

Board of Education Minutes - May 2012

Minutes from May 1, 2012 Board of Education Meeting

1. Opening Prayer – Msgr read Vocations prayer from Trish
2. Roll Call – Chad Steimle, Trish Gallagher, Tommy Fallon, Terry Wendl, Molly Crosby, Carl DeMaio, Susan Dill, Brock Harris, Karl Stratman, Patty Stevens, Luke Ebener and Msgr. Parizek. Also, Deneen Woerdehoff (JFK Teacher), and Sara Peterson (JFK Teacher)
3. Agenda - approved
4. Minutes from April Meeting – approved
5. Open Forum – Terry welcomed all to the meeting. No comments or concerns were voiced
6. Unfinished business –

a. Report Card to Parents about definition of participating parish member

- i. We need to increase the participation in the parish as well as in the school and also increase the money contributed to the parish.
- ii. Of the 82 families whose total offertory to OLV during calendar year <\$100, how many receive financial assistance? It is feasible they all do, so they should be even more willing to give back either money or volunteering. If they can't afford to give money, they should give time or talent.
- iii. BOE has not had a real election in 3 years. There NEEDS to be an increase in the volunteers all around with councils, Home and School Association, Fun Night, and many other areas.
- iv. Have Time and Talent Table at registration with possible ways and times to participate and get involved.
- v. Molly typed rough draft of letter for board to view and revise. Suggestions given for revision include:
 1. Softer start (possibly move last paragraph to top)
 2. Begin letter with information on two-tier tuition rate and the notation of being billed at the higher rate for not being a participating parish member
 3. Give numbers of difference between cost of parishioners and non-parishioners
 4. Include "The BOE recommends that every family participate in the Eucharist weekly and contribute minimum of \$10/week to the parish."
 5. Move the data to the end of the letter
 6. Along with the letter attach the qualities of education given to the students by sending them to JFK and JFKs Faith Formation. Add the positives from Chad's Catholic Schools Week notes including information from School Climate Survey. Give graduation rates and accomplishments. Include a line similar to "We can't continue doing these great things without your help." Give average of money given by parents who do give in order to give possible guidelines of what's "normal".
 7. Include a list of volunteer options including some that require only one time up through BOE and Parish Council. Other options were Home and School Association, Fun Night, Buildings and Grounds Committee, and serving in the kitchen.
 8. Faith Formation will need another letter because they don't have a two-tier tuition rate, but can include information about keeping rates low.
 9. Make another letter with a few changes to send home to new families for the 2012-1013 school year
 10. Include answer to "What does it mean to be participating parish member?"
- vi. Motion made to revise and complete the Parental Report Card to be sent home with student report cards at the end of the school year with subcommittee work and board approval via email. Unanimously approved.

7. Administrator Reports

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

Principal's Report to the Board of Education
May 1, 2012

Facilitator of Faith Community:

1. First Communion and Confirmation were in April. As we do every year, there will be a review of the Confirmation process and preparation later this spring.
2. May Crowning and the 8th grade recognition is May 6th. Even though the switch to the 11:00 Mass has been on the calendar all year, the change from the 9:00 Mass is taking some people by surprise.
3. Graduation Mass is May 25th.
4. Board members are invited to participate in the recognition of 8th graders at May Crowning and graduation. (No more pins—we are switching to JFK medallions!)

Leadership of School Culture and Instruction:

1. CSIP Committee Work:

- CSIP committees underwent a dramatic shift of membership to better balance grade levels and subject area focuses. All teachers serve on a committee. The following table illustrates the four groups.
- The academic groups analyzed the data that we currently have available from the Iowa Assessments, and we are using the change from ITBS to Iowa Assessments as an opportunity to start over in our analysis as well.
- All groups also evaluated our professional development using the tool in the Iowa Core Implementation materials. While Tammy will look at the 26 data points more closely, my cursory examination for areas that weren't all ranked at the top of the scale included the following:
 - Time: Everyone would like more time for PD and collaboration
 - Focuses: We always seem to have more than 2-3 focuses, lowering our ranking.
 - Formative assessments: We would like a better formative assessment plan. Staff is becoming more receptive to the use of data, and they are now expressing interests in more and better data that they can use regularly.
- Other Reading CSIP Discussions:
 - What do we need to do differently if 3rd grade retention based upon reading comprehension is passed by the legislators? If our long-term average is 85-93% students proficient, that could be as many as 4-10+ in a bad year that would be "retained?" Is the threat of retention the only compelling reason to do "whatever it takes?" What do classroom teachers need to do differently during the day? After school? What do parents need to do differently? What recovery reading program(s) do we need to implement? What formative assessments do we need? What needs to happen during school breaks? (The board's question would be how to pay for it and staff it as well.)
 - What sort of documentation and forms do we need for anyone receiving resource help or accommodations both within and outside of the classroom?
 - What do we need to do differently with resource teachers? Is their time better spent helping a student pass 4th grade "reading" class or helping that student learn to read? Should we move to at least one position being a reading specialist?
- Other Math CSIP Discussions:
 - A beginning of the year assessment is needed so we know what students can/cannot do.
 - The committee also worked on developing action plans for the math focus in the board's strategic plan.
- Other Gospel Values/School Climate CSIP Discussions:
 - The committee worked on the action plan for the faith/stewardship focus in the board's strategic plan.
 - The group also discussed Olweus work.
- Science CSIP Discussions focused on Science, Technology, Engineering, and Math (STEM).

2. We have begun to discuss professional development for next year:

- Definite uses of PD time:
 - Technology training
 - OnCourse phase in year two of three
 - Year One (with most teachers): Reading, Language Arts, Spelling
 - Year Two (with most teachers): Math and Social Studies
 - Year Three (with most teachers): Science, Religion, 21st Century Skills
 - Adjustments are made with teachers who, for example, only teach science so that everyone is doing about 1/3 of their classes each year.

- o Iowa Core Math for the six staff members teaching 3rd-8th grade math. Because their attendance at the eight days of summer workshops at the AEA is practically mandatory, we will use Title IIA funds to pay them a per diem rate of \$47.20 per day.
- o Collaboration with SAU and the other Catholic schools on another STEM workshop
- o Catechetical training
- o Other CSIP work
- The other area being discussed for the majority of staff members not involved in the Iowa Core Math workshops is the data team process. The PD team should have an answer to this possibility by April 30th.

2. Technology:

- a. The three scheduled meetings of the ad hoc technology committee concluded in April.
 - b. Rosetta Stone update: The server version will no longer be available for purchase after this spring. Only the Internet version will remain. This development leads to my recommendation that we purchase a few more Level I server version licenses for 6th graders so we have enough for upcoming larger classes and do the annual subscription to the Internet licenses for 7th/8th graders.
3. Band teachers and principals met to review and revise some of our collaborative ventures. Two generated the most discussion:
- a. 7th/8th graders marching with AHS: make it a full day workshop but not on the day of the performance, which is Homecoming
 - b. 5th grade band festival: use a timeframe of about 2 hours for developmental workshops without an evening performance
4. I worked with St. Ambrose to secure the Rogalski Center Ballroom for the 8th grade career fair next year. They also agreed to provide campus tours, a workshop on what to do in high school to prepare for college, and free lunch. This agreement is a great opportunity for all of the Scott Count Catholic elementary schools. On the flip side, we were not able to make an arrangement for JFK's 8th graders this year to do the campus tours in late May to which we have been accustomed over the last several years.

Managerial Leadership:

1. Laversa and I went to an overview and training for new state reporting last week. There will be quite a bit of data entry and corrections to make each spring and fall. The state also is eliminating three separate plans: the Comprehensive School Improvement Plan, Annual Progress Report, and Iowa Core Implementation Plan. They will be replaced by the new "C-Plan," which only has 300 questions.
2. I have been communicating that students' seats for next school year will not be held after April 30th. We have way too many families inquiring about K-3 enrollment to keep seats reserved for families indefinitely.
3. Hearing and PS vision screenings took place in April. There weren't enough students of need for the dental bus to be on campus.

Public Relations Leadership:

1. There was an ECLC flyer in the Easter bulletin.
2. Daycare and PS yard signs are displayed in several areas.
3. There have been several prospective families coming through and/or calling to inquire about enrollment at JFK.
4. We have decided to not switch photography companies for next year. We will give them the opportunity to make the corrections and changes they proposed.
5. Comedy Sportz worked with 7th graders for an afternoon, and a fund-raiser performance was held in the evening. Funds are being raised to complete the purchase of risers.
6. The 5/6 grade show was last week, the band concert is this week, and the 7/8 spring show is next week.

Leadership in Diocesan/Parish Context:

1. I attended pastoral administrative staff meetings. "Calendaring" has begun for the parish and school. Typically, it takes us about 6-8 hours of meeting time to complete. More than twelve additional hours are

needed before I attend the meetings.

2. I attended the Scott County Catholic school principals' April meeting. In addition to the principals, Lee Morrison and Andy Craig were in attendance. Much of the discussion continued conversations begun at the diocesan principals' meeting regarding what appears to be a high turnover rate of principals in the diocese. Six of the sixteen principals in our diocese, for example, will be new next year. Six of the sixteen were new this year. By next year, the principals in our diocese will have an average number of years of experience as principals in our diocese of less than four years.

Pastoral Associate for Faith Formation May 2012 END OF YEAR Board Report

Trish Gallagher Board of Ed May 2012

Position Purpose: This pastoral staff professional has responsibility for multiple ministries and specific faith formation areas within the parish.

Qualifications: In response to questions by the Finance subcommittee, here is the official statement from my job description concerning continuing education. Requires continuing education in areas related to the responsibilities of the position in order to remain informed about the various dimensions of pastoral care.

2011-2012 attended MORE Oct in-service evening
 attended webinar for Stewardship and Evangelization
 attended webinar for RCIA Canonical issues

Requires regular involvement with the Diocesan Office for Faith Formation and Education on the deanery level.

Attends and contributes to monthly MORE meetings.

Lines of Accountability: END OF YEAR REPORT

Reports to: Pastor **Because of the demands of our schedules, time for "reporting" is limited, achieved by attendance at Pastoral staff, regular emails and updates**

Responsible to: Pastoral Council and Board of Education **Written reports submitted monthly, attendance at all Board meetings for further discussion, promotion of programs.**

Supervises: Faith Formation Staff, Catechists and volunteers

Collaborates and Cooperates with: Pastoral Administrative Staff **attends bimonthly meetings**, Youth Ministry Coordinator, Parish Council Committees

Responsibilities of Primary Ministry: Providing faith formation, religious education and sacramental preparation for all members of the parish faith community.

1. Directing and supervising sacramental preparation (Reconciliation, Eucharist, and Confirmation.) see notes for Sacramental celebrations with respective staff

April is one of the busiest months for our office staff, JFK staff and volunteers who work together for Sacramental Prep.

- Work for The Easter Vigil was highlighted by the morning "Preparation Rite" retreat with the RCIA team, practices and set-up for the liturgy workers in environment, lectors and musicians. Watching it all come together for the active participants was awesome. Listening to their comments the next Sunday made it truly worth the effort. Their comments provided a powerful witness to the faith of a whole community needed to come together for such celebrations.
- First Communion efforts were spearheaded by Jennifer Wemhoff. A very large group of families heard the children's EUCHARIST song and saw the special colorful vestment made for Monsignor. Our JFK and Faith Formation catechists are to be congratulated on their work to prepare the 60+ children.
- This week's Confirmation celebration for 49 starts with a meal for the Bishop and invited guests by expert chef Rick Willows. Efforts for practice and celebration are led by Kathy Wierzba and Lisa Willows. Once again, this is total parish effort of staff and volunteers.

The following comments were added for Parish Council.

The sacramental season is not complete: 4 youth made their second step in initiation and were welcomed to the table of the Lord on Saturday, May 26th. 3 were JFK students, the 4th a Parish student from Wood. Three other students older than 7 from JFK are currently in preparation for their Baptism at the next Vigil. Three under 7, already enrolled at JFK will have immediate "prep" prior to the Easter Vigil celebration. It will

be quite a Vigil!

On May 13th at 11AM Nathan Krogman will receive Confirmation from Monsignor at the 11AM Mass. Nathan has been diligent in his service for the Community, serving as hospitality minister at the 11 AM Mass for months now.

Sunday, May 27th Christina McDonough will be received into the church. Christina began the process in January. Since she was already Baptized in another Christian community, she does not need to wait until the Easter Vigil to complete her initiation.

2. Assessing needs, and planning and evaluating programs implementing Diocesan curricula. **Previewing GOF planning and implementation, Next year is the YEAR OF FAITH & 50th Anniversary of Vatican II.**
3. Preparing the budget **met with staff, Finance, Youth Minister.**

As Adult Faith Formation Director. This is accomplished by:

1. Coordinating adult faith formation programs: **RCIA Process continues til Pentecost, 5 others in Inquiry, adult faith formation and sacramental programs 4 received Communion on 4/ 26, 3 others in process, Generations of Faith Projects, and Scripture Study to be continued June 18th.**
2. Involving oneself actively in the work of appropriate committees and Pastoral Council Events. **To be involved in 50th Celebration liturgy.**

Board of Ed. K-6 Coordinator Report by Jen Wemhoff

- First Communion liturgy was held on April 22 at 1:30PM, I was available to help the photographer with pictures prior to the liturgy. I was also available throughout the mass to provide assistance when needed
- I am beginning to recruit catechists for the 2012-2013 school year, we are in need of catechists for this next academic year.
 - Possible positions that may be available: Kindergarten, 4th, 7th, and 8th grades.
- I am planning the catechist appreciation dinner to be held May 9th.

Board of Education Report – Kathy Wierzba (Confirmation Coordinator)

- Coordinated practice and service for the Sacrament of Confirmation
- Helped with the Bishops dinner
- Attended confirmation service

Note from Trish:

- Kathy told me today that she is willing to help with coordination, but does not wish to continue the teaching part of her position.
- Subcommittee approach to discuss options – AdHoc Committee created with Trish, Terry, and Chad

Youth Ministry Board of Ed Report – Tommy Fallon

- I attended the April Deanery youth ministry meeting at Saint Paul's on April 2
 - Calendaring to help improve marketing for next year
- We served dinner at the CWH on May 10
 - Youth learned about the CWH initiative called the "community interfaith worm project"
 - Service for us and fundraising for them
 - We would like to help them out with this in the near future
- Attended the Jr. High Deanery Dance on April 13
 - 140 youth from across the deanery attended
 - Proceeds were to benefit Project Renewal and the Oaks of Mamre Davenport Catholic Worker House.
 - After expenses, we made \$200 each for both charities
- We will not be going on the planned trip to Agape Fest

- We were unable to get teens to sign up due to the busy time of year
- We'll be looking into similar events or programs that we can do during a more convenient time of the year
- Working on creating a Young Adults Network with events such as rallies, retreats, and mission trips both continental and international.

Committee Reports and Communications:

- Generations of Faith Committee – Met in April and are looking for ways of interesting others in Faith Formation from birth to death
- Finance Committee – Met with Trish and Tommy and will meet with them again. BOE will need to approve budget and signing bonuses from Chad in June.
- Nominating Committee – No new names were given, but we still need at least one more person. Elections are May 20th and we have 2 nominees including Molly.
- Policy Committee – (Review, discussion and vote on changes)
 1. Lengthy discussion regarding inclusion of word “must” in Family Contribution Rate and Tuition Policy due to setting higher expectations for participating parish members in order to increase our stewardship. Possible issue with “must attend Mass regularly” due to possible interpretation of it needing to be at OLV even when traveling with children’s clubs and sporting events. Need to show high expectations in order to have them met.
 - a. Motion made to include “must” in two sentences regarding attending Mass regularly and helping the parish financially. Unanimously approved.
 2. Motion made to approve policy numbers 110.1, 210.1, 360.6, 360.10, 370.1, 370.2, 370.3, 370.20, 370.32, 543.1, 565.33, 565.55, 580.30, 700.1, 757.10, 757.11, 757.12, 757.13, 810.10, 910.1, 360.7, 615.10, 540.12 as submitted and to approve the Family Contribution Rate and Tuition Policy with changes as submitted and the change made tonight with the exception of the due dates to be added by administrators for returning registration forms. Unanimously approved.
- Strategic Planning Committee – (Review, discussion, and vote on plan and look at Vision for Use of Technology)
 1. The Vision for the Use of Technology has been updated with three changes to reflect current and possible future technologies students and parents may bring to the school.
 - a. Motion made to approve the changes to the Vision for the Use of Technology. Unanimously approved.
 2. Lengthy discussion given to action plan concerning strategic goal “We will attract and retain top quality teachers by paying competitive wages and maintain a positive Catholic school environment. To that end, over the next 5 years, we will move JFK’s base teacher salary from at least 85% of the DCSD base salary to teachers’ total wages and benefits at certain levels being at least 85% of DCSD comparables”.
 - a. Too aggressive and unrealistic to project parish stewardship model implemented by July 2014, especially given the mortgage timeline for the parish.
 - b. Suggestions were made to move the dates out 5 years possibly and revisit the entire goal to make it more realistic.
 - c. Sent back to committee for deeper discussion and re-evaluation.
 3. Motion made to accept the action plan for the strategic goal: “Over the next two years, we will develop an assessment tool that will measure the ability of students to connect their knowledge of the faith with their living of the faith using the concepts of stewardship”. Unanimously approved.
- School Improvement Advisory Committee – Meeting in May or June to help with 300 questions required by state for new evaluation form
- Market/Public Relations Committee – No meeting
- Grant writing – Waiting to hear back from Bechtel and SCRA grants mentioned in April meeting
- Parish Council – (Brock)

1. 50th Anniversary September 29th

- a. Booking entertainment and food needs
- b. Still looking for volunteers

2. Working closer with sister parish, Christ the King, planning a trip soon

3. Looking for people to run for election (currently no nominees)

4. Assisted Listening Devices mentioned by Karl Stratman and how helpful they are and the profound influence they have in making Mass more enjoyable.

• Finance Council –

1. Successful stewardship reported in Bulletin (tax time and Lent was good timing)

2. Money to replace the doors at the church was approved – Any doors not replaced will be painted to match the new doors

3. 50th Anniversary budget was approved

• Building and Grounds –

1. Only one basketball hoop will be kept

- a. Lengthy discussion about possible problems with only one hoop.

2. Question was asked about the new backboard being ordered

- a. Karl Stratman said the Athletic Club will look in budget

3. Classroom shades went up – teachers are very thankful

4. Would like a list of ideas for projects needing money in case any budgets have extra money to spend.

- a. BOE will compile list for June meeting, but a few suggestions were made tonight.

- i. Better/More user friendly/comfortable equipment for gathering space room including TV, chairs, and tables

- ii. Home and School has a list from the teachers – Chad has copy of it

- iii. Youth group member wrote a letter of desires on behalf of the youth group – Tommy will give that to Patty before the next buildings and grounds meeting

• Athletic Club – JFK Band Boosters – Home & School – Meeting May 8

• Assumption High School – Dan sent his documents via email to BOE members

1. Msgr emailed Dan asking him about the 360 process which Dan responded to in great detail. That description will be forwarded via email to BOE members from Msgr.

• Scott County Catholic School Advisory Board – No meeting

New Business – Review and approval of school calendar and School Improvement Advisory Committee member recommendation

1. School calendar – Follow DCSD calendar for the sake of buses

- a. Motion made to approve 2012-2013 school calendar with change of 1st day of spring break (Thurs., March 14) being a teacher in-service day and Good Friday (Fri., March 29) not being a teacher in-service and for the first day of kindergarten to be the same as the first day for all students (Mon., Aug. 13). Unanimously approved

2. School Improvement Advisory Committee

- a. Motion made to approve Molly Crosby, Jeff Brennan, Joe Creen, Brock Harris, Luke Ebener, Dan Zeimet, Chad Steimle, Linda Prior, Kitty Temming, Linda Vogel, Tammy Nagle, Paula Schmitt, Noelle Myers, Msgr. Parizek, Dan Laubenthal, Julianna Castro, Deb Friederichs, Mary Toohill, Amy Weiman, Kary Maes, Emma Simmons, Alex Donahue, Daniel Rohlf, Madeline Saskowski, Ben Gradert, Katie

Lemons, and 4 7th grade students to be named later as members of School Improvement Advisory Committee. Unanimously approved

Pastor notes: Msgr. Parizek – “Nothing further”

Closing Prayer – Msgr read another Vocations prayer from Trish

Next School Board Meeting Tuesday, June 5, 2012

Parish Council for May - Susan