

Minutes from March 3, 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, Karl Stratman, Pat Archer, Lisa Stachula, Brock Harris, Jen Flynn, Todd Morris, Heather Egger, Melissa Zeimet (JFK Teacher), Jennifer Van Speybroeck (JFK Teacher), Brenda Fox (JFK Teacher), Nick Marie (seminarian in training)
 3. ACCEPTANCE OF AGENDA – Approved.
 4. READING AND APPROVAL OF MINUTES OF January 2015 – Approved.
 5. COMMENTS FROM AUDIENCE and OPEN FORUM – none
 6. UNFINISHED BUSINESS – Discussion on Administrator evaluations)
 - a. This year we will be doing the evaluations individually instead of as a group. Chad’s will then be submitted to the superintendent. Terry will pull together the evaluations of Jennifer and Tommy.
 - b. DUE DATE: Friday, 3/14, in the Parish Office
 7. ADMINISTRATOR REPORTS (Written reports pre-submitted):
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Principal’s Report to the Board of Education (Chad Steimle) March 2015

Leadership of School Culture and Instruction:

1. Professional Development:
 - a. January/February PD time was utilized for the following:
 - i. Examining FAST results for reading screenings and our actions (Highlights are below):
 1. Between fall and winter screening periods, the percentage of students meeting the fluency benchmarks in grades 1-6 increased from 72% to 73%. Last year, it had fallen from 76% to 69%. (Note: first graders don’t start the fluency test until the winter.)
 2. Between fall and winter, the percent of students in grades K-6 meeting the benchmarks in early Reading (more basic skills leading up to being able to test students in fluency) or CBM Reading (fluency) decreased by 1% from 74% to 73%, but was still better than last year (70%) and better than AEA 9 (66%) and the state (65%). However, the AEA’s and state’s percentages had increased between fall and winter.
 3. Accuracy does not seem to be an issue. Even in the grade level with the lowest percentage of students meeting the fluency target, 100% met the accuracy target (which is, for all grade levels, to be at least 95% accurate).
 4. Reading intervention services seem to be working. The percentage of those students who are receiving services who met the benchmarks for eReading or CBMReading tripled between the fall and winter.
 5. Overall conclusions from the reading screening data:
 - a. We are doing better this year than last year on the screeners.
 - b. Our decreases between fall and winter are not as large as they were last year.
 - c. Interventions/Progress Monitoring seem to be working.
 - d. Where state and AEA figures are showing increases between fall and winter data, JFK is not.
 - e. Are we making big enough changes in our universal/core instruction? (Just for wondering: is there a plateau that the AEA 9 and state will also hit once they reach our levels too?)
 6. The Early Literacy Implementation law was reviewed, including the legal requirements, definitions of “at risk” and “substantial reading deficiency,” and parental notifications. Because we are using multiple screeners and the DE’s samples were inadequate, our communications were much more extensive than required. We developed three templates to handle nine possible scenarios, and 114 letters were mailed, including letters for students who moved out of even the at risk category. I met with an AEA representative to discuss how we can improve the letters as well.
 7. We discussed the challenges of using one or two screeners:
 - a. Identifying students as “at risk” but not recommending pull out reading intervention services.
 - b. Using two screeners requires decisions to be made when students meet the benchmark on one screener but not the other.
 - i. The rubric we developed has ten decision points involving teachers.

- ii. The DE is strongly recommending (and may require by 2015-16) that only one screener be used to determine “at risk” and “substantial reading deficiency.” Using one screener would reduce the decision making points involving teachers to two. It almost seems as if one goal from the DE is to reduce teachers having to make the decisions.
- iii. Discussion about which screener to use or if we should continue to use both screeners, as we are not actually required to follow any part of the ELI law as a non-public school, will take place this spring.
- iv. We could develop a hybrid model with two screeners, based upon how our students are doing on the screeners, that would have only four decision points for teachers.
- v. Using two screeners in the winter, we ended up identifying more students that were at risk or had a substantial reading deficiency than if we had used just one of either of the two available screeners. In the fall we identified 21% of the K-6 students as AR or SRD and provided pull out reading intervention services for 14% of the K-6 students. In the winter, we identified 31% of the students (due to the larger numbers of Kindergarten students after they started taking aReading in the winter) and are providing services for 16%.

DISCUSSION: The board discussed following ELI even though it is not required for non-public schools.

- The board agreed that we will continue to follow the guidelines without yet officially signing on as participating in ELI. Full participation would require retention in 3rd grade if a student is not proficient and does not participate in a reading intervention program

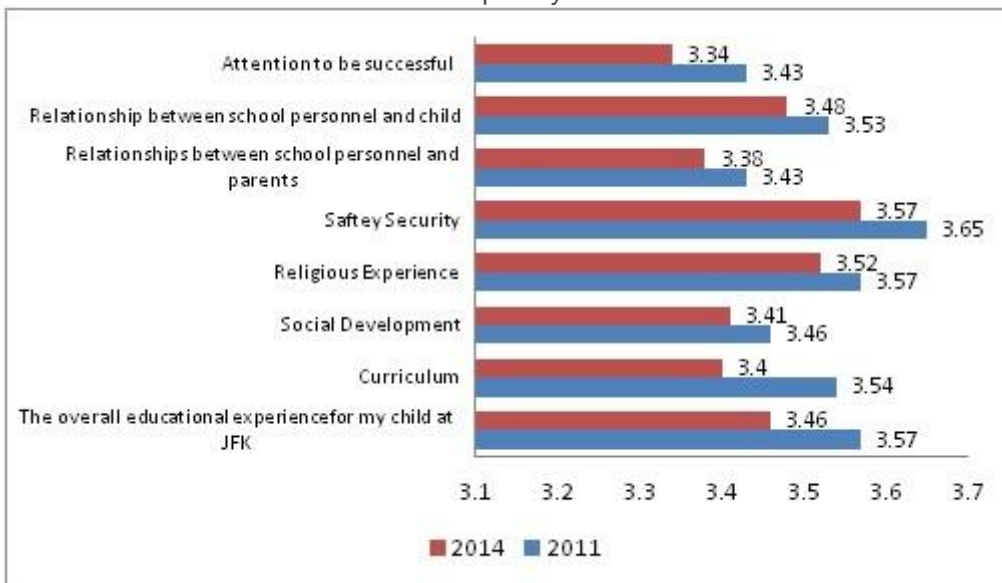
ii. Examining the school climate survey results. Highlights are below:

1. Parents

a. Data from 2014-15, 198 responses, was compared to 2010-11, 99 responses.

b. Degree of Satisfaction:

i. A Likert scale of 4-completely satisfied, 3-satisfied, 2-somewhat dissatisfied, and 1-completely dissatisfied was used.



ii. All of the numbers went down, when examining them out to the hundredths place, with the largest drop in relation to curriculum.

iii. In 2010-11, there were no completely dissatisfied responses. This fall, there were four or five for each statement.

iv. The statement that had the lowest degree of satisfaction both times was regarding the “attention my child receives to be successful.” With the increase of resource teachers, classroom aides, multiple certified teachers in a classroom, unpaid upper grade tutoring, CART Title I tutoring, Leaps & Bounds, summer paid

tutoring, screening to identify students who might be experiencing difficulties, it is difficult to find the basis for this concern. Two possible explanations that we could determine might be the increase in average class size over time (20 in 2010-11 and 22 in 2014-15) and few pull out services for students performing at a significantly higher level than their peers. If we were, for example, to have a TAG teacher, and if we used the same eligibility requirement as Regina uses (students must have at least a 97th or 98th national percentile ranking on Iowa Assessments), we would likely have 3%-6% of the students eligible or about 25 students.

DISCUSSION: The board discussed the possibility and ramifications of having a TAG teacher. No action was taken.

2. The volunteers who ran the first grade Junior FIRST Lego League team have requested and received approval to expand:

- a. Two second grade teams in the junior league coached by Katheryne Padgett and mentored by Lori Brown. Maximum of 12 team members. Families commit to an adult volunteering for at least one practice per “season” (Sept – Dec), snacks for one practice, pay full price or contribution toward team t-shirt.
- b. One 4th grade team (supplemented with 5th graders, if not enough 4th graders interested). Coached by Adam Brown and mentored by Lori Brown. Maximum team size seems to be ten.
- c. All sign-ups are first come, first serve. The total cost may be about \$25 per student. There may be school funds available to help with the costs (similar to JFK’s partial support of Mock Trial and Speech and Debate.)
- d. As the season went on in the fall, there was more and more interest and disappointment that the team size was limited. We agreed to start the program because we had a volunteer to coach who also applied for and received a corporate sponsorship from Deere.

DISCUSSION: The board discussed the use of school funds to support the costs of the Lego League team.

- The board decided not to use school funds to support the Lego League from school funds due to the fact that not all students are able to participate and other groups, such as Boy Scouts, do not use school funds.

Managerial Leadership:

1. K round-up and PS registration:

	Feb 25, 2014	Oct 1, 2014	Caps	Feb 27/15
Kindergarten Round-up	45	46	50 52 spec circumstances	55
3 yr old PS	15	18	18	10
4/5 yr old MWF am PS	16	20	20	11
4/5 yr old M-F am PS	19	20	20	20
4/5 yr old M-F pm PS	15	40	40	20
ECLC/daycare	20	22	Varies depending upon PS classes. Should be around 20-24	17 (14.4 avg yield)

DISCUSSION: Due to the large number of students signed up for Kindergarten round up and

others whose parents have expressed interest afterwards, the board discussed the possibility of adding a 3rd Kindergarten class.

- Key issues revolve around staffing and space.

- In a 7-3 vote, the board gave Chad the approval to pursue the possibility of a 3rd Kindergarten class. Final action will be taken at the April board meeting.

2. Anna Schott and I are considering putting together a proposal for a mental health provider(s) to be able to meet with children on school grounds. Many of our public school counterparts have these types of arrangements as a convenience for families.

DISCUSSION: The board discussed the possibility of allowing mental health providers access to the school. More information is needed.

3. Budgeting

a. As mentioned earlier to the board, the following have been the goals in the development of the budget from an expense view:

i. Increasing the base pay so we don't lose more ground with the DCSD. See the below table, included again from January's report.

Year	Base	JFK Base	JFK as % of DCSD	Base + TSS	JFK + Supplemental Pay	JFK as % of DCSD
2009-10	\$27,600	\$24,185	87.6%	?		
2010-11	\$28,100	\$24,425	86.9%	?		
2011-12 est	\$28,662	\$24,914	86.9%	?		
2012-13	\$28,970	\$25,660	88.6%	\$33,855	\$27,060	79.9%
2013-14	\$29,670	\$26,175	88.2%	?		
2014-15	\$30,750	\$26,700	87.3%	\$35,329	\$28,300	80.1%
2015-16	\$31,670	\$27,500	86.8%	\$36,358	\$29,100	80%

ii. The above table includes a 3% increase to the base pay for teachers in 2015-16. Most other salaries/hourly rates would also increase by 3%.

iii. Restores funds for technology that allows advancement in the following areas:

1. Allows for the replacement of the phone system (\$17,000) even if an SCRA grant is not received and safety funds are not used. If a grant is received, the funds would become available for other uses. However, the decision grant decision may not be known until late May.

2. All XP operating system machines are retired from general use. They may still be able to run the typing program for 3rd/4th graders

3. We will be 1 to 1 in 6th-8th grades with students carrying machines in protective shoulder/backpack type bags throughout the day. We are currently almost 1 to 1 in these grades, but the machines stay in the classrooms with the carts, meaning each room needs to have enough machines for the maximum number of students possible.

4. About \$5,800 is available for website redesign.

5. We should be able to increase our bandwidth from 10 Mbps to 12-20 at little or no increase in cost. This change is dependent upon agreements with Mediacom, the AEA, and the Davenport Catholic school consortium and e-Rate funding. As the new e-Rate funding

becomes available for internal infrastructure, we will apply for these funds. (Funds are going first to high poverty schools, but we anticipate applying for these funds in 2016-17).

- iv. Restores funds to make a significant replacement of textbooks. No new textbook series was purchased this year. Very loosely, we have a seven year replacement cycle. Our social studies books are about nine years old, and our paperback religion books are seven years old. Our reading/ELA materials are five years old and were written prior to both the Common Core and Iowa Core. With the emphasis on the Iowa Core, reading screenings, ELI (and summer school and retention), and the new statewide accountability tests being aligned to Iowa Core by 2016-17, most staff members agree that we better update our reading/ELA materials first and with an emphasis on K-3, if funds are not available for more grades.
- b. Not mentioned to the board previously, the current draft budget includes a significant increase in funding for maintenance and repairs as compared to the five year average due to increasing needs. This winter, for example, we have spent nearly \$3,500 on heating related repairs.
- c. The budget makes no adjustments to the number of instructional aides, teaching staff, or other support staff.
- d. Before adjusting the budget for more kindergarten students than originally estimated, the budget was short by about \$10,000. Ten more kindergarten students would yield about \$27,000.
- e. Other goals supported by the board of education for action beginning in 2013-14. Note: these goals were not adopted by the Finance Council of the parish (but FC has also not objected to them either, and members have referenced them at times)
 - i. Salary Goal: To bring JFK's starting teaching salary to 85% of the DCSD's salary, which now includes both the regular base and an additional stipend added to contracts using "teacher quality funds." The means to achieve this goal, while continuing to do regular base increases, is to raise the JFK supplemental pay/bonus amounts. In addition, it is recommended that 50% of what would be expected as supplemental pay/bonus be converted to a longevity stipend and added to JFK teachers' contracts. This move makes at least 50% contractually guaranteed and is comparable to how "teacher quality funds" are added to everyone's contracts in public schools.
 1. Timeline: three years
 2. Progress: see above table and the need to increase the base more than the 1.7% COLA.
 - ii. Health insurance goal: To increase the employer/employee split on the "employee only" plan from 50/50 to 67%/33%.
 1. Timeline: seven years
 2. Progress: 55%/45% split
 - iii. Retirement Contribution goal: To implement a discretionary contribution to employee's retirement that would be above the 2% currently available.
 1. Timeline: 2 years
 2. Progress: None

DISCUSSION: If there is a surplus due to the enrollment increases, what areas do we want to consider for these extra funds?

- The board agreed to prioritize: (1) salaries/benefits; (2) technology; (3) books

Respectfully submitted by Chad C. Steimle

**Faith Formation March 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) Preparing for the First Communion parent/child meeting to be held March 8.
- 2) Acting as resource person for JFK catechists.
 - a) Providing Lenten materials for JFK teachers and other resources as desired
- 3) Maintaining or improving the existing educational programs
 - a) Planned and held our winter catechist in-service on January 28, 2015. Catechists earned 1 hour of methodology and ½ hour of personal & spiritual growth for their catechetical training requirements.

Pastoral Associate for Faith Formation: Trish Gallagher

- Coordinating "Word" Project for Assembly learning about the Mass for Liturgy
- RCIA Retreat and RITE Sending to the Bishop and Election at St. Pat's Iowa City for 7 "Elect" 2 Adults/ 7 youth, and 3 other children (Baptism) 1 for Full Communion and 3 adults Confirmation for Easter Sacraments

- Coordinating Easter Vigil planning with Liturgy

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

- Collected Sacramental forms and Sponsor forms from the 8th Grade and sent out sponsor verification letters and sponsor handbook
- Candidate/ Sponsor breakfast - February 1st

MOTION: Increase fees for Faith Formation. The current fees are \$75 for one person and \$100 for two or more. The new fee structure would keep the fees the same if registration materials are submitted by June 30th. After that date, the fees increase to \$85 for one person and \$110 for two or more.

**VOTE: Motion to approve: Molly (1); Heather (2);
- Unanimously approved**

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

The Ministry of Advocacy

- This area has been a focus:
 - o Articles have been written for the Victory Voice (e.g., not a “youth group”)
 - o Project: Documentary: “Race to Nowhere”
 - Focuses on mental health in a high pressure culture
 - A screening will be arranged at St. Ambrose University in collaboration with the SAU counseling center and Psychology Club. The Knights of Columbus will be helping to support this event financially
 - The screening will take place on April 29th and is for parents and their children
- NCYC #'s: 40 teens are registered
 - o The cost will be 25-30k to get everyone there.
 - o Fundraising events: Sweethearts dinner, flags, Bunco nights.

8. COMMITTEE REPORTS AND COMMUNICATIONS (Written reports pre-submitted):

- a. Generations of Faith Committee (Karl, Todd, Trish)
 - a. Try to find the time to read the materials in the gathering space on Sunday Mass: One Word at a Time. Talk about the Words, one at a time at home. Respond on the blank spaces provided on the hard copies or on a post-it note in the Gathering Space. What do YOU think about the word, or how does it make you think about the Mass in a different way?
- b. Finance Committee (Chad, Joe, Jen, Terry)
 - a. No report. Much of the business of this committee has been happening at the board meetings.
- c. Nominating Committee (Brock, Terry, all board members)
 - a. No Report
- d. Policy Committee (Chad, Patrick, Molly, Jen)
 - a. No Report
- e. Strategic Planning Committee (Chad, Terry, Lisa, Joe)
- f. Terry Wendl, Msgr., Joe Creen, and Chad Steimle attended the diocesan strategic planning for education session on February 5th. Chad met privately with Lee Morrison several days later regarding the process and the additional work he will be doing.
- g. School Improvement Advisory Committee (Chad, Heather, Molly, Karl, Brock, Jen)
 - a. No Report
- h. Market/Public Relations Committee (Chad, Heather)
 - i. No Report
- i. Grant Writing Committee (Chad, Rena Harris)
 - a. From the principal's report:
 - i. The quotes for a new phone system are coming back considerably higher than originally thought. The estimate that we will probably use when writing an SCRA grant is about \$17,000.
- j. Parish Council (rotating per schedule) 4th Tuesday of each month 7:00 pm
 - a. Discussed the value of automated giving through automatic cash withdrawals
- k. Finance Council Rep. (Terry, Molly)
 - a. From the principal's report:
 - i. I attended the January and February Finance Council meetings:
 1. Parish income continues to be below budget.

2. Stewardship Lenten treasure renewal letters were distributed.
3. A considerable amount of discussion was held regarding the possibility of a Cuneen style campaign to boost regular giving, and a Cuneen representative will be invited to discuss options with the Finance Council and Stewardship Committee. The last Cuneen led effort was about five years ago and led to a sustained regular increase in envelope giving of well more than \$100,000.
4. Ken Ruefer has seen some positive movement on tuition collection for those who were 60 or more days behind. The follow-up with people had been lagging due to the parish office staff turnover this fall.
5. ADA pledges are now over our goal by about \$200 with about a 35% household participation rate. Being above goal in pledges does not guarantee collection of pledges. On last year's ADA goal, the parish had to come up with \$2,376.
6. The promissory note on our \$144,000 debt comes due March 2016. It is anticipated that a new note can be negotiated.
7. Health insurance will go up by about 5%.
8. A member of Finance Council asked if we might write an SCRA grant for roof replacement. We have been planning on writing an SCRA grant for a phone system replacement and using safety funds as the seed money.

I. Buildings & Grounds Rep. 2nd Thursday 7:30 pm (Brock, Todd, Lisa)

a. No Report

m. Athletic Club - JFK Band Boosters - Home & School Rep.

a. Athletic Club:

i. There will be a sports trivia night on March 7

n. Assumption High School Rep. (Matt Henning)

a. No Report

o. Scott County Catholic School Advisory Board Rep. 2nd Monday every other month (September, November, January, March, May) @ St. Vincent (Terry, Chad. Pat)

a. No Report

p. Ad Hoc Committees: NONE

9. NEW BUSINESS:

a. None

10. PASTOR'S NOTES (Msgr Jim P)

a. Kwik-Star is attempting to purchase the old Schnuck's property on Kimberley to open a gas station/food market that would primarily utilize the existing paved area on Kimberley. Msgr., Ken Ruefer, and Chad discussed our interests with the Kwik-Star representative. These included: the anticipated increase in foot traffic across the parking lot and the availability of the properties along Sturdevant for future development and the two properties directly south of our parking lot, which may become more landlocked.

b. On the stewardship of financial resources:

i. Parish income is flat. Get the message out to reconsider how much you are able to contribute.

c. I appreciate the hard work done by the board and the administration

11. The board adjourned at 9:45pm and entered a closed session. The board meeting resumed at 9:55pm.

12. CLOSING PRAYER – meeting was adjourned at 10:00pm.

NEXT Regular Meeting: April 6, 2015

BOE's Rep to Parish Council in April, 2015 (Karl)

Respectfully submitted by Patrick Archer (Secretary)