

Board of Education Minutes - May 2014

Minutes from May 6, 2014 Board of Education Meeting

1. OPENING PRAYER (10 minutes) – Board Member’s Prayer
2. ROLL CALL – Monsignor, Chad Steimle, Terry Wendl, Molly Crosby, Pat Archer, Chris Sigwarth, Karl Stratman, Tommy Fallon, Trish Gallagher, Ken Ruefer (Parish Administrator), Kitty Temming (JFK Teacher), Judy Winegar (JFK Teacher),
3. ACCEPTANCE OF AGENDA – Unanimously approved.
4. READING AND APPROVAL OF MINUTES OF April 2014 – Unanimously approved.
5. COMMENTS FROM AUDIENCE and OPEN FORUM – none
6. UNFINISHED BUSINESS – **(Discussion on Parish Strategic Planning)**
 - a. The board discussed “Part 1. To foster a ‘Welcoming and Caring Community’”
 - a. The discussion centered on the definition of a vibrant community and the groups that may be responsible for fostering a welcoming and caring community as stated in the proposed strategic plan.
 - b. Parts 2-5 will be discussed at future meetings
7. ADMINISTRATOR REPORTS (Written reports pre-submitted):

Principal’s Report to the Board of Education (Chad Steimle)

May 6, 2014

Facilitator of Faith Community:

1. Only some all school Masses and no class Masses have been entered on the calendar for next year as we are still waiting for the end time (sometime between 2:45 and 3:00) from the DCSD and bus company. Initial work of the instructional time committee did not lead to many changes to Masses, but final decisions can only be made after we know what times we are dealing with and how the rest of the day will be structured.

Leadership of School Culture and Instruction:

1. Professional Development:

a. PD time in April has been used for the following:

- i. Introduction of FAST Math for 2014-15. JFK is one of 20 schools in Iowa selected to pilot FAST Math, a universal screener and progress monitoring tool for math, which is very similar to the FAST reading that we are using now. We have also expressed interest in any of the tools that might become available for 7th and 8th grades.
- ii. Gathering data to verify coverage of the Iowa Core’s social studies and 21st century skills standards.
- iii. Textbook and assessment materials adoption (which are on the same budget line):
 1. Rather than looking at social studies materials, which would otherwise be due for adoption in our cycle, we are looking at ELA materials, especially the language parts for grades 3-5 and 6-8, which predate Iowa Core. We may also look at novel sets for grades 6-8.
 2. With the discontinuation of the production of ITBS for kindergarteners, we will be looking for a summative assessment to be used next spring.
 3. Utilizing the FAST suite of assessments for screening and progress monitoring, we are now looking for diagnostic assessments.
- iv. Training and work in the RtI/MTSS implementation process:

1. Instructional Time Building Block Committee:

- a. Mary Epping, Rachael Whelchel, Julie Bauer, Sara Tilkens, Shelly Furlong, Trish Hinchman, and me.
- b. We are still waiting to hear from the DCSD about our end of the day bus time before really tackling a restructured daily schedule. However, one of the leading contenders creates two one-hour blocks of time in the morning and eliminates recess for at least 7th and 8th graders in order to get two more one-hour blocks of time for math instruction. Because ELA time often meets opposite of math time, we may actually increase ELA time too for upper grade students.
- c. Guidelines were written for when to have morning and afternoon recesses for grades K-5 and K-2, respectively.
- d. Masses were discussed extensively, but no final decisions were made. Some guidelines for how many Masses/religious activities in a week were tentatively developed.
- e. A decision-making tree was developed for evaluating other special activities that may affect instructional time. The committee implemented it for looking at activities that affect the whole building and interactions with AHS. Groups of teachers met to discuss activities that affect multiple grades and then activities that only affect one grade.
- f. The results of JFK’s work on the interactions with AHS were shared with the Scott County Catholic school principals. Some activities will be eliminated or reduced, and some activities

will be revised to provide greater ties to curriculum. There was also the recognition that we are responsible by law and the DE to help with the transition of students between 8th grade and high school.

g. The target date for the presentation to staff is May 28th, but that date may prove to be a difficult target.

2. Collaboration Building Block Committee:

a. The following work is almost complete and will be presented to staff on May 21st.

- i. Definition and goal written
- ii. Collaboration time elements determined
- iii. Collaborative groupings determined
- iv. Ground rules for group work written
- v. Regular agenda and step-by-step process focusing on ELA and math determined
- vi. Supporting forms written
- vii. Fidelity measure determined
- viii. Success indicators identified

b. Assessment for Learning Building Block Committee:

- i. Ultimate goal: frequent formative assessment of goals related to the Iowa Core
- ii. Intervening goals:
 1. To have a purposeful and planned goal for each lesson that is communicated to students that ties into the Iowa Core Standards and Criteria
 2. To assess this goal through a formative or summative assessment
 3. To determine what meeting or not meeting the goal means
- iii. The following work is completed and will be presented to staff on May 21st:
 1. Research basis for the use of feedback documented
 2. Current practice examined, especially with our use of OnCourse
 3. Changes to our use of OnCourse identified
 4. Additions to our planning of goals identified
 5. Options for communicating goals determined
 6. "Success criteria" definitions and examples identified
 7. Accountability measure determined
 8. Success indicators for the building block identified

2. Melissa Zeimet, Kelly Poster, Caitlin Putnam, Deneen Woerdehoff, Julie Bauer, Maggie VanFossen, and I met with Tom Rendon from the Iowa Department of Education to provide feedback regarding the state's rollout of the MTSS process/materials.

3. Caitlin Putnam has been invited to be a lead trainer for the MTSS/FAST assessment roll-out to the rest of the state in regional meetings this summer and early fall. Deneen Woerdehoff and I have been invited to be support personnel for the training sessions.

4. We have received permission from the diocese to switch from fall administration of the Iowa Assessments to the spring. By 2016 or so, all schools in Iowa will be required to test in the spring. The switch from the fall to the spring better serves the purpose of the Iowa Assessments as a summative assessment.

5. There is enough enrollment for all four sessions of Leaps & Bounds combined and wrap around care to proceed.

6. Interviews for a reading/resource teacher, 5th grade teacher, and PS teacher are underway. Again this year, the fewest applications are for PS, and several other applicants have decided not to continue with the application process. Reasons cited include that JFK is too far from where they really want to live and that they are looking for more money/benefits. One job offer was turned down. One offer has been verbally accepted, and one offer is still being considered. The new posting system for teaching jobs in Iowa has some problems with Catholic schools, and I have been in communication with the software makers and the Department of Education to resolve the issues.

Managerial Leadership:

1. ECLC, 3 year old PS, and morning 4/5 year old PS classes for next year have waiting lists. For the first time since its inception, summer child care also has a waiting list. We are hiring additional staff to help with the afternoon wrap around care for Leaps & Bounds students.

2. The SIAC met to examine the Wellness Policy. The committee's next step will be to write goals for each component of the policy.

3. The DCSD inventoried and tagged PS equipment/materials worth more than \$250. We also completed an approximately \$17,000 order for PS equipment and materials.

Leadership in Diocesan/Parish Context:

1. Kindergarten enrollment in Davenport Catholic schools seems to have rebounded since the one year drop St. Paul's and JFK experienced last year. ASCS's enrollment will likely continue to grow. While good for Catholic school education in general, the resurgence of ASCS may impact JFK's enrollment just as the turmoil of the merger seemed to add to our enrollment growth several years ago.

2. I attended the SCCSAB's May marketing meeting. There was a great deal of discussion regarding the promotion of

Educational Savings Accounts. Actions taken by our diocese, in comparison to the other three Catholic dioceses in Iowa, seem very limited.

Respectfully submitted by Chad C. Steimle

FYI: My portfolio needed for my superintendent endorsement is being reviewed at UNI. A presentation and “defense” of its contents will be scheduled for later this spring or summer.

Items for Vote

1. **Calendar change:** The Davenport principals will submit to their boards the proposal to take off Good Friday and go to school on Veterans’ Day, which would be the only change we’d then make to the DCSD calendar.

a. VOTE: A motion was made to accept the DCSD calendar with the change noted above. Unanimously approved.

Faith Formation May 2014 Report

Submitted by Trish Gallagher Pastoral Associate for Faith Formation

1. Providing Leadership in Faith Education: LIFE LONG LEARNING PLAN

- a. Participated in GOF planning meeting May 1
- b. Post –baptismal support with parent letters/ online support: work needed on letter
- c. Weave women’s online reflection/ gathering continues
- d. Children’ Liturgy of the Word meets til May 17
- e. Movies with Meaning on summer break as of May
- f. Worked with Lenten Bible study (totalled 50), Gospel of John Part 2 continues ‘til June
Presentation attendance: Week 1- 10 Tommy has follow up with Don Boucher in mind
Week 2-50 continue to get requests for Plan
Week 3-74 requests for Fr. Sabu to present again
Week 4-35 Reconciliation
Week 5-100 Prairie Retreat center fundraiser
Week 6- 20 well received
- g. Thursday Reflection on the readings of the week: continued during Lent
- h. Supply weekly bulletin articles for Easter reading formation
- i. Supporting JFK teachers for Holy Thursday activities, catechetical certification needs

2. As Liturgical leader/ RCIA leader

- a. Supported Holy Communion implementation (see Jen’s report)
- b. at this Liturgy meeting there will be a review of Holy week / Easter Vigil planning
- c. RCIA Sunday sessions 3 more making Profession of Faith

3. As Prayer leader provided support

- a. for RCIA Preparation Rite retreat
- b. worked with Msgr on Communal Penance service

4. As Community life Support

- a. Supporting OLV Vocations efforts Adopt a seminarian project in process
- b. Supporting Pastoral Five year goal effort

5. Family support “projects” reviewing web site with Lisa

6. Initiating social media committee efforts: on hold til time permits

7. Fostering an awareness of special needs Faith Formation

- a. Consulting with Lisa for review of resources for special needs,
- b. to develop a parish Plan.

Board of Ed K-6 Coordinator Report by Jennifer Wemhoff

- I attended the Pastoral Staff meetings in April.
- I wrote and distributed the Faith Formation newsletter for April.
- I participated in the calendaring process for Pastoral Staff.
- I continue to provide weekly information to be printed in the bulletin.
- I continue to provide support and communication with catechists and support helpers
- I attended the April MORE meeting held at St. Andrew’s in Blue Grass
- I planned and directed First Communion practice on April 23.
- First Communion was held April 27. 57 students received the sacrament with one additional student receiving sacramental preparation at OLV but receiving the sacrament for the first time in Canada also on April 27.
- I am planning the catechist appreciation dinner to be held May 14.
- Registration forms for 2014-2015 were sent home with current faith formation students three weeks ago.

- Attended GOF Meeting May 1
- Worked on Special Needs Ministry First year plan
- Submitted bulletin updates for Confirmation and Special needs ministry
- Reviewing Service project reflection sheets
- Started Dayton Class on Theological Reflection
- Ended class on Catholic Beliefs

Administration

- Updated FF financial information.
- Updating the FF page on OLV Website
- Set up WEAVE blog spot and posted blog materials
- Updated FF classroom information
- Assisted Trish with GS posting
- Assisted Trish with Weave preparation
- Assisted Jennifer with First Communion Mass

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

Our Lady of Victory Youth Ministry is dedicated to assist all youth to grow in faith and love of Jesus. We strive to teach all youth to live as Disciples of Christ and participate in the life, mission and work of our Universal Catholic Church. As inspired by the Holy Spirit, Youth Ministry promotes the sharing of gifts and blessings with those in need.

The Ministry of Justice and Service

- On April 8th 7 teens from OLV served dinner at the Catholic Worker House in part of our ongoing commitment to fight poverty in the Quad Cities
- OLV Youth Ministry will be partnering with Saint Paul's Youth Ministry this summer during the Just5Days mission trip taking place June 16th-20th. I will be leading this group along with a chaperone from Saint Paul's. There will be two youth from OLV and 6 from Saint Paul's. This Saturday, May 10th at 7:00 PM the group will meet for the first time for team building exercises and an introduction on Catholic Social Teaching.
- Parents/Youth have begun the process of online registrations for the Manus Christi Mission trip that will take place this summer from June 8th-13th. 8 youth will be attending as well as another adult chaperone. We will be working as a part of a community revival in Appalachian towns in West Virginia through Habitat for Humanity and Catholic Charities. Msgr. will lead a send off blessing at the 4:30 Mass on June 7th.

The Ministry of Community Life

- On Wednesday April 16th, Ecumenical Dialogues completed between Protestant/Evangelical members of YoungLife of the Quad Cities and Catholic Youth Ministers from within the Davenport Deanery. The goal of these dialogues was to break down the barriers and biases of the "other" through faith story sharing in order to form bridges that will help un-churched Catholic teens connect back with their parish communities. It was a fantastic project to be a part of and I'm excited about the opportunities ahead of working with YoungLife to bring teens back to the church.
- Don Boucher, Diocesan coordinator of youth and young adult ministry, has expressed that the 5 parish cluster (3 Davenport, Buffalo, and Blue Grass) committee who is in the hiring process of a youth minister, will be reaching out to deanery youth ministers to meet potential applicants in an informal setting to discuss youth ministry culture within our deanery.

The Ministry of Evangelization

- This past Sunday I met with the Diocesan Youth Ministry Committee (DYMC) to start planning for next November's 1st Diocesan High School Youth Conference, formally the High School Youth Rally.

The Ministry of Prayer and Worship

- I will be encouraging members of the liturgy committee to attend the Prayer and Worship portion of the Center for Ministry Development's Youth Ministry Certification Classes which will be held at Saint Ambrose University June 14-15.
- I will be encouraging members of the liturgy committee to attend Liturgy Day on September 27.

The Ministry of Leadership Development

- Applications for the Diocesan Youth Ministry Committee will be available later by mid April. I will be encouraging a few of my youth to apply.
- Registration is now open for Christian Leadership Institute and will be held July 13th-18th at Saint Ambrose University. This is a program ideal for any youth taking on any leadership positions such as team captain, student council, etc.
- I will be attending the Notre Dame Vision this July. This is a program held by the University of Notre Dame that focuses on leadership training for those working within youth ministry.

- On May 13th I will be guest speaking at parent night. The topic will be “How to talk to your kids about dating, relationships and intimacy.”

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

- a. Generations of Faith Committee (Karl, Trish): At the last meeting of this committee, the following were discussed:
 - i. Baptismal supports and reminders
 - ii. Purchasing a mobile display tower
 - iii. Using the marketing committee from BOW to market faith formation
 - iv. Reaching out to families with members who have special needs.
- b. Finance Committee (Chad, Joe, Tom, Terry):
 - i. Budget update: the budget is looking good for the second round of supplemental pay. The board will be asked to vote on this at a future meeting.
 - ii. Chad brought forth the following concerning administrative staff and workload:
 - a. After a closer look at Laversa’s workload, adding to the fte for administrative staff may not have as much of a gain as expected.
 - b. Moving from days to hours has led to more administrative work in keeping track of instructional time.
 - c. All Saints, a school smaller than JFK and with less programming, will have a part-time assistant principal next year. St. Paul’s currently has a staff member with a reduced teaching schedule to help with some administrative tasks
 - d. Chad proposes to bring to the board a plan in June to take action on school leadership. Terry Wendl will assist Chad on developing this plan.
- c. Nominating Committee (Brock, Terry, all board members)
 - i. We have three nominations for the three open spots on the board.
 - ii. Names and bios need to be submitted soon to get into the bulletin.
- d. Policy Committee (Chad, Patrick, Molly)
- e. The Policy Committee completed its review of 1/3 of the school’s policies. The following policies were reviewed this year: 216, 370.30, 520.2, 520.3, 540.13, 540.15, 540.2, 542, 543.0, 543.2, 545.5, 561, 565.2, 565.3, 565.31, 565.4, 570.0, 580.0, 610.1, 755, 820, 1000.0.
 - i. VOTE:**
 - a. MOTION TO APPROVE THE REVIEWED POLICIES AND CHANGES (1st: Molly; 2nd: Deanna). Unanimously approved.**
- f. Strategic Planning Committee (Chad, Terry, Joe)
 - i. No report
- g. School Improvement Advisory Committee (Chad, Deanna, Molly, Karl, Brock)
 - i. The SIAC met to examine the Wellness Policy. The committee’s next step will be to write goals for each component of the policy.
- h. Market/Public Relations Committee (Chad, Chris)
 - i. No report
- i. Grant Writing Committee (Chad)
 - i. Did not receive grant for Leaps and Bounds
- j. Parish Council (Lisa) 4th Tuesday of each month 7:00 pm
 - i. Parish Council discussed the Parish Strategic Plan, setting up for the fall festival, and nominations for Parish Council.
- k. Finance Council Rep. (Terry, Molly)
 - i. Strategic Planning will be discussed at the next meeting
 - ii. Treasury renewal: same as usual for renewal and increase in giving.
- l. Buildings & Grounds Rep. 2nd Thursday 7:30 pm (Patty, Brock, Matt)
 - i. An extensive roof evaluation was received from White Roofing. Repairs for 28 issues will be addressed as soon as school is out for about \$5,000. There are basically five main sections/times for the roofs at the school. Three sections are over 25 years old: the 1963 section (except the gym roof), the 1987 addition to the school, and the 1987 parish center. These three sections have about 1-3 years of life left. Cost to replace all three will be over \$200,000.
- m. Athletic Club
 - i. No report
- n. JFK Band Boosters
 - i. No report

- o. Home & School Rep. A
 - i. No report
 - p. Assumption High School Rep. (Dan Solchenberger)
 - i. No report
 - q. Scott County Catholic School Advisory Board Rep. 2nd Monday every other month (September, November, January, March, May) @ St. Vincent (Terry, Chad, Joe)
 - i. No report
 - r. Ad Hoc Committees:
 - i. School Lunch Program: On hold for now.
9. NEW BUSINESS: none
11. PASTOR'S NOTES (Msgr Jim P)
 - a. Msgr. reinforced the need for administrative help for Chad.
12. CLOSED SESSION
13. CLOSING PRAYER – meeting was adjourned at 10:00pm.

NEXT Regular Meeting: June 3, 2014
BOE's Rep to Parish Council in May, 2014 (Pat)

Respectfully submitted by Patrick Archer (Secretary)