

Board of Education Minutes - March 2012

Minutes from March 6th, 2011 Board of Education Meeting

1. Opening Prayer – Trish led prayer.
2. Roll Call – Chad Steimle, Trish Gallagher, Tommy Fallon (ill), Terry Wendl, Molly Crosby, Jeff Brennan, Carl DeMaio, Susan Dill, Brock Harris, Karl Stratman, Patty Stevens, Luke Ebener and Msgr. Parizek. Also, Jessica Larson (JFK Teacher), Tammy Nagle (JFK Teacher) and Elaine Kopf (Parish Council).
3. Agenda - approved
4. Minutes from Feb. Meeting – approved
5. Open Forum – Terry welcomed all to the meeting
6. Unfinished business – Parish Council Elections on May 20th and the board agreed this would also be the best time for the School Board Election.
7. Administrator Reports

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

Principal's Report to the Board of Education

March 6, 2012

Facilitator of Faith Community:

1. The diocesan principals' retreat is March 29th and 30th.
2. Planning for Holy Thursday activities has begun. The main activity will be a shadow Stations of the Cross.
3. We are considering how to do another hour of catechetical training for teaching staff at JFK. Five hours are required each year. We had three before school began regarding the Roman Missal. Staff also receives one hour per year for their continuing training with Virtus.

Ethical Leadership:

1. Our assigned AEA school psychologist has gone on medical leave. Concerns are being addressed to the AEA regarding the slow pace of moving students through the "Child Find" process in order to determine if students need additional services and/or an IEP.
2. I am working on improving interpersonal staff relations. See below on PD for the whole staff (not just teachers).
3. The guidance counselor continues to be busy regarding students' interpersonal relations.
4. A review of Catholic League athletics will be conducted by ADs and principals later this spring. An additional concern regarding playing time was added to our agenda.

Leadership of School Culture and Instruction:

1. Technology:

- a. Three meetings have been scheduled for the ad hoc technology committee. Our plan from 2009 is largely complete, and it is time for a new technology plan. I anticipate that this plan will lead us through becoming more 1 to 1 at certain grade levels.
- b. We continue to work on bids for Internet connections to the AEA. The current front runner is to now combine with AHS, SPS, and ASCS, if allowed under federal e-rate guidelines. We could be under \$700 per month for 8 Mbps.
- c. Dianne Siefers is attending a meeting regarding changes that may be necessary in schools' Acceptable Use Policies.

2. Math:

- a. We will have at least one more year of 8th graders being able to take Algebra I at AHS. This situation may change as more and more of the content that has traditionally been taught in Algebra I is now being taught in 8th grade.
- b. A little background on math at JFK: All of JFK's 8th graders that are not at AHS for Algebra take pre-Algebra as 8th graders at JFK. This situation is not the same at the other Catholic schools where some of the students may be taking 8th grade math. Years ago, there used to be three levels of math available for 8th graders at JFK: Algebra at AHS, pre-algebra, and 8th grade math. We stopped

teaching the lowest level of math nearly 8-9 years ago. Some of what JFK students do in pre-algebra easily rivals what the students are doing in Algebra I at AHS. With the new Iowa Core, we are now starting to see the same in the comparison between what we are now teaching in 7th grade and what has been taught in 8th grade pre-algebra in the past.

- c. As the Iowa Core emphasizes “mastery,” everyone is trying to determine what this term will mean in implementation. “Spiraling” or review of material from one year to the next should be greatly reduced, but how much will still be necessary? What impact does “mastery” have on grades and the pace of teaching? Does every student, for example, keep taking a test over a particular concept until he/she has an A? At least a C? Are tests the only way to show “mastery?” When will a teacher know to move on to the next concept? When 100% of the class has at least a B on the concept? 80% of the class? When 100% has an A? What do you do with students who “get it” right away? What do you do with the students who seem to take much, much longer than others?

3. Professional Development:

- a. The Professional Development Team of Mary Wahlig, Kitty Temming, Tammy Nagle, and I continues to meet every Monday.
- b. February’s Wednesdays were used for the following:
 - OnCourse/Website work
 - Reflection on the data available through OnCourse in terms of essential concepts and skills being covered and Characteristics of Effective Instruction and research based instructional strategies being utilized.
 - Preview of some of the new Iowa Assessment data.
- c. March’s two Wednesdays will be used for the following:
 - OnCourse/website work
 - Book Study and lesson planning regarding identified strategies in Marzano’s Classroom Instruction that Works.
 - All staff will discuss the JFK difference in faith, academics, culture, service, and leadership. (These themes are on our website.)
- d. PS staff attended “Gold Assessment” training so they can implement these assessments next year. They will also receive training on the tablets we are purchasing for PS.

4. The strategic planning committee has two meetings planned. Revisions to the goals approved last spring will likely be recommended in the areas of math and technology. The math change is being necessitated because the goals mention two specific assessments that will likely not be used in the near future. A technology goal will likely be added as the strategic plan is silent about technology. The committee will then move ahead to prioritize the 10-12 goals so the order in which to address the goals will be known, and action steps for each will be written.
5. Pre-school teachers and I are finishing our work to prepare for the PS desk audit as part of the DCSD’s accreditation visit in April. Our work is due this week.
6. Teachers and I met this afternoon to brainstorm and discuss ideas on how to address specials in the future. As a two section school K-8 with high enough class sizes that combining classes for specials is now problematic, we need to determine how to schedule specials. We do not have enough PE, art, or music FTE staff to do all specials twice per week K-8 the way we currently do schedule them. This year we are paying the PE and Art teachers extra to take an overloaded schedule, but we decided to try to finish the year with a combined music class. Changing specials’ schedules may also impact teachers’ “prep” periods as a teacher has her “prep” periods when the students are with the specials’ teachers. A longer term solution is needed.
7. The sizes of our bands (about 85-90 students) should be leading us to question whether or not the band position becomes full-time. Any change will also impact music classes. Current FTE are below for Kim Hatcher and Trish Hinchman:
 - a. Kim: .77 band and .23 music
 - b. Trish: .80 music/drama (this year due to combining some music classes)
 - Normally it might be about .77 music and .06 drama
 - c. Moving band to 1.0 FTE might mean music/drama moving to 1.06 to 1.09 if no grade levels are combined next year

- d. I have begun some discussions regarding PT music teachers that might be available.
8. Anna Schott and I are exploring a STEM relationship with John Deere.
 9. Principals and band teachers will meet later this spring to discuss our collaborative activities. Our rate of trying different things, especially when doing things for PR purposes, may be exceeding our reflection as to what is developmentally appropriate for students.
 10. A career fair for Scott County Catholic school 8th graders is scheduled for March.
 11. We are working on designing a new kindergarten report card that would also be done through JMC rather than paper/pencil.
 12. We have received some results from the new Iowa Assessments. More results are expected later this year:
 - a. Proficiency, as defined by the test makers and as printed on some reports, is based upon the National Standard Score. For the past ten years, Iowa has defined proficiency according to the National Percentile Rankings. Our APR goals are also based upon the older definition of proficiency. Schools are trying to get the Iowa Department of Education's help in determining how to proceed.
 - b. The potential change in the definition of proficiency is a change that has always made sense to me. Whether or not someone can read proficiently should not really be based solely upon how well someone else reads.
 - c. Some public and private schools are noticing that while the National Standard Scores and National Grade Equivalents for their students seem about the same on the ITBS and the new Iowa Assessments, students' National Percentile Rankings seem to be lower. The answer provided for this drop in NPR seems to be something like the following: "This is what we have been warning IA about for the last several years. While IA students' scores are neither going up or down, other states' students' scores are improving. When compared now on the new nationally normed test, IA students do not do as well as in the past." I have not done this type of analysis yet for JFK's scores to determine if we are seeing the same type of drop in NPRs.
 - d. Data analysis by teacher CSIP committees and the SIAC will be difficult this year and not very timely.
 - e. Until we receive more results, it is unlikely that anything will yet be sent home with students.

Managerial Leadership:

1. Enrollment will fluctuate slightly in March as one family moves away and another family moves to Davenport.
2. Kindergarten round-up was February 21st. There were 51 students at round-up. Different information was prepared, assembled, and distributed to JFK PS families, about a dozen other Davenport/Bettendorf/North Scott pre-schools, and Head Start.
3. PS registration began February 21st. Before the day was over, one of the 4 year old classes and the 3 year old program were full. I have since authorized the expansion of the three year old class from 16 to 20 to accommodate siblings and parish members. We will have to hire another PT staff member, but our breakeven point for labor costs is two students. Since Feb. 21st, our other morning 4 year old class has filled.
4. ECLC registration was strong with 14 students already enrolled, more enrolled at this time of year than ever before at this time of year.
5. I will do some more work with the budget given our PS-K figures and other newer information. Finance Council did not offer much guidance for a parish subsidy amount or discuss any of the proposals our Finance Committee presented to the board or to it as its budgeting committee will have its first meeting on March 19th. I have offered to attend its meeting. Timing has me concerned as Finance Council's budget committee meets for the first time on the 19th, and the Council meets on the 26th. The Board of Education meets only a week later at which time we would like to pass the salaries and benefits for 2012-13 so contracts can be issued in April.
6. A bid for ceiling tiles and lighting should be received in time to write an SCRA grant application by March 26th. There was not enough time to make decisions and get bids for air conditioning as well. Kathy Peterson and Lisa Stachula are helping with the grant writing.
 - a. Did you know that we have five different types of air conditioning systems in the building: a portable unit in the copy room, window units in five rooms, "split units" in the kitchen and ECLC, roof top units for the PC and 2011 north and east additions, and a geothermal system in the library and Kitty's room?
7. Bids were received for options in dealing with stairwell fire doors as per the recommendation from Joe Heintz, loss/control specialist for GuideOne (which carries our property and liability insurance).
8. I walked through the building with Steve Zelle our contractor for the building project, to go through the punch list items. There is still a 2 ½ page list of items for the school.

9. Lunch program finances were carefully analyzed in late February:

a. Revenue:

- i. Revenue is down in the lunch program due to lower lunch count numbers. The lower counts affect our regular revenue as well as our government reimbursement which is based not only upon the free and reduced lunches served but on all lunches served.
- ii. Our lunch counts seem to be down due to kindergarten. Last year, more than half of the 50ish kindergartners were eating hot lunch each day. This year, we are lucky to get to half of the 50 students.
- iii. On days on which we serve the healthier and “home cooked” items, which best meet the newer nutritional standards, our lunch counts are lower. Next year’s nutritional standards will make this challenge even greater. When we serve chicken nuggets, for example, we might have a lunch count of 300+. When we serve orange chicken with brown rice, we might have a lunch count of 200 or less with our adults and older students loving it, but the younger students not ordering it at all.
- iv. PS snack counts were being based upon the number of snacks served rather than the number of snacks provided. Payment for any extra food that eventually couldn’t be re-used, such as fresh fruit, was not being received by the lunch program. This correction is being made.

b. Expenses:

- i. Payroll will be slightly higher than budgeted due to the change in the lunch program manager’s salary and the number of hours worked by the other two employees. This increase is somewhat balanced by having one less employee than last year.
- ii. Food expenses are higher
 1. We are purchasing more fresh fruits and vegetables and other items meeting the newer government standards. Standards will change again next year.
 2. There is more waste as the amounts of fruits and vegetables we have to serve have increased.
 3. The types of fruits and vegetables we have to serve will change by next year. For example, corn and potato products will only be able to be served once per week. Orange, red, and purple colored vegetables served will have to increase. Spinach will have to be utilized.
- iii. We normally budget about \$30,000 for improvements to the lunch program each year. This year we have spent about \$6,000 and will not spend more until we see where we are at in June.

Public Relations Leadership:

1. Several prospective families have come through JFK in February and March.
2. I will be finding a way to get the school logo on the back of our bulletins.
3. Weekly communications include the Principal’s Post, highlights and featured events on the website homepage, Facebook and Twitter posts, the following week’s bulletin, and a weekly internal memo. Additional reports or articles, such as this report to the board of education or a report to the parish council, are also often written each weekend.

Leadership in Diocesan/Parish Context:

1. I attended February’s Buildings and Grounds committee meeting, Finance Council meeting, and Parish Council meeting. Reports were prepared for Finance and Parish councils.
2. The collection of salary and benefit information from other Catholic schools in the diocese, especially for non-teachers, has begun.
3. I attended pastoral administrative staff meetings.
4. I attended the SCCSAB’s marketing committee’s February meeting. We discussed print advertisement, in particular. We may consider developing a joint Scott County Catholic Schools ad for those publications in which we should have a presence but may not need five different school ads.
5. I attended the diocesan principal’s February meeting and led the elementary principals’ discussions. One topic at the elementary level was lunch programs. Most of our schools do not have high rates of

free/reduced price students. Therefore, most of our revenue comes from regular sales. If new government nutritional standards have the effect of reducing the number of regular lunches we sell, can we afford to be part of the free/reduced lunch program at all?

6. I attended the Scott County Catholic school principals' February meeting.

Pastoral Associate for Faith Formation

Trish Gallagher Board of Ed March 2012

1. **Providing faith formation, religious education and sacramental preparation** for all members of the parish faith community.
2. **Supervising sacramental preparation:**
Assist as needed with Confirmation. Thanks to Lisa and Kathy for Coordination efforts.
RCIA: 7 in process, 3 Catechumen for Baptism, 2 Candidates for full communion were sent to the Bishop for Election
4 high school youth for Confirmation; 2 are now in catechumenate , 3 new inquirers,
Lent sessions continue.
3. **Collaborate with Youth Ministry:**
providing good interchange of Lenten resources
4. Faith Formation staff Assisted with Ash Wednesday service
5. Assessing needs, beginning work. Review evaluations materials as per Diocese recommendation
6. **Acting as parish resource person** in methods and in some areas of theology.
Pre-planning Lenten materials and Holy week activities.
7. **Managing the Faith Formation office:**
weekly staff meetings continued throughout February

II. As Adult Faith Formation Director

1. Movies with Meaning continues, Carl and Kellie DeMaio coordinate
2. People of the Passion by Stephen J Binz for the Lenten learning sessions Friday PM, Monday AM & 2 on Monday PM, Sunday evening men's group. 70+ attending or getting book. This is a Threshold Bible study six part series. Initial group reports are very favorable.
3. Women's Enrichment, meets monthly. Lynn Olds coordinates.

III. Liturgical Ministry: PAFF goal: to enhance adult learning through ministries:

Began planning for Easter Sacraments.
Children's Liturgy of the Word continues.
Communal Penance service March 29.

Board of Ed Coordinator for K-6 Jennifer Wemhoff March Report

- I planned the First Communion parent/student meeting held on March 4 for 64 families with a meal and program.
- I helped plan the MORE meeting held February 21 at Our Lady of Victory, by providing an opening activity for MORE members and a light lunch.

Kathy Wierzba Confirmation Coordinator Board of Ed Report

- Lisa Willows and I prepared and sent a letter and pamphlet to eighth grade confirmation sponsors and a letter to the parents of confirmation students informing them of important times, dates and appropriate dress for confirmation Mass.
- Lisa Willows, Trish Gallagher and I worked on the confirmation preparation sheet for the confirmation Mass. We included the eighth grade students by asking them to choose the entrance, communion and closing hymns.
- Seventh grade confirmation candidates participated in the Ash Wednesday evening service as lector and server.

Youth Ministry Board of Ed Report – Tommy Fallon

- I attended the Feb. Davenport Deanery Youth Ministry Meeting
- I attended the Feb. Davenport Diocese Youth Ministry Meeting
- OLVYM held the second annual Sweethearts Dinner on Feb. 11th.

We brought in \$677.13 in profit to go towards NCYC 2013

- OLVYM sponsored a Super Bowl Squares Fundraiser Feb. 5th.
- I attended the Harvest TEC 68 retreat as a team member.

OLV was represented well with two young adult table leaders and two candidates from our Youth Group

- I am planning a High School Youth trip to AgapeFest 2012

AgapeFest is a Christian Music Festival held at Greenville College in Greenville IL.

- Scheduled my first Jr. High Youth Night for Feb. 11th

Decided to move Jr. High nights back to Sundays instead of Friday nights.

- I am collaborating with Ray Knight and Julia Jones to plan the Lenten Lock-In Triduum Retreat.
- Looking towards Jr. High Youth Rally as well as High School and Jr. High Stations of the Cross.

Committee Reports and Communications:

- Generations of Faith Committee – We had meeting in Feb and have decided to look to a larger range of ideas from the parish. Example surveys during Sunday Mass, emails to parish members etc. We will be meeting again in March.
- Finance Committee – no meeting but will be meeting with Faith Formation Staff this month.
- Nominating Committee – Luke passed out information for dates and timelines for our school board elections. A number of board members will be contacting a number of parish members about running for the open positions. The candidates will be discussed at our April meeting.
- Policy Committee – Will be meeting in April.
- Strategic Planning Committee – The strategic planning committee has two meetings planned. Revisions to the goals approved last spring will likely be recommended in the areas of math and technology. The math change is being necessitated because the goals mention two specific assessments that will likely not be used in the near future. A technology goal will likely be added as the strategic plan is silent about technology. The committee will then move ahead to prioritize the 10-12 goals so the order in which to address the goals will be known, and action steps for each will be written.
- School Improvement Advisory Committee – will be meeting when Iowa Assessment Scores are reported and analyzed. (Hopefully soon)
- Market/Public Relations Committee – . I attended the SCCSAB's marketing committee's February meeting. We discussed print advertisement, in particular. We may consider developing a joint Scott County Catholic Schools ad for those publications in which we should have a presence but may not need five different school ads. Also, we are looking to get school logo on the back of the bulletins. Pre-School and Day Care Marketing were also a marketing item.
- Parish Council – Luke

1. Directory photos of School Board Members at April meeting.
2. Sept. 30th Celebration for OLV 50th
3. Parish Council and Board of Ed Nominating Information for next year.

- Finance Council – Discussed the budget and money supporting the school. Catholic Messenger Newspaper still needs more financial support from all parish members.
- Building and Grounds and Home School – Discussed basketball hoops in the parking lot and handrails to be added along steps to the school office.
- Athletic Club – Athletic Club Dessert Banquet April 1st. at 6:30.
- Band Boosters – meeting coming up in March.
- Assumption High School – email report to all board members.
- Scott County Catholic School Advisory Board – will be meeting in March.

New Business – The sizes of our bands (about 85-90 students) should be leading us to question whether or not the band position becomes full-time. Any change will also impact music classes. Current FTE are below for Kim Hatcher and Trish Hinchman:

- a. Kim: .77 band and .23 music
- b. Trish: .80 music/drama (this year due to combining some music classes)

- Normally it might be about .77 music and .06 drama

- c. Moving band to 1.0 FTE might mean music/drama moving to 1.06 to 1.09 if no grade levels are combined next year. The board had questions about what this position would look like, cost and covering the .23 of music with current staff or new staff. After a good discussion by the board it was decided the following:

The board decided because of the increase in student numbers within the band program it would recommend the band position becoming a full-time position for next school year. This would depend on finding staff to pick up the .23 music position due to the change in the band position.

The board went into an executive session at 8:47 to cover a couple issues. After this session we went back into our regular meeting.

Pastor notes: Msgr. Parizek – The Parish Annual Report and a Stewardship letter would be going out to all parish members to think about increasing their weekly giving. Msgr. was hoping for a good response. Also, Msgr. went to a presentation by the Davenport Deanery which covered internet safety. Msgr. said this was a very informative presentation .

Closing Prayer – meeting ended at 9:40.

Next School Board Meeting Tuesday April 3rd
Parish Council for March - Carl