

Board of Education Minutes - March 2016

1. OPENING PRAYER – Led by Pat Archer
2. ROLL CALL – Pat Archer, Heather Egger, Korby Jackson, Zeke Mientkiewicz, Monsignor Parizak, Todd Morris, Peter Schuster, Lisa Stachula, Chad Steimle, Jennifer Wemhoff
JFK Reps = Sasha Petersen, Emily Thomas
3. ACCEPTANCE OF AGENDA – Approved
4. READING AND APPROVAL OF MINUTES OF FEBRUARY 2016
5. OPEN FORUM / COMMENTS & DISCUSSION – No comments
6. UNFINISHED BUSINESS: Staff Evaluations by BOE members
7. NEW BUSINESS: No new business
8. ADMINISTRATIVE REPORTS (Written reports pre-submitted)
 - a. Principal of JFK (Chad)

Facilitator of Faith Community:

1. Seventh grade is going to Good Samaritan for Stations of the Cross. Fifth grade is going to a live stations at Assumption.
2. Jason Evert, international Catholic speaker and author, will present “Parenting for Purity” for parents and “Love or Lust?” for 7th-12th graders at OLV from 6:00-9:30 p.m. on April 28th. Seventh-12th graders will hear him again on April 29th during the day, but the two presentations are slightly different. Mr. Evert is a regular speaker at NCCY and was in Scott County about five years ago.
3. A schedule is being finalized for Fr. Jake Greiner to be at OLV/JFK on April 6th. A meet/greet with the parish council and board of education is being planned for around 5:45 p.m.

Ethical Leadership:

1. ELPA21, the assessment used to determine if students can “exit” being considered an English language learner, will be administered in March. There may be an issue with the parents of a student who did not allow their student to be tested last year. There is no provision in Iowa law for students to be exempted, and JFK was subject to increased scrutiny last spring when there were no test results for this student.
2. Attendance letters were sent to families whose children have missed more than 10% of the school days. A ten percent absence rate is considered to be “chronic absenteeism.” Our typical average daily attendance rate is between 96%-97%, which would be an absence rate of 3%-4%.
3. We hosted the following presentation for 7th/8th grades: Diversity in our Community: How Stereotypes, Attitudes, and Perceptions Affect Relationships. Two outside speakers did a fantastic job.

Leadership of School Culture and Instruction:

1. Professional Development:
 - a. Sixth-12th grade teachers of religion will have a diocesan in-service in March. Elisha Kubalsky and Kim Burken will be representing JFK.
 - b. Two staff members will attend a webinar on oppositional defiant disorder.
 - c. Kindergarten and first grade teachers, our reading interventionists, and I attended 95 Percent Group training. 95 Percent Group materials are used for some whole class interventions and pull out interventions in reading.
 - d. Alyce Carey, one of our interventionists, will begin work on her MA in ESL education, this summer.
2. Elisha Kubalsky and Sasha Peterson took the leadership in applying for two STEM Scale Up Programs from the governor’s STEM advisory council. (STEM = Science, Technology, Engineering, and Mathematics)
3. Leaps & Bounds registration materials were distributed. L & B is our academically-oriented reading and math program. Four sessions will be offered again. We have increased the instructional time by 30 minutes.
4. A JumpStart Kindergarten program will again be offered this summer.

Managerial Leadership:

1. Roundup was February 18th and preschool/daycare registration began February 16th.
 - a. Kindergarten
 - i. We had 54 kindergartners through round-up or complete kindergarten information sheets for next year:
 1. 43 Currently enrolled in our preschool or have siblings at JFK (Priority enrollment)
 2. 7 OLV parishioners but not in our preschool or have siblings at JFK (Priority II)
 3. 2 Catholics of other parishes and not in our preschool or have siblings at JFK (Priority IIIa)

- 4. 2 Non-Catholics and not in our preschool or have siblings at JFK (Priority IIIb)
- 5. 54 attended the following preschools:
 - 42 Guardian Angel/JFK
 - 2 SAU Children's Campus
 - 2 Growing Tree
 - 1 Lourdes
 - 1 Trinity
 - 1 Arsenal
 - 1 Palmer
 - 1 Headstart
 - 1 Truman
 - 1 Little Nights
 - 1 Out of State (TX)
- ii. We are also considering 1-2 kindergartners for retention.
- iii. Our cap for kindergarten is 25 with administrative discretion to do 26. The board, by special motion, has allowed 27 two separate times.
- b. Preschool
 - i. Morning 4 year old preschool classes are full with 40 students and waiting lists
 - 1. Because of the changes we made to lengthen and standardize 4 year old preschool classes, because morning 4 year old preschool classes are full, we cannot take any more four year olds into ECLC
 - ii. Afternoon 4 year old preschool classes have 24 spots available
 - iii. There are plenty of MWF (9 registered) and TTh (11 registered) preschool spots available
 - iv. ECLC has 25 students registered with waiting lists for four year olds who can't get into a morning PS class. (One of the 25 spots is actually for a four year old whose parents are hoping that someone will drop from morning 4 year old PS, and, thus, open a spot for their child.) I have also opened up ECLC to go from 24 to 32 students, which would be the next level with the 8:1 required ratio when three year olds are present. We are licensed for 45 students in the ECLC room. The students are potentially all present in the room at drop off time, from 10:45 until nap time shortly after 12:00, and from 3:00 until parents start picking up their children.

2. A draft budget has been sent as a separate document. Attention is drawn to the following areas:

Line Item	Comment
42001	PS Tuition Benefit increased as all employees' time is in SWVPP-4
42010	PS includes all changes to PS time and programs. Assumes 2% state allowable growth
42012	Transfer to parish will probably end up between \$540,000-\$555,000
42018	ECLC assumes more children during school year and fewer in summer
42019	Before and after school childcare seems hard to predict. I typically use what the current year is projected to be based upon actual revenue throughout the year
42021	Assumes fundraisers will be about the same as last year's Gala and this year's No Gala Gala (with a portion of the net going to FF as well)
	Salary expenses reflect recalibrated hourly wages and/or 2% base increases
52122	Includes 0.1 shared ESL teacher
52129 & 52131	Moves an amount from 52131 to 52129 to free up line item 52131 to handle accounting changes with all payroll being processed through the parish now

52133	Recalibration of hourly wages and adds 0.688 aide position in 1 st grade
52122, 52136, 52137	Various staff members' salaries are also shifted from one line item to another due to changes made in preschool programming impacting SWVPP, 3 yr old PS, and ECLC
52138	Staff increases needed to maintain DHS ratios
52249	Infrastructure upgrades may receive a 40% reduction due to e-rate funding. May also apply for an SCRA grant for infrastructure
52364	Legislation still exists saying that there is to be a new statewide assessment in spring 2017. Switching to Smarter Balanced Assessments (which would only cover ELA and math) would add about \$5,000 alone.
52485	Boiler repairs are in this line item
52486	One time improvements such as the lighting project, sprinkler work, and air conditioning done last summer were expensed here in 2015-16
	Not included on this budget are the revenues and expenses for the various JFK organizations and separate checking accounts that now have to be on the school side of the budget rather than the parish side
	Preschool, SWVPP-4 preschool, and ECLC are even more intertwined. The preschool/ECLC analysis spreadsheet shows a net loss for SWVPP-4 funded PS but a \$30,000 increase in the net profit of ECLC.

3. Rita Nagle in the parish office is hoping to have tuition contracts out by the end of this week. We have indicated that contracts should be returned within two weeks (even though the registration fee discount will still apply through April 30th). We could potentially have waiting lists in K, 1, 4, and 7.

a. Below are some **guidelines** that we've used for class sizes. These were developed when we were trying to determine whether some sections should be one section or two, not when determining when two sections were full.

JFK				DCSD "guidelines"
K	25 cap as passed by board	26 administrative discretion as passed by board	27 done twice by special motion of the board	20
1st - 2nd	20 ideal	20-24 aide	25 split into 2 sections	20
3rd - 8th	24 ideal	25-28 aide	29 split into 2 sections	2nd = 21 3rd = 22 4th-5th = 26

4. JFK had its annual loss and liability inspection. Two storage areas needed attention.

5. The Annual Progress Report and Comprehensive School Improvement Plan sections of our C-Plan submitted to the Department of Education in the fall were "certified" (or deemed acceptable) by the DE.

6. The steps to our experiment with RevTrak were not followed well, and staff of the parish and school office will be meeting again to review the operating procedures. An experiment with several staff members who have children at JFK was being conducted before we opened up the use of credit/debit cards to all families to pay JFK bills.

7. A committee to discuss our heating (and possibly air conditioning) system is being formed. Members include Brock Harris (with knowledge of steam systems, in particular), Russ Meier (who works for Mech Sales and designs HVAC systems and has previously done some investigative work on our needs), Scott Sweeney (our head custodian), Tim Leviens (JFK parent and has been doing the repair work on the boiler), and Casey Pape (a project manager for Deere). Three other people may be joining as well. An energy audit, with a focus on heating and air conditioning, is being scheduled with MidAmerican.

8. JFK received its full DHS childcare license for daycare, before/after school care, and 3 year old PS. Corrective actions, such as revising the contents of our emergency first aid kits, posting more detailed "lesson plans" for aftercare, or adding a number of specific phone numbers to our tornado and fire exit signs at each doorway, were not critical. DHS approved me as a "center director."

9. We received the feedback from our National School Lunch Program site visit. Dawn Henning, Meredith Ash, and I responded to the nine items needing corrective actions (see below). Our responses were accepted, and our review was closed.

a. One free/reduced lunch application was missing part of a social security number

b. We used a families' tax return to verify income when we should have used a pay stub as the information the family had written on the application was not annualized.

c. Dietary accommodations for a couple of students were not on the correct forms signed by a physician.

d. Our notification of a free/reduced lunch decision was from JMC, our student information system. JMC's form does not match the DE's form.

e. ECLC now eats lunch in their classroom, which also means a point of sale count is taken downstairs. This "alternative" POS location was supposed to have prior approval.

f. ECLC staff needs to take their POS count within 30 minutes of the students eating.

g. Four hours of annual training is needed by Dawn, ECLC staff, and me, in addition to the training required by those working in the kitchen.

h. We need to communicate where students can receive free meals during the summer.

i. We need to have a media release each year sharing with the general public that we participate in the NSLP.

Public Relations Leadership:

1. The ad hoc fundraising committee met in February:

a. It will be proposed that the fundraising committee be made a permanent committee of the board and include representatives from Home & School, Band Boosters, and Athletic Club.

b. There was agreement that a "Century Club" type of event/membership proceed. A meeting was held prior to the board meeting regarding this topic.

c. A survey of parents was conducted. See separate document.

2. Attendance at the Mardi Gras Mixer was about 30 people. As of 2/22/16, the No Gala Gala has yielded about \$17,850, which is close to the \$18,000 net of last year's Gala.

3. I continue to meet with or talk via phone to numerous "prospective" families. Many of them seem to have either a kindergartner or a 1st grader.

Leadership in Diocesan/Parish Context:

1. I attended the Scott County Catholic schools' principals' February meeting. Topics included the following:

a. SCRA grants: New SCRA grant application requirements may significantly change how the Catholic schools will have to apply for grants in the future. We may have to rate our applications in competition with one another before submitting, and someone from the diocese may have to enter all applications through an online site.

b. Enrollment and finances: Enrollment is relatively stable or increasing at AHS, JFK, SPS, and ASCS, but declining at LCS, or at least it declines in LCS' 7th and 8th grades. St. Paul's had parishioner meetings regarding the needs for the parish and school, including the needs for school space. JFK may have waiting lists next year in multiple preschool programs, K, 1, 4, and 7. These factors, as well as the diocesan strategic plan for Catholic school education, may drive discussions concerning what Catholic school education in Scott County should look like.

2. Andy Craig and I are the backups to Lee Morrison should there be an extended absence of the superintendent.

Items for Board Action

a. Enrollment and finances: Enrollment is relatively stable or increasing at AHS, JFK, SPS, and ASCS, but declining at LCS, or at least it declines in LCS' 7th and 8th grades. St. Paul's had parishioner meetings regarding the needs for the parish and school, including the needs for school space. JFK may have waiting lists next year in multiple preschool programs, K, 1, 4, and 7. These factors, as well as the diocesan

strategic plan for Catholic school education, may drive discussions concerning what Catholic school education in Scott County should look like.

b. Shared ESL endorsed teacher: Due to the different meeting dates of our board meetings, I proposed that JFK would go along with a shared position with ASCS for an ESL endorsed teacher in 2016-17, if a qualified teacher can be hired. ASCS has a need for about a 2.5 FTE position, and JFK needs about a 0.1 FTE position. The door was left open for SPS to share the position as well should they have an EL student in 2016-17. ASCS would be the administrator of the contract and bill us for our portion. The shared position was going to be taken before ASCS' board in February.

Jen Flynn made a motion made to share an 0.1 FTE ESL teaching contract with ASCS for the 16=17 academic year. Motion seconded by Lisa Stachula. Motion unanimously approved by the Board.

b. Faith Formation-Religious Education Director (Jennifer):

a) The First Communion parent/child meeting was held Sunday Feb. 21 from 1-2:30PM. 35 out of 39 families were in attendance

b) Make-up packets were sent home with the families that were not in attendance. Homework was included with those packets with instructions on what needs to be returned to me.

c) Faith Formation families attended the 6PM Ash Wednesday Mass on February 10 instead of regular classes.

d) Chase the Chill Quad Cities (Scarves were put on trees and telephone poles in downtown Davenport on Sunday Jan. 31)—a Facebook page has been set up for this. Chase the Chill was also featured on Fran Riley's features on Monday Jan. 25. --COMPLETED

e) Progress reports for students went home with students in February.

f) A "Let it Shine Lenten Moments" option was given to JFK teachers and FF catechists to participate in if they chose. During the week of March 14, light bulbs (constructed by Matt Ryan) will be placed outside the office by the slate of Mary. The students are recording the way they let their light shine on colorful pieces of paper to be placed on the light bulbs.

g) I am currently enrolled in an online MOOC (Massive Open Online Course) about Being a Church of Mercy. This is a free online course that lasts 3 weeks.

h) Confirmation and First Communion Certificates have been ordered Confirmation and First Communion gifts were ordered

i) I would like to request a budget adjustment for next fiscal year: FF fees increased from \$75 to \$85 and family fees went up by \$10, after no increase in 10 years. Can we offer a \$10 discount if registration received by May 31

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Patrick Archer made a motion that Faith Formation be allowed to reduce the registration fees for students and families if registrations received on or before May 31st. Motion seconded by Heather Egger. Motion unanimously approved by the Board.

Pastoral Associate for Faith Formation: Trish Gallagher March 2016 Report

Position Purpose: Oversees life- long learning curriculum plan for Parish- wide Faith Formation efforts, and assists Pastor specifically in the following areas:

2016 CEW leadership (Assistant Spiritual Director for Women and Men)

RCIA: going forward for sacraments at Easter: adults 3, 3 more for Confirmation

FAMILY LIFE and Generations of Faith support :2016 assisted with JFK Mardi Gras Mixer

Catechetical Ministry –

- Updated budget for February
- Assisting YM with reservations for Sweetheart Dinner as well as secured over 18 volunteers to serve/babysit and clean up.
- Distributed information to 6th, 7th and 8th Grade students on Junior High Youth Rally in Iowa City
- I am currently enrolled in an online MOOC (Massive Open Online Course) about Being a Church of Mercy. This is a free online course that lasts 3 weeks.

Confirmation Coordinator

- Sent out notes to sponsors regarding verification forms
- Conducted Confirmation meeting Coffee and Doughnuts with Sponsor – Distributed information regarding pictures and confirmation mass.
- Set up 8th Grade Confirmation group project “Gifts of Mercy, Works of Love.”
- Distributed 16 fleece blankets to Humility of Mary Housing, 12 Gallons of soup to Café on Vine, Several pairs of socks and toiletries to Humility of Mary Housing and helped make patterns for shoes for children in Uganda for Sole Hope

c. Youth Ministry (Zeke)

1. This week, we have planned a field trip to tour St. George’s Greek Orthodox Church in Rock island.
2. The Diocese of Davenport has recently established a Catholic Young Adult Network. This network asks individuals in each parish to act as liaisons, informing parish members of events and activities. I asked to be the liaison between CYAN and Our Lady of Victory Parish.
3. This year’s Sweethearts’ Dinner was quite successful! We served 123 guests, and I heard many compliments about the food, the ambiance and our volunteers. Running the event went surprisingly smoothly for my first year, and I have made notes on how to improve the event for next year.
4. We grossed \$2808 and made a net profit of \$1926.94.
5. After discussing The Church is Young during Youth Night on 2-2-16, I passed on the kid’s comments to the Diocese on 2-9-2016. Most of the positive comments focused on OLV’s sense of community and ministry outreach. Most of the negative comments focused on the kid’s ability to connect to the liturgy.

9. COMMITTEE REPORTS AND COMMUNICATIONS

- a. Generations of Faith Committee (Trish, Todd, Lisa): no report
- b. Finance Committee (Chad, Joe, Jen, Pat)
 - i. Items for Board Action:

Item #1: Patrick Archer made a motion made to approve recalibration of hourly wages for aides, secretarial staff, and custodians. Motion seconded by Jen Flynn. Motion unanimously approved by the Board.

Item #2: Patrick Archer made a motion to approve teacher base pay increase of 2% and supplemental pay increments increase by \$100. Motion seconded by Heather Egger. Motion unanimously approved by the Board.

Item #3: Patrick Archer made a motion to approve an increase K-8 aides by approximately 0.688 (so each 1st grade class has an aide through approximately 1:00, which covers ELA and math). Motion seconded by Jen Flynn. Motion unanimously approved by the Board.

- c. Nominating Committee (Brock, Korby, all board members): no report
- d. Policy Committee (Chad, Patrick, Jen, Peter): no report
- e. Strategic Planning Committee (Chad, Joe, Lisa, Mike, Korby): no report
- f. School Improvement Advisory Committee (Chad, Heather, Brock): will not meet again until April, after the Iowa assessments
- g. Marketing/Public Relations Committee (Chad, Heather, Mike): no report
- h. Grant Writing Committee (Chad, Rena Harris, Todd, Peter): Submission to SCRA for infrastructure support
- i. Parish Council (rotating per schedule): parish appreciation dates discussed; doing strategic planning work
- j. Finance Council Rep. (Jen): Per Chad - The Mid-American check of about \$34,500 was received in February; Responses to the Cunneen effort are favorable; Just from responses received so far, we would be looking at an annualized increase of nearly \$100,000 in envelope giving; Envelope giving has already taken a substantial jump.

- k. Buildings & Grounds Rep. 2nd Thursday 7:30 pm (Brock, Todd, Lisa): More discussion about the boiler.
- l. Athletic Club – JFK Band Boosters – Home & School Rep: no report
- m. Assumption High School Rep. (Matt Henning): Status of athletic complex project
- n. Scott County Catholic School Advisory Board Rep.(Chad. Pat, Lisa, Mike, Peter): no report
- o. Ad Hoc Committees:
 - i. JFK Fundraising Committee: It will be proposed that the fundraising committee be made a permanent committee of the board and include representatives from Home & School, Band Boosters, and Athletic Club; There was agreement that a “Century Club” type of event/membership proceed; A meeting was held prior to the board meeting regarding this topic; A survey of parents was conducted. See separate document.
 - ii. Pastoral Associate Search Committee:

10. PASTOR'S NOTES (Msgr.Parizak): Fr. Greiner is looking forward to joining the OLV parish.

At 8:59pm the Board entered into Closed Session #1.

At 9:02pm the Board exited the Closed Session #1.

At 9:03pm the Board entered into Closed Session #2.

At 9:35pm the Board exited the Closed Session #2.

11. CLOSING PRAYER: Prayer for the Year of Mercy

NEXT Regular Meeting: April 5, 2016, 7pm

Respectfully submitted by Lisa Stachula (Secretary)