

Board of Education Minutes - March 2, 2010

UNAPPROVED MINUTES OF THE OLV BOARD OF EDUCATION MEETING MARCH 2, 2010

Opening Prayer

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

Roll Call

Present: Brian Finks, Donna Daniel, Trish Gallagher, Leigh Boorn, Msgr. Parizek, Dan Ziemet, Jeff Brennan, Beth Laubenthal, Terry Wendl, Joe Creen, Patty Stevens, Chad Steimle. Excused: Molly Crosby. Guest Teacher: Brenda Fox

Agenda and Minutes

The proposed agenda was approved.

The minutes of February 2, 2010, as revised provisions concerning Home & School, which revised minutes were distributed email minutes today, were upon motion made, seconded, approved.

Unfinished Business - None

Administrative Reports

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

- A list of potential Extraordinary Ministers have been sent to Msgr. They need to be trained.
- Recruiting in the high school of youth and adult participants continue. They are being asked to help implement the goals of “Renewing the Vision”. Leigh is working with the adults and youth on planning weekly youth nights.
- Confirmation preparation for the retreat that is to be held March 7th continues.
- Service Day were well attended. One more service day will be March 20th and the youth will be working on the Habitat home on Christie Street. That was first sponsored by the car wash in 2008.
- Leigh sends the high youth newsletter to the parish youth by email or hard copy.
- The next (summer) Kentucky trip continues to be promoted. There will be an article in the Victor Voice about it.
- Junior High youth night is March 13th.
- TPH mystery night at OLV was well attended by OLV youth with new faces.
- Souper Bowl for Caring Bowl Extravaganza raised \$149 and 91 cans donated to Sacred Heart Food Pantry.
- Jr. High Rally registration (6th, 7th and 8th graders) are at 24 youth. The Rally is on March 21st at Regina.

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

- Staff-Student class meetings continue. This allows students an opportunity to talk about issues that are of concern to them including issues that occur at school or outside of school. For example, students can express concern about the wellbeing of other students. The guidance counselor and Chad regularly consult each other on issues raised by students. There are an increasing number of students wanting to discuss things with the guidance counselor, some of which occur in a one-on-one session, some in the classroom and sometimes in small group sessions.
- As predicted with the implementation of Olweus, detentions have increased. A few students are serving in-school suspension due to accumulated detentions.
- The I-ELDA assessment (English for second language learners) will take place in March and April. Training for some JFK staff is taking place.
- Behavior contracts are drawn up for three upper grade students because of an accumulation of detentions rather than any big issue.
- Chad asked Jane Baltimore, our AEA speech pathologist to assess several more students. There are enough students qualifying for speech services that JFK may need another speech aide assigned to work with students.
- The Diocese was consulted regarding background checks on a couple of volunteers.
- Chad works with some parents regarding key checkout issues.
- AG in classroom sponsored by Farm Bureau is planned for March (K-6).
- Some changes to the staff development committee structure are being discussed. The change will allow focus on supplementing the characteristics of effective instruction and the assessment pieces of the Iowa Core Curriculum. It appears more likely that Iowa will replace the ICC curriculum content with national criteria since the national criteria is using Iowa as a model.

- The teachers and Chad have been evaluating the three year relationship with AEA which is participating in staff development concerning differentiated instruction. This process has been slow, and does not involve enough collaboration or collegiality in terms of peer coaching.
- Scott County principals have agreed to one full day of in-service together on Iowa Core Curriculum. Catholic school elementary schools will have their staffs meet at least one day per quarter for a variety of purposes.
- Tammy Nagle, Paula Schmitt and Chad will attend a two day National Catholic Education Association convention in April.
- JFK's draft of ICC implementation plan was sent to other schools in the Dioceses as an example.
- Janet Thomas began to assemble materials for text book publishers regarding new reading/language arts textbooks.
- Discussion regarding staffing issues and assignments for next year began.
- Formal observation process continues with staff. For every period observed through this process, approximately 3-5 hours of work are done outside the classroom.
- Summative evaluations of service staff members are taking place. Some of these are annual and others are conducted every three years.
- In house registration for PS and ECLC occurred. As of February, the M-W-F four year old morning program is full with a waiting list. The Monday to Friday morning four year old programs is nearly full (three slots open). Open enrollment begins March 1st. Marketing will soon occur.
- K-8 enrollment is down 5 since October 1st because the families moved out of the area.
- Kindergarten roundup was March 1st. Prior to roundup there were 40 students registered and 6 more who could not attend that day expressed interest. This is an increase from last year's 38 at roundup. There are now 48 in kindergarten and there may be as many as 50 or 60 wanting in next year. The issue of class size for kindergarten needs to be discussed.
- Chad met with Paul Scheibelhut, the chair of the OLV building committee and Scott Bengfort about school programs, facility advantages and disadvantages and things that need to be addressed in the school building project. Items discussed include: office area that needs a front reception area and work area; staff work area; administrative offices in close proximity to upper grade students; entry for preschool, ECLC and aftercare; building security and welcoming environment; classroom size of the renovated spaces; flexibility of use of classroom for multiple purposes as enrollment fluctuates; location of an area/purpose to be near the office or closer to the office (instead of the opposite side of the building).
- The Adhoc Technology Committee met March 2nd. Website Review Committee meets next week.
- JFK school page occurred in the Catholic Messenger on February 25th.
- Chad is working with Pear Advertising regarding direct mail to families with children in the 52806 area. Chad attended February pastoral administrative staff meetings with Judy, Leigh, Trish and Msgr. They continue to work on revisions to the staff handbook to have it conform with the new Diocesan template.

Faith Formation – Trish Gallagher distributed written reports and highlighted:

- Jennifer Wemhoff's report indicates that she has produced and distributed newsletters to Faith Formation families and JFK families and distributed them at the back of the church.
- Jennifer is beginning preparation for First Communion and helped plan a parent meeting on Sunday, February 28th.
- Trish continues to work on active recruitment strategies to attract more students/families into Faith Formation program. It is noted that Davenport schools do not allow information to be distributed through the public schools. Distribution has been made at church, but the issue becomes how to distribute information to people who do not attend church. There was a discussion about how the parish, perhaps with the help of the parish council, could conduct a marketing campaign for the parish to recruit new parish members and to advertise the educational ministries of Faith Formation, Youth Ministry and JFK school as part of the reasons to join OLV.
- Trish continues recruit catechists. She is asking catechists to help recruit other catechists. There will be a program on March 31st.
- Trish is providing resources as needed for the Mardi Gras program on wellness.
- Trish, Jennifer and Tracy will attend a conference in March.
- As adult faith formation coordinator, there are seven candidates for full communion and one for Catechumen, and two new inquiries.
- The Lenten programming was well attended (37 adults at one session and over 50 adults at another session). "Movies with Me" in February was attended by 37. The Women's Enrichment is supporting the Mardi Gras program.
- Trish is working with Msgr. on the Easter vigil and First Communion.
- A presentation was made to the Liturgical Commission concerning the new policy on Ministry Formation.

- Trish discussed with Scott Bengfort, and made recommendations concerning the Gathering Space (a desire a small meeting room for 10 people and a larger one for 50 people).

Committee Reports

Generations of Faith – See Faith Formation Administrator Report

Finance Committee – Did not meet this month.

Nominating Committee – The elections were set by Parish Council for May 23rd. Usually BOE elections are the same day. There was a general discussion. Individual members of the Board are beginning to recruit others to consider running for the Board.

Policy Committee – The committee is to meet in the near future to consider numerous policies as part of its annual process. There was discussion of whether or not “active parishioner” is defined in the JFK policies and how the concept of stewardship is involved in the school admissions policy. The committee was asked to review this specific policy as it relates to the use of stewardship several BOE members were assigned to review this aspect. See New Business concerning the discussion about athletic eligibility policy.

Strategic Planning – It has been a couple of years since this committee has met formally, however the sub-committees thereof have met and the school is ready to meet with the large committee. The FF and YM have recently met. All three sub-committees have completed their mission and vision goals, which were previously approved by the Board. The Smart goals for FF and YM have yet to be determined. Elements of a strategic plan for FF, YM and JFK are similar, but the Smart goals for each department needs to be coordinated and defined in a preliminary matter by each of the three sub-committees, in order for the full committee to consider. Joe will call a committee meeting soon since the school portion appears ready for Smart goal formation/evaluation.

School Improvement Advisory Committee – Did not meet this past month.

Marketing/PR Committee – Much of the implementation as strategies previously implemented are being carried out. The school put up the preschool banners and advertisements, but the city called to have them taken down. Faith Formation is looking for a signage/advertisement approach also.

Grant Writing – Chad reported that the spring cycle of the SCRA application process will include an application for interactive white board technology.

Parish Council – Trish reported that the council is developing standard operating procedures for activities in the parish and continues to review the parish twinning project.

Finance Council – Terry Wendl reported that

- Victory vouchers contributed about \$20,000 to the parish from the 2008-09. Those funds go into the general operating budget.
- Ladies Council donated \$15,500 from the bazaar to be used by the parish for major repairs and maintenance.
- The Annual Diocesan Appeal goal for OLV parish is \$124,000. There are \$115,000 in pledges and \$89,400 paid to date.
- Growing Our Faith campaign has \$2,324,160 in pledges, and \$1,294,846 is paid.
- The Diocese started its \$22,000,000 campaign. It has collected \$8,000,000. OLV's goal is \$975,361. 20% of the funds collected in the parish will be returned to the parish. The Diocese hired a fund raising consultant. Each parish will need to establish a committee to help fund raising.
- Victory Voucher indicated that proceeds may be increased if funds collected over the \$20,000 would be targeted to go to the Parish's Growing Our Faith Campaign. This was approved by Finance Council.
- Parish budget is in a draft form. It includes a 1.5% subsidy increase for JFK.
- Gary Gusse's term as lay director (6 years) has been completed. The parish thanks him for that dedicated service. Charlie Jones will fill his position.

Building and Grounds Committee – Donna Daniel distributed a written report.

- Blueprint copies of the school addition are needed.
- Church security door was replaced after damage from a break in. Vern is working on cabinets for the money counter room and other repairs.
- Loss control recommendations for the school were reviewed, and include additional emergency lighting and key handling procedures.
- John Wagner finished a CD inventory of the church and rectory.

Home & School and Band – Fun Night is Saturday, March 6th. The band group meets in March.

Assumption – Dan Scolchagenberger distributed by email minutes of the January 19th Assumption board meeting, which are reviewed.

New Business –

1. Chad led the discussion on whether or not there should be a cap-limit kindergarten class size. The question is how large should the class be. There are now 24 students per classroom with a full time teacher and aid in each section. What happens if 60 students seek enrollment? Davenport school's class are increasing despite their target. Our present working guideline for K-2nd grade is one teacher for 20 students; one teacher and an aide if the classroom is 21-24 students; and split the classroom if there are more than 25 students. However it was also noted that this school has had a history in the past of having up to 30 students in a classroom (when enrollment was at a higher level). Our preschool enrollment has been increasing (approximately 70 at the current time). Our efforts to meet parish strategic planning goals to increase the size of JFK to 360 students is partially driven by the increase in students in preschool who then seek admission to JFK. The current admission policy gives preference to families with siblings in JFK K-8th, and then to parishioner members, and then based on the length of time in the parish, and then to outside or non-parish community. There is a discussion about whether families are treating JFK like a private school (i.e. pay tuition and no other responsibility) or do families see themselves as part of the parish community and understand the stewardship concept of belonging to the community, giving time and talent and giving a proportionate amount in the Sunday envelope. The question of whether or not "active parishioner" was defined was discussed, and what it has meant in the past. There was a discussion of whether or not the current policy is defined well enough to give priority to those school families and parish members who really adopt a stewardship approach as opposed to those who simply want to treat JFK as a private school. The following people were appointed to review this particular policy with the existing policy committee (Dan, Patty, Brian, Joe, Donna, Terry and Chad).
2. Chad distributed a "Influential People" handout and explained why he would like to create a list of "movers" and "shakers", people who get things done, people whose opinions about JFK are well respected. He asks that each of the board members consider people who may be parents of current JFK students, past parents, future parents, parishioners, non-parishioners, retired people, stay at home parent, working parent and to develop a list of persons who may become advocates for JFK. A written form was distributed. Before the end of the meeting names were submitted by some of the members of the Board. Other names to be recommended can be submitted later.
3. The evaluation form for principal for the current year was handed out. It is a multi page form that the Diocese has prepared. Board members were asked to fill it out and return it to Joe Creen in the next two weeks.
4. Athletic and Extracurricular Policy. A parent had raised the issue of how the athletic policy concerning eligibility for athletic activities. There were questions as to why it is stricter for athletics, but not as strict with respect to other extracurricular activities. Policy 580.20 was distributed. This policy provides that as to athletics a student must not be failing one of the six core subjects and must have a grade point of at least 2.0 in order to play. A student can practice, but not play if the grade point falls below 2.0, but may not practice or play if there is an "F". There is no specific requirement that the failure to turn in a grade assignment could cause ineligibility. But it is possible that a failure to turn in a grade assignment could cause a grade to drop below 2.0. If a grade CPA falls below 2.0, the student is on probation but eligibility status can be checked regularly. This policy was assigned back to the policy committee especially as it relates to whether grade point provision should be changed and/or applied to other extracurricular activities (i.e. mock trial, band, theater, student council, etc.) and how the JFK policy compares to other school policies. (Public schools have a "no F" rule). Members of the Board noted that the policy is less restrictive than other Catholic grade schools in the area as is relates to grades.

Pastor's Comments – Msgr. Parizek expressed his thanks to Gary Gusse for the many years of service as a parish director. He noted that the building committee continues to meet regularly with Scott Bengfort who is doing a great job and going beyond the call of duty. He asks us to continue to pray each day for the capital campaign success and for the building committee. He also indicated that a former parishioner recently made a donation of \$15,000 to the capital campaign.

The open meeting portion of the Board was closed at 9:15 p.m. in order for it to go into executive session.

After Executive Session:

At the end of executive session, and after full and complete discussion during executive session of several matters including the uncertainty that exists with state funding of pre-school and the possibility that the preschool resource position needs to be formally eliminated (although it may be reinstated depending on the state's allocation of funds to preschools). The Board re-opened its meeting publically at 9:32 p.m. The following resolution was made, seconded and unanimously approved:

The Board approves the elimination of the preschool aide resource position (and notification of the staff person involved) because of the uncertainty in state funding and the Board agrees to hold a special meeting

of the Board of Education on Tuesday, March 23, 2010 at 7:00 p.m. to re-consider or ratify, modify or change the elimination of the preschool (aide) resource position.

The meeting was closed at 9:35 p.m. with a prayer led by Msgr. Parizek.

Joe Creen
Acting Secretary
March 4, 2010