

Board of Education Minutes - May 2013

Minutes from May 7, 2013 Board of Education Meeting

1. OPENING PRAYER (10 minutes) – Hail Mary
 2. ROLL CALL – Monsignor, Chad Steimle, Patty Stevens, Susan Dill, Deanna Kelley, Jennifer Wemhoff, Tommy Fallon, Pat Archer, Matt Henning, Molly Crosby, Brock Harris, Angie Anderson (JFK Teacher), Elizabeth Motto (JFK Teacher), and Dianne Siefers (JFK Teacher)
 3. ACCEPTANCE OF AGENDA – Unanimously approved
 4. READING AND APPROVAL OF MINUTES OF March 2013 – Unanimously approved
 5. COMMENTS FROM AUDIENCE and OPEN FORUM – Molly welcomed teachers. No other comments were made.
 6. UNFINISHED BUSINESS
 - a. Parent report card is still work in progress
 - i. We currently have a 3 tier tuition policy, but the conversation about the parent report card has brought up the conversation of whether we should keep 3 tier or change to 2 tier tuition policy. The problem with our current 3 tier tuition policy is that we don't currently enforce the active and participating member of our Parish part.
 - ii. Multiple ideas and concerns were discussed in detail.
 1. If we price people out, they may leave the school. We need to make sure we aren't stressing the money on families who are already giving of their time, talent, and treasure.
 2. Maybe using the letter as an eye opener for the 30+ families currently not participating in any measureable time, talent, or treasure will work to encourage those families to participate.
 3. The Finance Council discussed this report card at their meeting and the tuition options. They were split on their thoughts.
 4. If we push the time and talent portion of the participation, maybe the money will come as people feel more a part of their school and Parish.
 5. We need to find a way to monitor everyone's participation if we are going to enforce the top tier.
 6. A recommendation was made to spend the 2013-14 school year sending multiple self-assessment letters and begin monitoring the participation. Begin focusing on just those families who are not participating in the 2014-15 school year with more detailed "warnings" about bumping up their tuition. Actually make the bump for those families who do not step up in the 2015-16 school year.
 - a. The tuition contracts go out in March, so the Board of Education would need to know whose tuition is being adjusted by March of the year before the tuition bump.
 - b. Some members thought that was too slow of a transition, especially if the students are already in 6th grade. Then they could still "skate by" without participating.
 - i. Another recommendation was made to monitor and send out self-assessment letters as well as a "warning" letter in the 2013-14 school year. Monitor the participation so the tuition contracts for the 2014-15 school year can be adjusted. Then the tuition would be increased beginning in the 2014-15 school year.
 1. The question presented was what happens if/when those families begin participating either via time, talent, or treasure. Does their tuition get adjusted immediately, at quarter, at semester, in the next school year, or never?
7. Patty Stevens made a motion to keep the 3-tier tuition and blitz the time and talent with letters to parents. Seconded by Pat Archer. Unanimously approved.
8. Board of Ed discussed adding an Ad Hoc Committee to keep on top of the letters being sent to parents throughout the year.
9. Discussion was tabled until next month's meeting.

7. ADMINISTRATOR REPORTS (Written reports pre-submitted) (30 minutes):

Principal of JFK (Chad)

Principal's Report to the Board of Education
May 3, 2013

Leadership of School Culture and Instruction:

1. AEA 9 Catholic school upper grade math teachers and principals met with a representative of Glencoe, the publishers of the "textbook" series that was selected for 6th-8th grade math. Two trends in textbooks seem to be continuing:
 - a. There is movement from one time purchases of hard cover textbooks to one time purchases of subscriptions. With subscriptions, paperback write-in "textbooks" are shipped each year for the duration of the subscription. Predicting the number of subscriptions needed and making annual adjustments increases the management needed for textbooks.
 - b. The transition to digital "textbooks" continues. Conversations seem less and less that it is cutting edge and experimental to it becoming the standard. The tone is going from "for you cutting edge districts, there are digital textbooks" to "for those of you lagging behind, there are still hard copy textbooks." There are many technology implications for this transition. Price-wise the difference isn't there yet, though.
2. We are also seeing our average scores on the Algebra Aptitude Test increase:
 - a. 2011 average raw score 38.6 No Iowa Core Math
 - b. 2012 average raw score 39.5 One year of Iowa Core Math (in 7th grade)
 - c. 2013 average raw score 41.4 1 ½ years of Iowa Core Math (7th grade and ½ of 6th grade)

Managerial Leadership:

1. Judy Johnson and I attended a meeting regarding upcoming health insurance changes. We will have to do calculations to determine if we are a large employer (50 or more FTE) and subject to penalties if our insurance is not "affordable" or does not meet minimum standards. It is likely that we will not be at 50 FTE. As a small employer, then, and if we offer health insurance, we can then expect our premiums to rise by 30%-60%, although we may be able to at least delay those increases until 2015-16 if we renew our plan for 2014-15 by November.

Note: The meeting was sponsored by a self-pay insurance company.

2. Custodian job interviews will take place on May 10th.
3. Budget:

a. Preschool:

- i. The DCSD's looser interpretation of the latest state guidelines for the use of preschool has proven to be too loose. Snacks are again out. Rather than adjusting our budget again to pay for snacks with other funds, we will return to having families provide snacks. Milk, dairy products, and supplemental snacks will still be paid for using other funds and probably be about what we would have paid for three year olds' and five year olds' snacks.
- ii. An amendment regarding preschool was added to a bill in the legislature on Thursday:
 1. Language seems to indicate that carryover could be allowed for enrollment expansion. It is possible then that funding would not be entirely based upon enrollment from a year ago. A growing program could receive funding for actual enrollment each year. This language does not seem to address the carryover problem a non-expanding program has such as covering July, August, and September payroll expenses or startup costs.
- iii. The 5% restriction for administrative costs is dropped for community partners. The decision about what direct and indirect costs can be covered by state funds is made by the district and the administrative rules to be issued from the state. This language could allow things like utilities, toilet paper, etc. to be covered even if the costs are above the 5% of state revenue received. However, the language of the amendment also removed the requirement that the

district transfer 95% of the per pupil revenue to partners. In my opinion, the district could, for example, decide that co-teachers or additional technology are not needed and end up transferring less than 95% of the per pupil revenue to partners.

b. Significant line item work will need to be made to the budget prior to the June board meeting. However, the overall dollar amount of the changes may not be large. Since the last board meeting, for example, a lot of work has already been done on what is currently amounting to net changes of less than 1% of our \$2,000,000 budget.

4. There is concern about two families who are significantly delinquent in their children's 8th grade tuition. Typically, families of 8th graders do manage to pay by the time their children are graduating. However, these two families have not responded to any outreach from the parish office, and there is no recent precedent for this situation.

Discussion took place regarding what leverage we have or do we want to do anything to these families. The school and parish have sent multiple reminders and all have been ignored by the families. There has been no response. No one on the Board is in favor of punishing the students for their parents' choices or problems.

5. Third through 5th grade teachers discussed and experimented with lockers and seem to have come up with a sharing arrangement for students. The personalization or "decoration" of lockers will need to be restricted.

Teachers also mentioned it would be nice to have a regular rotation of maintenance and replacement of items like lockers.

6. Until I see the language for state reporting about daycare, I have closed our registration for ECLC/daycare at 20. A waiting list is developing.

7. The board may wish to make a decision regarding supplemental pay/signing bonuses to be paid this spring. The funds are available:

Budgeted according to steps on salary scale for teachers and DRE, YM, and Principal and adjusted according to Full-Time Equivalent:

Budgeted for Year		Approved in Jan	Remaining Amount
Steps 1-3:	\$1,100	\$550	\$550
Steps 4-11:	\$1,400	\$700	\$700
Steps 12-16:	\$1,700	\$850	\$850
Steps 17+:	\$2,000	\$1,000	\$1,000
Est. Total:		\$23,425	\$21,325

Sue Dill made a motion to approve the remaining amount of supplemental pay/signing bonus. Seconded by Brock Harris. Unanimously approved.

Leadership in Diocesan/Parish Context:

1. I attended the April Scott County principals' meeting:

a. School Calendar

- No School on Good Friday
- Have school on the Thursday before spring break (March 13th)

Sue Dill made a motion to approve the DCSD 2013-14 Calendar with the change of no school on Good Friday and school on Thursday, March 13. Seconded by Pat Archer. Unanimously approved.

Faith Formation-Religious Education Director (Trish Gallagher)

Written report submitted by Trish. Jennifer Wemhoff was present to make highlights and field questions.

Submitted by Pastoral Associate for Faith Formation Trish Gallagher
Since our last report was submitted only 4/15, this one will be a little different and include

1. Updates from Jen, Lisa and Trish
2. An End of the year report based on our 5 year plan

For Faith Formation in general
For K-6
And Confirmation
YM goals are separate.

Update for Pastoral Associate of FF since 4/15

- 3 youth completed Communion preparation, Trish is working with 2 adults as well for their initiation preparation.
- Trish is working with the Parish Council, provided a poster for their "Take stock table" and with 5 year Goal Committee.
- Chad will probably be giving a report to the BOE on the next steps with this Committee.
- Trish provided a newsletter article for the Victory Voice concerning developing a Social Media Committee for Young Adult/Adult Learning.
- Trish had a email GOF meeting concerning a new post-baptismal Parent letter initiative.
- 2 new Sacramental Prep Resource books were purchased for next year's work with JFK or FF students who are already baptized, but in need of prep for other sacraments.
- Review of FF Budget with Committee, including review of area FF fees.
- Trish request Board review next January to discuss advisability of fee increase in sufficient time for next year's registration.
- Trish is working with needs for Liturgy committee.
- Summertime schedule for adult formation will be finalized when Trish returns.

Board of Ed. Confirmation Coordinator Report - April

- Attended Circle of Grace seminar – Iowa City
- Attended Mike Carotta seminar – Confirmation Prep Project in Iowa City
- Submitted requested dates for Confirmation 2014 to Diocese

Administration

- I attended the MORE meeting held at St. Anthony's.
- Continuing Dayton Classes 4th Session
- Assisting with FF activities, resources for catechists
- Updated FF financial information.
- Assisted with Faith Formation budgeting for 2013-2014
- Assisted with YM budgeting for 2013-2014
- Updating the FF page on OLV Website

Respectfully submitted by:
Lisa Willows

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

- I am currently taking a five week course through the University of Dayton on-line entitled Relational Ministry With Youth, which will be completed May 11.
- I attended the Pastoral Staff meeting in April.
- I attended the April MORE meeting at St. Anthony's
- We attended the Circle of Grace seminar on Friday April 26.
- I attended weekly staff meetings.
- I am planning our catechist and support helper appreciation dinner for May 8.
- I am working on the faith formation calendar for the 2013-2014 school year.
- I continue to provide weekly information to be printed in the bulletin.
- I continue to provide communication with our FF families
- I continue to provide support and communication with catechists and support helpers

1. To promote knowledge of the Faith

- Life Long learning is still growing. Parishioners recognize that Our Lady of Victory reaches out to all ages

This year's Catholicism format reached out to TV watchers, a number of first time adult learners attended.

Trish provides weekly bulletin articles for bible or faith issues.

- Increase evangelization efforts within and outside of parish:

The need for a joint Parish/ BOE Committee specified for this may be possible in light of Parish 5 year goal discussions.

- Continue leadership training, recruitment, support of qualified staff and catechists:

Current FF Policy of spring recruitment and support staff help affords good mentoring and has produced a steady stream of FF volunteers

2013 - Year of Faith Activities should continue, broaden for all ages and media.

- Provide quality in-service opportunities for staff and catechists

Continue 2 in-service reviews/year: OLV has high turnout for Diocese MORE efforts, --should continue to promote compliance with Diocesan Certification goals

--provide personal interviews to ensure better compliance

--Texts collaboratively selected with JFK are built on the Faith Formation areas:

provide at least one in-service on use of texts/year, done on individual basis this year

2. To provide liturgical education and promote participation including an RCIA focus

- Continue Family education and support linked with sacramental preparation

Yearly provide Grade 1 Intro to Mass followed by Grade 2 specific Sacramental Prep; '13 did not have Grade 1 Mass session

Grade 7 Intro to Sacraments along with Grade 8 specific Confirmation info

- Provide LLL "family events" with liturgical seasonal focus: **Advent (family 80 participated) , Lent JFK Holy Thursday children event: Continue to collaborate with JFK for annual plan**
- Continue Parish Adult Ministry formation workshops/ policy started '09

identify 2 persons for preliminary or advanced study yearly

2013 Jen, Lisa and Sandy Brus (did not complete because of personal travel plans)

- Generation of Faith Handouts are prepared and distributed highlighting family participation issues

Continue Identify 2 new ways to publish these to the community within 1st year, review and implement thereafter.

Still awaiting TV and display unit in GS, Baptismal letter packet purchased 4/'13

Article for Social media committee to be in June newsletter

3. To encourage moral formation

- Continue class room/program service projects **identify 2 ways to promote ongoing projects within first year, review and implement thereafter**

Continue support of Human Relations material: provide user friendly ways to encourage "family-time talk" on issues of **Catholic Moral teachings**

- Increase Pro-life/ Pro-Family, Catholic teachings on Human sexuality to all ages

identify 1 new way to promote this Faith area 1st year, implement and review yearly

- Advent or Lenten service projects are foster social action outreach: **publicize results of seasonal outreach yearly**

4. **To teach to pray**

- Identify retreat/ mission opportunities for all ages yearly, (**Currently being suggested for Parish Council steering Committee**)

investigate a mission group with interested parties to work toward total parish every 2 years

- Provide training on prayer techniques

Special support is given in supplementary handouts in sacramental prep years
distribute prayer cards for Post-Baptismal families. Materials purchased 4/ 2013
This may be of interest as a follow up Marketing tool for JFK/ Faith Formation
Mass booklet provided for Children's Liturgy of the Word.
Women's retreat in fall using Ron Rolheiser's DVD.

5. **To educate for community life (parish and local)**

- Continue Student visit from priests, support of vocations projects

Collaboration with JFK – **revitalize vocations projects (supply new crosses still to be distributed, prayer cards)**

- Community parish activities are advertised and encouraged

supply principal post with ads/ tips for parish life activities monthly: first year, evaluate yearly did not accomplish yet

6. **To proclaim the Kingdom through word and deed**

- Activities in texts are encouraged to demonstrate faith in Action.

devote increased in-service time to exploring text recommendations yearly (JFK/FF)

7. **Continue to provide at least 3 LLLearning "projects" e.g. stations of the cross/ Family Advent Trivia contest.**

8. **Engage families in faith learning activities**, initiate parish wide social media committee within 5 years. Possible with Parish 5 year goals, Trish is starting interest by newsletter article

9. **To foster an awareness of special needs and multicultural diversity in Catechesis**

- Current individualized plans for education are formulated for special need children (currently 2) in programs yearly.

Books identified, for review committee for special needs plan at OLV year 1 with aim to encourage collaboration with area Parishes for special needs Faith Formation, (St. Ann's and St. Paul's) and support Diocese initiatives

Provided article for Autism ed for Ministry workshop, and bulletin for Autism awareness activities.

Multicultural diversity is supported and promoted through texts used inclusive activities recommended for classroom/ or seasonal enhancement.

Include with in-service on texts yearly within 5 years

Youth Minister – (Tommy)

Youth Ministry Report to Board of Education – May 7th, 2013

- I attended the April pastoral staff meetings
- I attended the Parish Council Meeting on April 23rd
- I attended the April MORE meeting

- I will be serving as the co-director of this June's TEC retreat
 - The retreat is June 8th-10th
 - Two teens from OLV will be serving as "wheaties" for the retreat
 - We held our first team meeting on April 21st and our next meeting will be this coming Sunday
- I attended 6th Grade Vocations day on Monday the 29th at Saint John Vianney and on Tuesday the 30th in Mt. Pleasant
- I held a Jr. High Youth Night on May 3rd
 - 15 youth were in attendance
- I attended the Davenport Youth Ministry Committee meeting on May 5th in Oxford IA
 - The DYMC was pleased with the way the Jr. High youth rally went
 - Discussions surrounded publicity of next year's High School Rally Theme, Summer Diocesan Events and Amendments to the DYMC constitution
- The Summer Mission trip will be held July 14th – 20th
 - CORRECTION FROM LAST MEETING – Last meeting I messaged we would possibly be serving in Cincinnati OH. This was a miscommunication. We will be serving in Eastern Appalachia in David KY as we have been in the past. We might be stopping in Cincinnati to break up the drive.
 - We are able to bring 5 teens from OLV. My fiancé (Wife once the trip comes around) Rachel will be another adult Chaperone
- I will be serving as an adult leader on this summer's Christian Leadership Institute
 - CLI will be held July 21st -26th at Saint Ambrose University

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

a. Generations of Faith Committee (Susan, Deanna, Trish)

- i. Trish found Baptism letters and cards for parents to be sent annually after the Baptism to keep the parents involved with OLV.
- ii. There will be an article in the June newsletter with a survey about the Faith Formation programs available and not currently available to our parishioners. Trish will also have a stop-by survey area in the gather space, hopefully June 8.

b. Finance Committee (Chad, Joe, Terry, Patty)

- i. Unless the enrollment numbers are very different than projected, the finance committee shouldn't need to meet again this school year.

c. Nominating Committee (Brock, all board members)

- i. Still looking for candidates.
- ii. Christine Sigwarth will finish Sue Dill's 1 year left on her current term.
- iii. Parish Council election will be May 19 and 20. Currently the Board of Education does not have enough candidates to require an election. We are still short at least one person to fill an empty position due to Patty Stevens already serving two consecutive terms, the maximum allowed.

d. Policy Committee (Chad, Patrick, Patty, Molly)

- i. Finished their work at their meeting.
- ii. Molly Crosby made a motion to accept the revisions to the policies as presented by the committee. Seconded by Pat Archer. Unanimously approved.
- iii. Pat Archer made a motion to accept the Acceptable Use Policy as proposed by the policy committee. Seconded by Patty Stevens. Unanimously approved.

e. Strategic Planning Committee (Chad, Terry, Joe)

- i. No report

f. School Improvement Advisory Committee (Chad, Deanna, Molly, Karl, Brock)

- i. Assembling a document with the Iowa Assessment Information

g. Market/Public Relations Committee (Chad, Patty, Susan, Matt)

- i. No report

h. Grant Writing Committee (Chad, Kathy Peterson, Lisa Stahula)

- i. Kathy has been giving her input this year, but will no longer be on the committee after this school year.

i. Parish Council (rotating per schedule) 4th Tuesday of each month 7:00 pm

- i. Not pushing back the elections. They will be held on May 19 and 20.
- ii. Strategic Planning Committee will present their plan to stakeholders in separate viewings with all groups. They are hoping to set 4 dates and stakeholders can pick one to attend to stay informed.

j. Finance Council Rep. (Terry, Molly)

- i. Parent Report Card information and concerns
- ii. Salaries and benefits for non-teaching staff has been on top of discussion also.

k. Buildings & Grounds Rep. 2nd Thursday 7:30 pm (Patty, Brock, Matt)

- i. No report

l. Athletic Club

- i. No report
- ii. Quite a few board members have been asked where the basketball hoop is.

m. JFK Band Boosters

- i. No report

n. Home & School Rep. A

- i. No report

o. Assumption High School Rep.

- i. Emailed report from Dan

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

- i. No report

q. Ad Hoc Committees:

i. School Lunch Program, Breakfast Program

- a. There has been discussion about next year's program between Noelle, Terry, and Chad.
- b. They have attempted to contact state representatives to find the state requirements before making a decision to drop federal program to find out the state requires similar guidelines. There has been no answer as of this meeting.

- 1. As a private school we wouldn't need to abide by those guidelines unless we accept any amount of federal funding. We currently receive money for the Free and Reduced Lunch Program as well as about \$2,000 for the Title 2A Funding.

9. NEW BUSINESS:

a. 8th grade delinquent tuition

- i. See above in Chad's Principal's Report – where the discussion took place

10. PASTOR'S NOTES (Msgr Jim P):

- a. We have a lot going on with campus security, summertime, and more movement in the parking lot.
 - i. Church building is also a concern. Currently it is open 7 days a week during daylight hours. We will begin locking basement doors on the weekends and keep the Division Street door open.
- b. A concern regarding the Rising Knights supervisors and the Virtus and Protecting God's Children training.
 - i. There is no real connection with Assumption, but it is under Diocesan policy
 - ii. Someone will be needing to monitor these coaches.
- c. June Institute – Clergy and Faith Formation staff are all invited to the Tuesday conference with Jon Roberto.
- d. Our Parish is one of five in a local planning group reviewing work of two years ago for staff and programs.
- e. July 13 John Wagner will be ordained Deacon. He will find out later in May if he will be here. We are praying for him to stay here.

11. CLOSING PRAYER – Family Prayer led by Msgr

NEXT Regular Meeting: Tuesday, June 4, 2013

BOE's Rep to Parish Council on Tuesday, May 28, 2013 (Susan)