions were filled. See New Business for Seating of new board members.
- d. Policy Committee (Chad, Patrick, Molly, Jen) (Discussion & vote regarding policy changes)
 - a. No report
- e. Strategic Planning Committee (Chad, Terry, Lisa, Joe)
 - a. No report
- f. School Improvement Advisory Committee (Chad, Heather, Molly, Karl, Brock, Jen)
 - a. Meets over the summer. Assessment data will be compiled.
- g. Market/Public Relations Committee (Chad, Heather)
 - a. No Report
- h. Grant Writing Committee (Chad, Rena Harris)
 - a. A \$13,000 SCRA grant and about \$5,850 from an anonymous donor will allow for the whole phone system and all consoles to be replaced in the building
- i. Parish Council (rotating per schedule) 4th Tuesday of each month 7:00 pm
 - a. Presented Parish Strategic Plan. Filled vacancies on the committee.
- j. Finance Council Rep. (Terry, Molly)
 - a. Discussion of SCRIP and Gala leadership and money issues.
- k. Buildings & Grounds Rep. 2nd Thursday 7:30 pm (Brock, Todd, Lisa)
 - a. No Report
- l. Athletic Club - JFK Band Boosters - Home & School Rep.
 - a. Athletic Club looked at jerseys for parish sports and discussed budgeting for Assumption scholarships.
 - b. Home and School filled their officer positions.
- m. Assumption High School Rep. (Matt Henning)
 - a. Continues working with SAU on sites for new buildings and fields
- n. Scott County Catholic School Advisory Board Rep. 2nd Monday every other month (September, November, January, March, May) @ St. Vincent (Terry, Chad. Pat)
 - a. Discussion of St. Paul's salary plan
- o. Ad Hoc Committees: A new committee will be formed to search for new Youth Minister.

9. NEW BUSINESS:

- a. Outgoing board members: Terry Wendl, Molly Crosby, and Karl Stratman.
 - i. Thank you for your service!
- b. Installation of new Board Members: Corby Jackson, Mike Lizak, and Peter Schuster were installed to three year terms.
- c. Election of officers:
 - i. President: Pat Archer
 - ii. Vice-President: Heather Egger
 - iii. Secretary: Jen Flynn

10. PASTOR'S NOTES (Msgr Jim P)

- a. Msgr thanks the outgoing board members, the sitting board members, and the incoming board members for their service.

11. CLOSING PRAYER – meeting was adjourned at 9:17pm.

THE JULY MEETING OF THE BOARD HAS BEEN CANCELLED

NEXT Regular Meeting: August 4, 2015
BOE's Rep to Parish Council in July, 2015 (Jen)

Respectfully submitted by Patrick Archer (Secretary)