

## Board of Education Minutes - May 2015

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### Minutes from May 5, 2015 Board of Education Meeting

1. OPENING PRAYER (10 minutes) – “A Board Member’s Prayer”
2. ROLL CALL – Monsignor, Chad Steimle, Jennifer Wemhoff, Tommy Fallon, Terry Wendl, Molly Crosby, Pat Archer, Karl Stratman, Lisa Stachula, Brock Harris, Todd Morris, Jen Flynn, Alyce Carey (JFK Teacher), Dianne Siefers (JFK Teacher), Karen Youngerman (JFK Teacher), Nick Marie (seminarian in training)
3. ACCEPTANCE OF AGENDA – Approved.
4. READING AND APPROVAL OF MINUTES OF April 2015 – Approved.
5. OPEN FORUM / COMMENTS & DISCUSSION REGARDING: (School Calendar, Acceptable Use Policy): – No comments
6. UNFINISHED BUSINESS –
  - a. Discussion and vote on School Calendar:
    - i. Motion:
      1. To accept the calendar as published by Davenport schools
        - a. 1st: Pat; 2nd: Molly: approved, unanimous
  - b. Discussion of Parish Strategic Plan:
    - i. The board supports the strategic plan and the role of the school and board in moving this plan forward.
7. ADMINISTRATOR REPORTS (Written reports pre-submitted):

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### Principal’s Report to the Board of Education (Chad Steimle) May 2015

#### Ethical Leadership:

1. Two additional students in grades 3-5 are now concurrently enrolled with the DCSD for special education services for a total of three students. Two of the students attend the DCSD for reading, and one attends for math. They start their day at JFK, are bussed to Adams for part of the day, and then bussed back to JFK for the rest of their day.
2. I have worked with three non-Catholic families regarding emergency financial assistance due to unemployment. We do budget some additional funds for our non-Catholic families who cannot tap into other resources available to Catholic families.

#### Leadership of School Culture and Instruction:

1. Professional Development:
  - a. April PD time was utilized for the following:
    - i. Presentations from Macmillan McGraw Hill K-5 ELA and 6-8 ELA representatives and Houghton Mifflin’s K-5 ELA representative. Review of these companies’ and Pearson’s ELA materials.
  - b. I attended the MTSS webinars as scheduled. Additional information was provided regarding the one/two screener issue:
    - i. ELI requires that an approved screener be used. By the fall, schools will pick one and enter the choice in the TIER database. Determination of “at risk” and “substantial reading deficiency” can then be determined and tracked in the database without human intervention/decision making. The state pays for CBM/eReading and aReading. Until I brought it to the DE’s attention, they had not thought of how non-public schools fit into this process as non-publics are not required to do anything with ELI but have the option of following it or parts of it.
    - ii. A team of JFK staff members decided that we would continue to use two screeners and continue to develop our decision-making tool based upon our data to help with situations in which the screening data is contradictory.
  - c. Kitty Temming, Laura Burke, Deneen Woerdehoff, Alyce Carey, and I attended a workshop at the AEA to discuss spring FAST screening data. JFK will also be a featured presenter at the spring session and talk about instructional time, our ELA audit, and the focus on student engagement. (See the PPT.) I will be making a similar presentation in September in the Diocese of Sioux City.
  - d. Kitty and I are making plans to spend our Title IIA professional development funds for next year. The expenditures must be approved by the DCSD.
2. A state task force has finished its review of the Next Generation Science Standards and the public feedback received electronically and through focus groups. With minor modifications, the task force has approved the NGSS and is forwarding its recommendations to the Department of Education.

#### Managerial Leadership:

1. With the DCSD deciding to change from a June 1st ending date this year to a May 29th ending date, the other

Davenport Catholic schools, without discussion as a group, followed suit. I made the decision, then, for JFK as well and shared with the other administrators my disappointment in our lack of discussion.

2. Daycare and before/after school care:

- a. Kitty Temming and I continue to gather the materials and submit them for our daycare and before/after school care to have a DE exemption. This exemption is necessary until the switch to DHS becomes final.
- b. HF 347 has passed both chambers and is awaiting the governor's signature. The bill eliminates the DE from having any oversight of daycare and before/after school care programs. All such programs would be under the Department of Human Services. It is believed that the interpretation of the law will also place 3 year old PS, unless there is a 3 year old child with an IEP, under DHS as well.
- c. We met with Heidi Hungate and an associate from DHS for about 2 ½ hours last week to discuss making application to DHS to operate daycare and before/after school care. There are approximately 385 criteria that need to be met, and there is no "grandfathering" of anything currently in place.
- d. Personnel, facilities, and operations will need to change to meet DHS requirements. Examples are below:
  - i. We cannot mix school aged children with non-school aged children, which we currently do not do on school days. However, we do during the summer and on per diem non-school days (like an in-service day). We may not be able to offer care for school aged children on these days at a rate that is affordable to families.
  - ii. Furnishings must be appropriately sized for the students. In particular, our aftercare children would not be able to be in ECLC room after school like we do now. (The school aged children are currently in the big ECLC room, and we move the ECLC kids to a PS room.)
  - iii. We are trying to get additional rooms approved for childcare, but they will all require significant upgrades. For example, childcare needs to be in sprinklered areas, according to DHS. The parish center is not sprinklered, and the library is only half sprinklered. (Our 3 year old PS room is also not sprinklered, which may be a problem, depending upon where 3 year old PS falls.) Childcare also needs to be in temperature controlled space. The cafeteria is not air conditioned. Using the cafeteria would also create difficulties for hosting games. The more rooms we use, the more staff we'll need to stay within ratios. Getting parents into the building when we have to use other space for childcare will also be problematic, and we may have to add cameras and remote access controls again.

3. The return of tuition contracts is too slow for my liking, and phone calls have now been made to all potential kindergartners and 6th grade families who had not returned tuition contracts by May 1st. With the information currently available, which Rita Nagle has yet to verify, we have 46 returned contracts for kindergartners of the 59 issued and 46 of 55 for 6th graders. Only three kindergarten families reached by phone indicated that they no longer desire enrollment in kindergarten. We are now progressing to making phone calls in other grade levels. We don't want to "give away" a current family's spot, but we have more families interested than we have spots. It's difficult to know what to say to a prospective family of a kindergartner, 2nd grader, and 6th grader, for example.

4. Leaps & Bounds summer reading and math registration is slow, which makes me nervous when there are so many students identified as being at risk for or as having a "substantial reading deficiency." We have 5, 3, 4, and 7 students registered in each session 1-4, respectively. Our breakeven point is about 7 for each session, although it does depend upon whether or not they are in summer childcare.

5. Anna Schott and I met with a representative from Luther Services and will meet with someone from Family Resources or Bethany regarding school based therapy. To make it financially feasible for them, there would need to be at least 3-4 students having the hour long sessions.

6. Payroll is processed monthly for both JFK and the lunch program. Other expenditure information is processed multiple times each month. The diocese has mandated that all parish entities switch to the same payroll company beginning July 1st. We will use that same timeframe to switch our payroll processing for the lunch program to the same pay period as everyone else at OLV/JFK.

7. No work has been done on the budget. Meeting DHS requirements could, however, have an impact on what we look at passing in June. Legislators have also not yet agreed upon an allowable growth figure, which impacts our PS funding.

Leadership in Diocesan/Parish Context:

1. Diocesan strategic planning for education continues to take place. The majority of the diocesan principals' retreat time was spent on the plan, and I worked with Lee Morrison two additional days as a follow up.

Respectfully submitted by Chad C. Steimle

**1) Directing and supervising K-8 sacramental preparation: Reconciliation, Eucharist, and Confirmation in collaboration with Coordinator.**

- a) I planned the liturgy for First Communion
  - i) 60 children received the sacrament on Sunday April 26 at a special 1:30 Mass

**2) Recruiting, enabling, and supervising catechists and other volunteer personnel for Faith Formation. K-8**

- a) Current catechists and support helpers have been asked if they are returning for the next school year. Several have responded already saying they are returning. Only 1 catechist spot is open at this time.
- b) An appreciation dinner for our catechists and support helpers will be held May 6 from 5:30-8:00PM in the JFK cafeteria.

**3) Insuring the implementation of policies in all areas of Faith Formation. Policies include those enacted for the parish by the Pastoral Council, Board of Education and Diocesan Office for Faith Formation.**

- a) 7th and 8th grade Faith Formation classes for the 2015-2016 school year will be held from 6:00-7:00PM on Wednesday evenings, this is a change from the previous time of 6:00-7:30PM. We still meet the diocesan requirements for number of hours and number of classes. Service projects will be scheduled as group projects outside of the regular class period.

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**Pastoral Associate for Faith Formation: Trish Gallagher**

- Completing "Word" Project for Assembly learning about the Mass with Liturgy

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**Board of Ed. Confirmation Coordinator Report - May  
Submitted by Lisa Willows**

**Board of Ed. Confirmation Coordinator Report**

- Assisted with Confirmation Mass 47 students Confirmed, 1 FF student to be Confirmed at St. Anthony's on May 10.

**Administration**

- Taking classes for Catechetical Certification – Cannon Law

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**Our Lady of Victory Youth Ministry, Report to the Board of Education (Tommy Fallon)  
May 5, 2015**

**The Ministry of Justice and Service**

- Catholic Worker House Update: Michael Gaymen was able to find housing for the two gentlemen mentioned in last month's board report. They will not be staying at the CWH. We will be serving dinner there next month.

**The Ministry of Advocacy**

- We held our public screening and discussion of the documentary film Race to Nowhere in the Saint Ambrose University Rogalski Center Ball Room on Wednesday April 29th from 6:30-9:00 pm. The night was very enlightening and I believe it accomplished its purposes which was to spread awareness and start dialogues within the domestic church. Just under 70 people attended the event.

**The Ministry of Prayer and Worship**

- Due to the cancelations of many of our recent Diocesan retreat efforts, a hypothetical question is being raised to the youth ministry coordinators in our Diocese. If we were starting from scratch, what would a retreat ministry look like in our Diocese? Although this question is hypothetical, the discussion to come from it will likely lead to some significant changes in the types of retreat experiences we offer our young church.

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

- a. Generations of Faith Committee (Karl, Todd, Trish)
  - a. No Report
- b. Finance Committee (Chad, Joe, Jen, Terry)
  - a. No report.

- c. Nominating Committee (Brock, Terry, all board members)
    - a. Two nominees have committed so far, with one more still a possibility.
    - b. Deadline for the bulletin (5/11), with elections on 5/30 and 5/31.
  - d. Policy Committee (Chad, Patrick, Molly, Jen) (Discussion & vote regarding policy changes)
    - a. The Policy Committee completed its review of 1/3 of the school's policies. Starting this year, the uniform policy (541.0 to 541.2) will be reviewed every year. The following policies were reviewed this year: 110.1, 210.1, 360.6, 360.10, 370.1, 370.2, 370.3, 370.32, 540.12, 541.0, 541.1, 541.15, 541.2, 543.1, 565.33, 565.55, 580.30, 700.1, 757.10, 757.12, 810.10, 815, 910.1, and 615.10.
    - b. Discussion centered on rules regarding socks, gym shorts, and cargo shorts/pants.
    - c. Motion:
      - 1. To approve the reviewed policies and changes.
        - a. 1st: Todd; 2nd: Karl: approved 9-1.
  - e. Strategic Planning Committee (Chad, Terry, Lisa, Joe)
    - a. No report
  - f. School Improvement Advisory Committee (Chad, Heather, Molly, Karl, Brock, Jen)
    - a. Meets over the summer
  - g. Market/Public Relations Committee (Chad, Heather)
    - a. No Report
  - h. Grant Writing Committee (Chad, Rena Harris)
    - a. Waiting to hear back on SCRA grant application for a new phone system and consoles.
  - i. Parish Council (rotating per schedule) 4th Tuesday of each month 7:00 pm
    - a. Discussion of Parish Strategic Plan
  - j. Finance Council Rep. (Terry, Molly)
    - a. From the principal's report:
      - i. Envelope giving seems to be catching up.
      - ii. Taking out a short-term loan for the replacement of three sections of the school roof was approved. Cost estimates are about \$200,000-\$230,000.
      - iii. Replacing all of the lighting in the school was approved. The materials cost is estimated at about \$47,000, and the project rebate is about \$42,000 and includes both materials and labor. Estimated energy savings is about \$5,000 per year. We are currently working out a labor plan for the project. Labor may involve electrical contractors, in-house custodial staff, and volunteers. The maximum rebate, the \$42,000 figure, is based upon a labor cost of about \$14,000. If labor costs us more, the rebate doesn't change. If labor costs us less, however, the rebate is also decreased. The intrusive work would be planned for the summer. Changing lightbulbs could be done while school is in session.
      - iv. The Cuneen Company will be invited to do a presentation to Finance, parish council, stewardship, and pastoral administrative staff regarding its treasure renewal campaign services.
      - v. Finance Council would like to discuss Victory Vouchers again to see if it can't be rejuvenated.
  - k. Buildings & Grounds Rep. 2nd Thursday 7:30 pm (Brock, Todd, Lisa)
    - a. No Report
  - l. Athletic Club - JFK Band Boosters - Home & School Rep.
    - a. Athletic Club meets next week to elect new officers and discuss the budget for next year
  - m. Assumption High School Rep. (Matt Henning)
    - a. Site has been approved for new buildings and fields
    - b. Baccalaureate Mass will be held at Our Lady of Victory
  - n. Scott County Catholic School Advisory Board Rep. 2nd Monday every other month (September, November, January, March, May) @ St. Vincent (Terry, Chad. Pat)
    - a. Meet next week
  - o. Ad Hoc Committees: NONE
9. NEW BUSINESS:
- a. None
10. PASTOR'S NOTES (Msgr Jim P)
- a. Msgr commends Chad's work keeping with the changing requirements in elementary education
11. The board adjourned at 7:59pm and entered a closed session. The board meeting resumed at 8:07pm.
12. CLOSING PRAYER – meeting was adjourned at 8:08pm.

NEXT Regular Meeting: June 2, 2015  
 BOE's Rep to Parish Council in May, 2015 (Pat)  
 Respectfully submitted by Patrick Archer (Secretary)

