

# Board of Education Minutes - March 1, 2011

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## March 2011

Minutes from March 1, 2011 Board of Education Meeting

1. Opening Prayer – Trish offered Prayer
2. Roll Call – Chad Steimle, Trish Gallagher, Leigh Boorn, Terry Wendl, Jeff Brennan, Molly Crosby, Patti Stevens, Brock Harris, Karl Stratman, Mgr. Parizek and Fr. Ron Hodges.
3. Agenda accepted by BOE Members.
4. Minutes from Feb 2011 Meeting – Minutes approved
5. Open Forum – Terry welcomed everyone
6. There was no unfinished business, but next month board will review Youth Ministry and Faith Formation Strategic Plan for the next 5 years.
7. Administrator Reports

### **Principal of JFK Chad Steimle highlighted the following from his submitted March report:**

#### Ethical Leadership:

A couple of personnel issues that have arisen as the new employee handbook's policies are being implemented are being resolved. A couple of other personnel issues are being addressed. As our staff has increased over the last few years and we have added different types of positions, personnel management needs have also increased. JFK has 29 staff members with educational licenses, five other salaried support positions, and twelve hourly employees. Several of the hourly employees work in multiple positions or areas, for which separate accounting must be done. In addition, three teachers (and maybe four in the future) are regular aftercare workers. We also have twelve active substitute teachers, and other people that work in special programs, like VBS, during the summer.

#### Visional Leadership:

The strategic planning committee for the school met on February 14th. Three additional meetings have been scheduled.

#### Leadership of School Culture and Instruction:

The Catholic elementary school science fair was held at AHS on February 11th. JFK students received three of the awards. JFK is currently the only school that requires all 7th and 8th graders to participate. At one of the other elementary schools, science fair projects are required by 6th graders. At another school, participation is extra credit. At the third, students must participate at least once between 6th-8th grades, but they are also moving towards requiring it of all 7th and 8th grade students as well.

#### Professional Development:

- Members of the PD team (PDT), Tammy Nagle, Kitty Temming, Mary Wahlig, and I, continue to meet each Monday
  - February 9, 16, 23:
    - Analyzing the level of rigor of a lesson taught in terms of the questions asked of students, the instructional strategies, the students' activities, and the assessments.
    - Introductory work in becoming familiar with the Iowa Core's literacy content.
    - "Swap day" for using one's prep period to instead observe each other and the level of rigor in each others' lessons.
1. Lee Morrison, superintendent for the diocese, spent February 17th at JFK and visited classrooms at all grade levels.
  2. Judy Winegar is on a long-term medical leave. Martha Pearce is subbing for her.
  3. I have a meeting with Drs. Rachel Serianz and Tonya Volkolva in the education department of SAU to discuss ideas for a significant math/quantitative literacy project on the level of science fair and civic oration for Scott County Catholic schools.
  4. I have done a very preliminary look at the cost for electronic science textbooks. At the one company I examined, the costs did not appear to be cheaper for digital versions than for hard copy versions. They were also no more up-to-date than the hard copy versions.
  5. Preliminary work for summer programming has begun. We currently will be offering child care services, art workshops, Vacation Bible School, and tutoring. Science camp and athletic camps are still being investigated.

6. It seems as if I have had to follow this legislative session more intensely than in other years. Current issues include:

- Changing from the number of school days per year to the number of school hours per year.
- PS funding.
- Cuts for implementation of the Iowa Core and suggestions that it be re-examined by the DE again.
- Cuts to the AEAs.
- Changes to collective bargaining rules whereby public school teachers' salaries/benefits will have to be compared to their private school counterparts.

#### Managerial Leadership:

1. Information regarding early dismissals due to weather and school cancellations is communicated through the following means: JFK website, e-mail, Facebook, Twitter, and three television stations. Emergency callers are also used for unexpected early dismissals.
2. Registration has begun for all pre-school programs and ECLC. We have started about 2 – 2 ½ weeks earlier this year. The uncertainty in state PS funding is probably also affecting registration. These two factors make year to year registration comparisons difficult.
3. Kindergarten round-up was February 15th. We currently have 54 students that came through kindergarten round-up and have made a deposit to hold a seat. Other families continue to express interest. Class sizes, maximums, and waiting lists should be discussed.
4. Leigh Boorn and I conducted a Virtus training session in February.
5. Laversa Carlin has been working on cross-referencing our records and multiple data sheets from the diocese regarding employees and volunteers meeting ALL aspects of the Protecting God's Children program. A personal audit will be conducted at the diocese this year.
6. The response to the lunch program site visit was prepared by Deb Friederichs and me. Highlights are below:
  - a. Corrections were made immediately in regards to the two income applications that were approved in error. In one situation, the chart had been read incorrectly. Hopefully, we will be able to employ an electronic means to determine eligibility so that human error in reading the chart can be eliminated. In the other case, a missing social security number has been obtained. We were also required to verify one application at JFK. Because the one application was not selected from the two "error prone" applications, Ms. Carlin will attend verification training in the fall.
  - b. Responses to the nutrient analysis are consistent with future initiatives to increase fresh fruits and vegetables served in the lunch program.
  - c. Procurement materials were prepared for the informal method of bidding (less than \$100,000 in annual purchases) and for items not included in the "2007 market basket" of items already competitively bid by the Iowa Education Consortium.
  - d. Deb has reviewed HACCP and added more monitoring logs for daily use on the freezers and refrigerators.
7. I will likely order the PS playground equipment this month. I am working with two parties regarding installation concerns.
8. The timing of the budgeting process, kindergarten round-up and PS registration, guidelines in the staff handbook, and our regularly scheduled board meetings do not coincide well. We may need to schedule a special meeting to discuss a reduction in staff. A similar process may be used as last year.
9. Joe Heintz, the school loss and control inspector for GuideOne, was at school on February 16<sup>th</sup>.
10. Technology:
  - a. Only a few months after deciding that we would have students continue to use flash drives for the storage and portability of their files, things have changed with technology. We will likely pilot storage to the "cloud" with 7th graders later this spring.
  - b. Dana Williams was piloting an on-line educational service with 6th graders earlier this month, but we have stopped its use due our concern about a feature that may be used as a social media messaging option between classmates.
  - c. Dana Williams was piloting an on-line educational service with 6th graders earlier this month, but we have stopped its use due our concern about a feature that may be used as a social media messaging option between classmates.

- d. A request for proposal for updates/changes to our website is being reviewed by at least one party at this time.

#### Public Relations Leadership:

1. New PS signs were ordered because we cannot yet advertise that 4 year old PS is still free for next year. Several have been put up over the weekend.
2. JFK's page in *The Catholic Messenger* was this week.
3. Each weekend the following communications are written: an internally distributed detailed schedule for the week, the following week's bulletin information, the Principal's Post, the scrolling news on the website, and Facebook and Twitter posts. Additional reports or articles, such as this report to the board of education, the Scott County Catholic Schools e-newsletter article, and Victory Voice article, are also often written each weekend.

#### Leadership in Diocesan/Parish Context:

1. I met with Hank Jacobsen of the Davenport Police Department several times regarding the development of a protocol for issues that have surfaced at the Scott County Catholic Schools over the last three years.

#### **Faith Formation – Religious Education Director Trish Gallagher**

Pastoral Associate for Faith Formation highlighted the following from her written March report:

1. **Providing faith formation**, religious education and sacramental preparation for all members of the parish faith community.
2. **Supervising sacramental preparation:**
  - Joint JFK/ FF parent meeting held for First Communion students and Parents. February 27
  - RCIA Catechumenate Pre Lent retreat/ rite of election preparation will be March 5 10-2PM.
  - 6 Catechumen for Vigil Baptism, 6 Full Communion, 4 children with JFK affiliation will be baptized at Easter.
3. **Assessing needs**, and planning and evaluating programs implementing Diocesan curricula.
  - Strategic planning group Goals to be brainstormed at staff: to reduce and clarify number of goals
  - Trish will assist Monsignor with Roman Missal Committee meetings and pre-planning.
4. **Acting as parish resource person** in methods and in some areas of theology.
  - Wellness Mardi Gras celebration: assisted with prayer service and Lenten prep active
5. **Managing the Faith Formation office:**
  - Monday staff planning sessions continue. This provides attention for weekly staff needs and work schedules for Faith Formation events.
6. **As Adult Faith Formation Director (Level II)**, 2010-11 Goals include continuing programs, expanding participation in current programs which provide for the spiritual, intellectual, emotional, and religious growth needs of adults.
  1. Adult small group offerings featuring Ron Rolheiser's Longing for the Holy continue.
  2. Movies with Meaning continues, Carl and Kellie DeMaio coordinate. Chocolat has been moved to April 3rd/li>
  3. Women's Enrichment, meets monthly. Lynn Olds coordinates./li>
  4. Trish actively supports Parish Council, Vocations Committee, Wellness Committee projects, co-operates to distribute shawls for Prayer Shawl Ministry./li>
7. **Re: Liturgical Ministry:** PAFF goal: to enhance learning through ministries:

1. Trish is working with the Pastor and Committee members to develop a formation plan concerning the Roman Missal changes. This is seen as a learning opportunity to increase understanding about the Mass by the whole community.
2. Ministry Formation Workshop II is to be held March 6th, 1-3PM. Gale F rancione, Fr. Ron, Monsignor, and Trish will present "Sacred Space in Transition"
3. Lenten schedule of adult formation is in process. Met with Marilyn Riley, Fr. Ron and scheduled with Monsignor for Soup Supper 5 part learning sessions format review. A Lenten group of Ron Rohlheiser' Holy Longing will be available as well.

#### **K-6 Coordinator Jen Wemhoff February BOE report**

1. Planned and led the First Communion parent meeting on Sunday Feb. 27th
2. Completed the Liturgy Planning Sheet for the Ash Wednesday Mass at 6:00PM

#### **Tracie Kirk Confirmation Coordinator February Board of Ed Report**

7th and 8th grade students continue to work towards Confirmation.

Sponsor reflection day was held on Sunday February 6th from 10:30AM until 3:00PM in the parish center. 8th Grade Confirmation students attended Mass with their sponsor as well as worked with their sponsors at deepening their faith.

I continue to work with both 7th and 8th grade Catechists and Teachers. I have continued to teach Confirmation classes in both 7th and 8th grade Faith Formation classes.

Continue to read scripture with 7th and 8th grade at John F. Kennedy.

#### **Youth Ministry – Youth Director Leigh Boorn highlighted the following from her written March report:**

##### **Leadership in Faith development:**

1. Aaron Gunnare and I have been attending team meetings for the DeWitt COR and continue to invite youth to attend. I will be sharing on personal prayer during the weekend.
2. I worked with adult volunteers and BOE representative, Molly Crosby to complete the strategic plan for youth ministry programming. Input was secured from parents, youth and volunteers through a survey and one on one conversation.

##### **Maintain and administer YM Program:**

1. The Diocesan office cancelled the meeting regarding the High School Curriculum, scheduled for February 8th. Although there is no plan for a meeting to be held at this time, the proposal of implementing the curriculum within Youth ministry programming was included in the Strategic plan.
2. A Jr. High Night was held on February 11th based on the theme Cheaters never prosper. Jr. High Rally forms have been coming in and we have 7 signed up so far. There are several Confirmation students who will be attending which should bring us up to about 15 with adult chaperones.
3. The sweetheart's dinner raised over \$1000 toward NCYC and many who attended would like to see the event happen again. The youth provided entertainment and babysitting besides helping to serve the meal.
4. I met with youth and Kevin at Running Wild regarding the proposed 5K race. Emily Milke attended the Parish Council meeting on Tuesday and provided information on the plan. I will be meeting with Fr. Marty today to identify the route that he used previously. A plan to educate other youth from other youth groups will be implemented. The City Events application has been secured and the youth and I will be meeting next Wednesday to complete application and continue planning. The race would benefit Food Resource Bank, but the youth have not decided on which country they are interested in focusing on yet.

##### **Communication with Y.A.C.H.T. (Young Adult Catholics Hanging Together):**

1. The Young Adults continue to meet for Bible Study on a bi-weekly basis.

2. The Matthew Kelly Retreat day at St. Patrick's in Iowa City on February 19th, was attended by three of the young adults from our YACHT club.

8. Committee Reports and Communications:

- Generations of Faith Committee – No report
- Finance Committee – Met one on one with staff to address options for next school year. We discussed an increase in the salary base and continuing education fund. Other items discussed were retirement, child care and an increase with tuition assistance for sending a child to Assumption High School. Next meeting will be on March 22nd.
- Nominating Committee – No report
- Policy Committee – No meeting
- Strategic Planning Committee – School met with AEA and completed goal with a target date to report to the board either April or May.
- School Improvement Advisory Committee – Will not meet until spring 2011
- Market/Public Relations Committee – No meeting
- Grant Writing Committee – No meeting but Chad reported they were looking at writing larger grants that may carry over a number of years. Also riverboat grants that may help with the building project over the next 6 to 8 months.
- Parish Council – Reported the ground breaking for our building project would be after the 4:30 mass on March 12th. Also, parish looking at a fund raising group to facilitate raising money to close the gap between money we raised for the building project and cost over rides during construction.
- Finance Council – Parish budget for next year was worked on at this time.
- Building and Grounds – Still looking at the purchase of classroom blinds in some of the classrooms. When blinds are replaced then school is responsible for maintaining them. (would more income for the maintenance be needed?)
- Athletic Club – no meeting JFK Band Boosters – Home and School – Spaghetti Dinner was well attended.
- Assumption High School (Dan S.) - No report
- Scott County Catholic School Advisory Board – No Meeting next meeting either March 7th or the 14th.
- Youth Minister – No meeting

9. **New Business** – Class size for kindergarten and pre-school for next year. At this time Chad reported that the school already had 54 students for 2 sections of kindergarten next school year. Right now the class size would be 27 students in each class. The board decided to cap classes for kindergarten at 25 but conceded that for next year we would leave it at 27 students because that was the preliminary numbers at this time. The board also left it to administrative discretion in some isolated situations to modify these numbers in those classes. This will probably be reviewed again at the April board meeting. Pre-school numbers for next year were 13 students registered for the 3 year old program and currently 29 students enrolled in the 4-5 year old program. Currently there are 80 students in the 4-5 year old program. Funding is also in the air for next year because nothing has been decided in the Iowa Legislature for a change in pre-school funding.

10. Pastor Notes – Msgr. Parizek commented on the number of staff currently at JFK and how well Chad manages the day to day issues that arise when working with staff, students and parents. Also, Msgr. Parizek stated that it was exciting our building project was ready to start and reminded the board of the ground breaking on Saturday March 12th after the 4:30 Mass.

Regular meeting was closed and board members then went into executive session.

Closing Prayer – After board came out of executive session.

Next Meeting Tuesday April 5th.

Board of Ed Rep to Parish Council (Carl) March 22nd 2011