

# Board of Education Minutes - May 4, 2010

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## UNAPPROVED (revised) MINUTES OF THE OLV BOARD OF EDUCATION MEETING MAY 4, 2010

### Opening Prayer

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

### Roll Call

Present: Donna Daniel, Dan Zeimet, Patty Stevens, Chad Steimle, Molly Crosby, Terry Wendl, Joe Creen, Leigh Boorn, Trish Gallagher, Jeff Brennan, Msgr. Parizek, Beth Laubenthal, Brian Fink. Guest Teacher Sandy Hein.

### Agenda and Minutes

The proposed agenda was approved. The minutes of the April 12, 2010 meeting were upon motion made, seconded, unanimously approved.

### Unfinished Business

- A few evaluations for Youth Minister and F.F. Director are still needed.
- Chad distributed the new proposed Athletic Policy (No. 580.20) with the revision. Upon motion, made, seconded and unanimously approved, the proposed revision to this policy was adopted.
- The numerous policies that had been presented at the April 12, 2010 meeting and reviewed at that time, with the changes proposed by the policy committee, were reviewed. Upon motion made, seconded and unanimously approved, the changes to the following policies as proposed by the policy committee were approved: #215 (Use of Bldg.); #220.1 (School Organization); #360.7 (Arrival); #360.9 (Bus Behavior); #540.1 (Discipline); #430 (Anti-Bullying; Forms and Procedures); #540.12 (Cell Phones); #541.0 (Uniform Dress Code); #565.1 (school health services); #580.10 (Instrument Rental); #615.10 (Internet Safety); #715.1 (education service agency); #580.20 (Athletic).

### Administrative Reports

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

- Student council service project focused on paper recycling.
- 8th graders attended Vocations Day at St. John Vianney parish.
- Behavior contracts are in place for a few upper grade students, one of whom is on a last step plan.
- A “moving up” session for students is planned, so they can meet teachers at the next grade level.
- Paula Schmitt will teach 8th grade. Kelly Poster is rehired to teach 6th grade.
- DCS and AEA have agreed to work with the non-public schools to help better service students needing special education services. It is possible that the services will be provided at one or more locations depending upon the number of students. If there are not enough students in any one school, the services may be provided in another location. The estimate of all the Catholic schools in Scott County is that 10-15 students need special education services (excluding special services).
- McMillan/McGraw Hill was selected for K-5 reading and language arts material for next year.
- There is likely to be three primary band levels next year: 5th grade (beginning), 6th grade and 7th/8th grade band. There may be some flexible grouping of the grades for certain songs.
- The following teachers will be on staff development team next year with Chad: Kitty Timming, Tammy Nagle, Mary Wahlig and Sandy Hein.
- Staff development on April 19th included half day work with teachers from All Saints, St. Paul's and AEA representative on differentiated instruction. The other half day was at JFK analyzing student data.
- The 5th/6th graders participated in Happy Joe's Pizzathon competition. This may be the last year for it as the director may be retiring.
- JFK is likely to have three groups of 8th grade math next year: those taking Algebra I at Assumption, those doing pre-Algebra at JFK and those in a basic math class.
- The amount of preschool State of Iowa funding for next year is still unknown, but likely the total funds will be less than this year. The State eliminated competitiveness of funding and the number of districts that can receive it. The same pool of state funds exist, but to be distributed equally among more districts and students, reducing the per person amount.
- P.S. 4/5 year old program has three spots available. 3 year old program has 8 spots open. An additional aide position for the 3 year old preschool depends upon enrollment. ECLC enrollment is estimated to be

17-20 students.

- Interest in Kindergarten continues to grow. Before April 30th there were 31 tuition contracts submitted (with a potential of 52 students). There are deposits for 17 additional students. 4 other families just received mailed contracts and 4 other families have expressed interest.
- Three netbooks were taken from three teachers' rooms two weeks ago. It is speculated that entry to the building was accessed through a propped door or through an exterior door that was not closed properly. The computers were taken from one room that was not locked and two taken during the cleaning process.
- There was a worker compensation injury because of splashed cleaning solution into an employees eyes. Eye protections are now at all locations where cleaning products are mixed. Portable eye wash stations will be added.
- Fire drills and severe weather drills were conducted. There were 400 people in the lower level of the hallways and carpeted side of the PC during a severe weather situation. The hallways become very humid. Everyone is sweating to the extent the floors are slick. Air conditioning is needed.
- Chad has had several pastor administrative staff meetings and has begun the calendaring process for next year.

Faith Formation – Trish Gallagher distributed a written report and highlighted the following:

- Confirmations and First Communion celebrations were held and were full. Post even review is underway.
- FF is previewing the Catechist needs for the fall.
- The staff is working with pastoral staff on OLV employee handbook revisions. Trish and Leigh attend the campaign building meetings. Trish is working with Msgr. Gary Gusse for an educational component of the Liturgical aspect of the new gathering space.
- The Generations of Faith theme is being studied.
- Movies with Meaning was reviewed by the participants. It was decided to take the summer off and start in November. Women's Enrichment continues during the summer. This group is finishing with the book, "Let Me Show Love: Living the Peace Prayer of St. Francis".
- A new policy for ongoing Ministry Formation was passed by the Liturgy Committee. It includes continuing education for adults. The Ida Mae Presentation was moved to Wednesday, May 12th. It is open to all Catechists. The Deacon Agnoli's spring retreat was moved to October, 2010.

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

- Leigh will serve on the Retreat Panel for the Diocese. This will require four meetings per year. It helps her keep connected with the retreat models that are offered. The BOE of the Diocese has requested the panel to be formed to review the retreats offered by the Diocese and help with planning and choosing leaders.
- Leigh is working with the teams young adults to start COR at OLV parish. Meetings are being held to review a schedule, recruit parent leaders and identify supplies. Probable calendar will be January 21-23, 2011. On April 26th Leigh presented the idea to the Diocesan retreat panel which was approved.
- Confirmation was completed April 16th at the parish.
- Leigh coordinated music, liturgy planning, practice, Bishop dinner and pictures for Confirmation Mass. She worked with the Contemporary Choir, student volunteers, Msgr. James Parizek, dinner volunteers, the Diocesan Davenport Liturgy office and Faith Formation team.
- Leigh continues to work with the youth night which was held April 7th. On April 15th planning for potential justice projects and pro-life event that is set to be held on May 30th. On April 21st a session dealt with how scripture can lead us when looking for direction and discuss of the justice project to prepare for a presentation at parish council the end of April was held.
- Leigh has scheduled a meeting for May 2nd to promote summer activities. This includes the Kentucky mission trip (where students and leaders go to Kentucky to help for a week). In the past repairing homes was part of that big project. YM Planning includes Catholics in Action, Christian Leadership Institute and fund raising which will include the air show in June.
- Leigh mailed letters to all graduating seniors regarding Salute to Seniors to be held May 16th. Each student is asked to create a picture of their future plans to be displayed. A brunch will be provided after the 11:00 a.m. Mass. Gifts are being prepared to be distributed. Graduates will be asked to stand and blessed at Mass.
- Junior high night is scheduled for April 30th. Leigh and Lynn Olds are planning and promoting the event in the school and Faith Formation classes.
- TPH dance was held at St. Paul's on April 9th.
- The Deanery team is looking for other TPH events to encourage more spiritual formation of junior high students. A planning meeting will be held May 3rd.
- Communications with YACHT club continue.

## **Committee Reports**

Generations of Faith – NR

Board of Ed Finance – NR

Nominating Committee – Nominations for the Board include Carl DeMaio and Patty Stevens. Potential other candidates continue to be recruited.

Policy Committee – See unfinished business above.

Strategic Planning – Joe reported that the committee will be meeting this summer. Chad was asked to email the highlights of the school's part of the planning committee that had been worked on during the past three years.

School Improvement Advisory Committee – Chad reported that the committee has reviewed the Iowa Core (See New Business). The committee is looking ITBS data to establish next year's goals.

Marketing – Joe reported that the Scott County Advisory Marketing has met monthly and needs a member from this Board to continue representation on the committee. That committee has reviewed its work of the prior year and had a survey of the members which is being compiled.

Parish Council – Donna Daniel reported that the parish council discussed the justice project and that a dance will be conducted to raise money for the resource bank. The parish fall festival is scheduled for September. The "Feed the Hungry" project will conduct a rose project. The parish twinning project is taking shape. A South Dakota parish primarily of American Indians was selected. The project will begin with mutual prayer services for each other and communications to get to know each other. The PC is reviewing its constitution.

Parish Finance Council – Terry reported that the parish is now in the midst of the Diocesan Capital Campaign "Moving Forward in Faith" with about 10% of the goal achieved in two weeks. Council discussed possible borrowing authority for the OLV capital building project and approved \$150,000 more than that which had previously been approved. There seems to be a sense on the Finance Committee to do what it takes to get the project done right. However more funds than the current amount of pledges will be needed to pay off the debt.

Building and Grounds – NR

Home and School and Band – Terry reported that Home and School had its movie night with 74 kids (K-5th grade). There was a Sunday awards for teachers and staff at Mass for numerous years of service. The teacher appreciation week will include breakfast.

Assumption – Dan Solsenberger had distributed documents from the Assumption Board by email. OLV Board discussed the new dress code. Numerous concerns were expressed about limited collar selection (i.e. only khaki, red, black, white, but no navy blue or grey) "no outside pockets (eliminates almost all pants), "no skirts". Skirts are expensive and have been purchased from the religious bookstore. Some parents are not happy about this change and asked that be phased in. There was concern that Catholic grade school sweatshirts and other Catholic grade school logo clothing will not be allowed and that all fleece must have the AHS logo. There was also discussion about the matriculation rate from the various grade schools to Assumption (94 of 171 current 8th graders are believed to be enrolled) for next year. There was a discussion that grade school and Assumption needs to do a better job of marketing their fine arts, band and theater programs which will help increase enrollment. Chad pointed out that it appears that the number of families with teens who are at Sunday Mass seem to correlate to the people who enroll their students to Assumption.

Scott County Advisory Committee – Joe requested Board members to consider being a representative to the Scott County Board, or one of the three committees that the Board has. Beth will attend marketing committees.

## **New Business**

- Building project. Chad and Joe updated the Board on the recent regular Wednesday meetings of the parish capital building committee and the architect. It is apparent that the cost for the space needs of the gathering space and the space needs of the school will likely cost more than the near \$2.4 million in pledges that were obtained. No one will know the true cost of the project until the bids are received, but more money (perhaps an additional \$500k) will be needed especially if the parish wants to get rid of all of the mobile classrooms. The original goal of \$2.4 million would have required retention of 1-2 mobile classrooms. Currently the project is in the design phase. The school portion is likely to include a relocation of the ECLC to a location near the southwest entrance of the school, with a possible small expansion of the science room that would be located on the 2nd floor above the ECLC. There would be a relocation and consolidation of administrative offices, nurses room, and a conference room to the north end of the school building with an air lock and more secure entry. Four new classrooms (including band/music) to be built on the east corridor of the school. Remodeling of existing administrative offices to a classroom and remodeling the current PS and ECLC into two classrooms is planned. If pledges or funding cannot be increased above current levels, then perhaps one or more of the mobiles will need to be retained and the gathering space could be reduced in size.
- The current OLV Capital Campaign project is not finished, but must wait for completion of the Diocesan Capital Campaign. The Diocesan Campaign is underway with the solicitors. Approximately 10% of the parish goal had been pledged or raised. This project will be completed by June.

- Elections will be held May 22-23. BOE has two candidates: Patty Stevens and Carl DeMaio. Additional candidates are being sought.
- Strategic Plan committee is to be activated this summer. Members are being recruited and will include Joe, Terry, Chad and others. Joe described threats that he sees, including probable cuts in State funding of preschool, stagnate parish envelope giving, low parish contribution to retirement funding for staff (compared to public school or other parishes), low health insurance benefits. Strengths and opportunities include increasing enrollment despite community wide decline in public school enrollment, JFK's strong professional dedicated staff, a core group of families who want faith based education, the increasing diversity, marketing and the new parish and school building project.
- Iowa Core. Chad used a power point presentation and outlined its purpose (prepare students for 21st century), its focus (improving student achievement, enhance their engagement and motivation) and its need to partner with parents. There are three elements of Iowa Core including content of curriculum (literacy, math, science, social studies, 21st century skills of literacy of civics, employability, financial, health and technology). Content will be relevant through problem solving, inquiry and learning for understanding. The second element is Instruction Strategies are to be researched based, guided by achievement data (systematic improvement) and finally, assessment. Across Iowa about 75-85% of Iowa students test on ITBS at proficient level. JFK students test at 85-93% proficient on ITBS, but has hit a plateau. Staff is looking at how to continue to increase performance on ITBS. The training of the team of leadership for Iowa Core was completed. JFK's plan for Iowa Core is ready to be filed with the State. There are four areas of "content and skills" for grades at K-2nd; 3rd-5th; 6th-8th and 9th-12th. Iowa Core also includes instructional techniques that are research based for all teachers. It also involves program evaluation and overall assessment on two levels; to wit: Summative assessments (i.e. how does the student/parent evaluate the educational product) and formative assessment (how the professional evaluates the educational product). Iowa Core is compatible with the JFK school mission.

**Pastor's Notes** – Msgr. Parizek reported that the Diocesan capital campaign is in process at OLV with a core group of leadership and volunteers who will help solicit funds from parishioners. He reminded us that the purpose of the funds is critical to the Diocese. The funds will help replenish and provide financial resources for: Diocese's efforts to recruit and educate priests, provide health care for active and retired priests, provide services for the Catholic schools and Faith Formation programs throughout the Diocese, purchase the St. Vincent Center, and provided Catholic relief services. He said that 20% of dollars raised by OLV are returned to the parish. Currently about \$100,000 of the OLV goal of \$975,000 has been pledged or raised.

The meeting was closed with a prayer led by Msgr. Parizek at 9:00 p.m. The next meeting is June 1, 2010.

Joe Creen  
Acting Secretary  
May 12, 2010