

# Board of Education Minutes - November 2012

---

## Our Lady of Victory/JFK Board of Education Meeting

### Minutes from November 6, 2012 Board of Education Meeting

1. OPENING PRAYER (10 minutes) – Year of Faith Prayer – Monsignor Parizek
2. ROLL CALL – Pat Archer, Kelly Poster (teacher), Deneen Woerdoehoff (teacher), Deanna Kelley, Brock Harris, Karl Stratman, Tommy Fallon, Jennifer Wemhoff, Monsignor Parizek, Chad Steimle, Molly Crosby, Matt Henning and Sara Tilkens arrived later.
3. ACCEPTANCE OF AGENDA – Unanimously approved
4. READING AND APPROVAL OF MINUTES OF October 2012 – Unanimously approved
5. COMMENTS FROM AUDIENCE and OPEN FORUM – Brock voiced concerns that had been brought to his attention regarding the 8th grade play, regarding the amount of time kids are required to be there after school – since play is not an optional extra curricular activity how does this weigh into grading etc. Chad discussed and will get back to board regarding the grading policy.
6. UNFINISHED BUSINESS
  - Parent report card is still work in progress
  - Sub-Committee meetings for by-laws, Pat Archer, Molly Crosby agreed to meet with Chad to further discuss and work on.
7. ADMINISTRATOR REPORTS (Written reports pre-submitted) (30 minutes):

Principal of JFK (Chad)

### **Principal's Report to the Board of Education November 6, 2012**

#### Facilitator of Faith Community:

1. October all school Masses were on the 5th and 26th. November all school Masses were/are on the 1st, 2nd, 16th and 20th. The All Saints' Day Mass included a "parade of saints" learning activity. Students made "cards of remembrance," and every student presented them during the All Souls' Day Mass.
2. We are considering doing a Grandparents' Mass and activity later in the year.
3. Plans have begun for something extra with the Mass on the Feast of Our Lady of Guadalupe.
4. Blessings of animals took place on October 3rd.
5. The First Reconciliation parent meeting was October 11th.
6. Opportunities for exercising the stewardship of treasure recently included the Student Hunger Drive and will include item collection for King's Harvest. Over 4,000 cans/boxes of food were donated to the Student Hunger Drive.
7. Direct instruction of stewardship concepts will take place at all grade levels during the week before Thanksgiving Day.

#### Ethical Leadership:

1. We worked with the Department of Education on a transportation issue regarding the use of a bus company based in IL but transporting IA students.
2. Class meetings continue every Tuesday morning for about 15-20 minutes.
3. Brenda Fox, Alicia Turnquist, and I are re-examining the daily schedule/activities for ECLC students and the duties of the teacher and aide. Noelle Myers has also been involved in aspects dealing with lunches.
4. Anna Schott, guidance counselor, coordinated accommodations that students needed for Iowa Assessments. The most often used accommodations, although not all used for the each student, are one-on-one or small group testing, extended time, and the reading aloud of non-reading parts of the tests.
5. Anna Schott has about finished writing the 504 accommodation plans for students this year.
6. We are conducting a staff climate survey this year. We will also be having students in grades 3-8 complete the Olweus school climate/bullying survey.
7. We had one in school suspension in October due to accumulated level II detentions in a quarter.

8. We are working on a “frenemies” issue with two lower grade students and their parents.
9. We had one staff disciplinary situation this quarter.
10. We have communicated with a family that we may need to be contacting a physician regarding a student’s absences to make sure we have appropriate documentation should there be communication with a truant officer or the county attorney’s office.
11. We are investigating an exposure issue in kindergarten. Such an action would at least be a level III misbehavior.
12. We are working with a family on their financial issue.
13. Anna Schott and I are trying to have more focus for our AEA assigned school psychologist when she is at JFK Tuesday mornings.
14. I attended a few parent teacher conferences.
15. Caitlin Streit and I have devised the attached reading services agreement template to meet state requirements. Tammy Nagle, Anna Schott, and I are working on a similar template for other types of services or behavioral, academic, or physical/medical needs plans.
16. I am serving as one of Tammy Nagle’s internship supervisors for her administrative degree. Her other supervisor must be in a public school system.

#### Visional Leadership:

1. See other areas of this document concerning positive psychology, healthy living week, professional development, technology, formal observation technology and the use of video, the future use of OnCourse, 8th grade Catholic schools’ career fair with SAU, and NCEA presentation proposals.

#### Leadership of School Culture and Instruction:

##### 1. Professional Development:

- a. The Professional Development Team of Mary Wahlig, Kitty Temming, Tammy Nagle, and I meet every Monday.
- b. October’s PD time was used for the following:

##### i. To implement the Iowa Core:

1. Using OnCourse.
2. Discussing our peer observations. (See attached)
3. Working with an AEA math consultant for math teachers in grades 3-8 to continue to focus on math content standards.
4. Working with an AEA math consultant for PS-2nd grade teachers to begin work with the eight mathematical practices common to K-12 math work and to see how they apply to specific math standards.
5. Working with an AEA consultant on the data team process with the remaining 1/3 of the staff. The “content” that we will use will be non-fictional writing.

- ii. To conduct business such as the scheduling of parent/teacher conferences and organizing the All Saints’ Day Parade of Saints.

- a. November’s PD time will be used for the following:

##### i. To implement the Iowa Core:

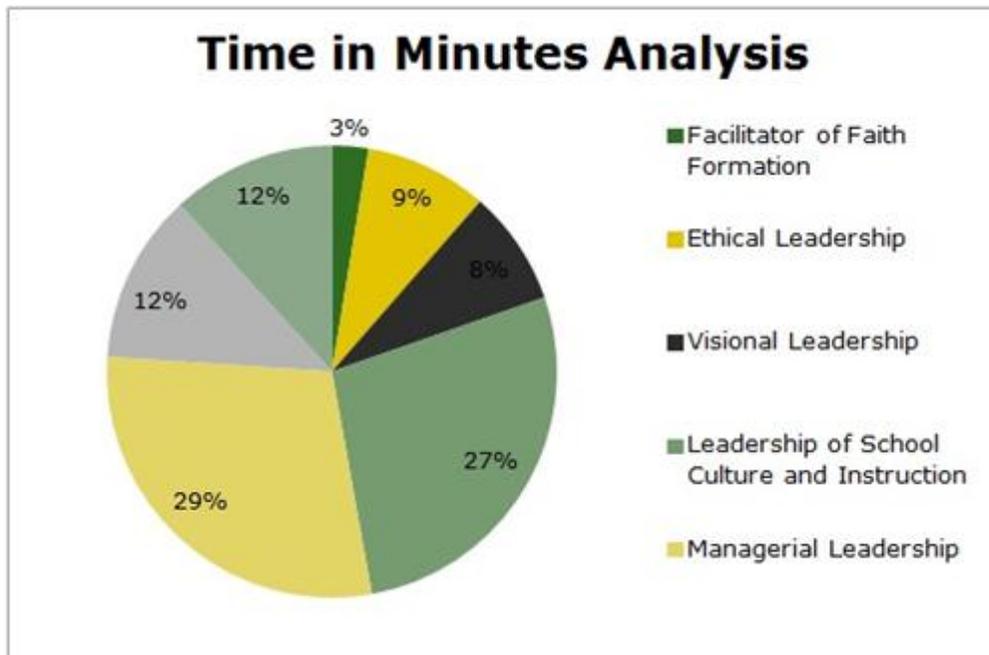
1. Using OnCourse.
2. Discussing OnCourse data regarding the teaching of math and social studies standards in the Iowa Core and the use of research based teaching strategies. (See attached)
3. Discussing our peer observations.
4. Continuing our work on the Iowa Core math.

- ii. To receive technology training on electronic resources available through the AEA.

2. We have been examining OnCourse to make some changes in how we use it:

- a. We had the national guidance counselor standards added.

- b. We are waiting for the music, art, and band standards to be entered.
  - c. We will be entering some early childhood standards.
  - d. We are examining adjustments to our lesson plan/unit plan templates.
  - e. Other modules and options available through OnCourse Systems are being examined.
3. AEA math consultants and AEA 9 Catholic school principals met to discuss the implementation of the Iowa Core math and its impact on 8th grade students going to AHS for Algebra. The advanced track math model that has been used for many years “compacts” the 8th grade year and Algebra I together for those going over to AHS, which is a two years of math compacted into one year model. The models now being used with the Iowa Core are to compact 1.5 years of math into one year with the compacting beginning in the 6th or 7th grades. We currently have information on how Davenport, Bettendorf, North Scott, and Pleasant Valley are proceeding. We are also trying to identify models used in small school districts, which would have student enrollments and staffing patterns more similar to our Catholic schools.
  4. Sixth through eighth grade math teachers in AEA 9 Catholic schools met for a working session on Oct. 25th.
  5. Julie Bauer and Angie Logan attended an overview the AEA is conducting about the implementation of the Iowa Core English/Language Arts.
  6. I completed the four days of training for Evaluator III: Assessing Academic Rigor. The focus of the workshops was on increasing rigor and the alignment of the intended, enacted, and assessed curriculum. Evaluator III is necessary for the renewal of my educational license.
  7. Iowa Assessments were administered beginning October 22nd. We are working on make ups now.
  8. Red Ribbon Week was Oct 15-19. Students in a variety of grades conducted aspects of a drug-free promotional assembly. We had a pep band, cheerleaders, a skit, a song, and speeches by student council officers.
  9. The Morris family donated money toward a document camera.
  10. The formal observation process continues with teachers. I am experimenting, with the permission of each teacher, with the use of video as part of the process.
  11. Anna Schott and I are continuing to work with SAU on the 8th grade Catholic schools’ career fair. A late February date has been selected now. Unfortunately, cost may now be a challenge as we would have to pay for table rental and use SAU’s catering service for lunch in addition to transportation.
  12. For the 2008-09 and 2011-12 budgets, there were discussions about an additional PT or FT position to assist with administrative, managerial, and secretarial tasks. In 2011-12, we added about 600 hours of secretarial help for the year. According to the National Association of Elementary School Principals, the mean number of hours worked by principals per week, including time at school, return trips to school, and weekend work, continues to increase. In 1958, the mean was 47 hours. In 1988, it was 51. In 1998, it was 54, and, in 2008, it was 56 hours. During the five weeks beginning Sept. 24th and concluding Oct. 28th (Mondays – Sundays), I averaged 65 hours per week. The following two graphs illustrate the percentage of tasks and the percentage of time spent on activities within each of the six categories that are in my board report. (Tasks and time information for these graphs are sometimes recorded in more than one area as there is some overlap. For example, vision tasks are often also instructional tasks.) By the December board meeting, I will have drafts of a School Administration Manager and Assistant Principal positions and an analysis of my time in relation to such a position. I should also have information for the budgeting process.



Managerial Leadership:

1. Record Enrollment Update for PS-8
  - a. October 1st was the official count date
  - b. Previous record was 469, in 92-93 and 93-94

3 yr ECLC	6		
4 yr ECLC	15		
5 yr ECLC	0	Total ECLC	21
3 yr PS	17		
4 yr PS	68		
3 yr in 4 yr PS class	1		

5 yr PS	1	Total PS	87
K	51		
1	49		
2	48		
3	56		
4	34		
5	40		
6	40		
7	34		
8	36	Total K-8	388
		Total PS-8	475

c. Since October 1st, we had a family of 3 move and had another student transfer from JFK. The student who transferred may be coming back. We should also have another student moving back into the area in mid-November.

d. Ethnicity: 15% of PS-8th graders are “Hispanic or Latino” (addressed as a “yes” or “no”)

e. Race: (does not consider “Hispanic or Latino” as a racial category)

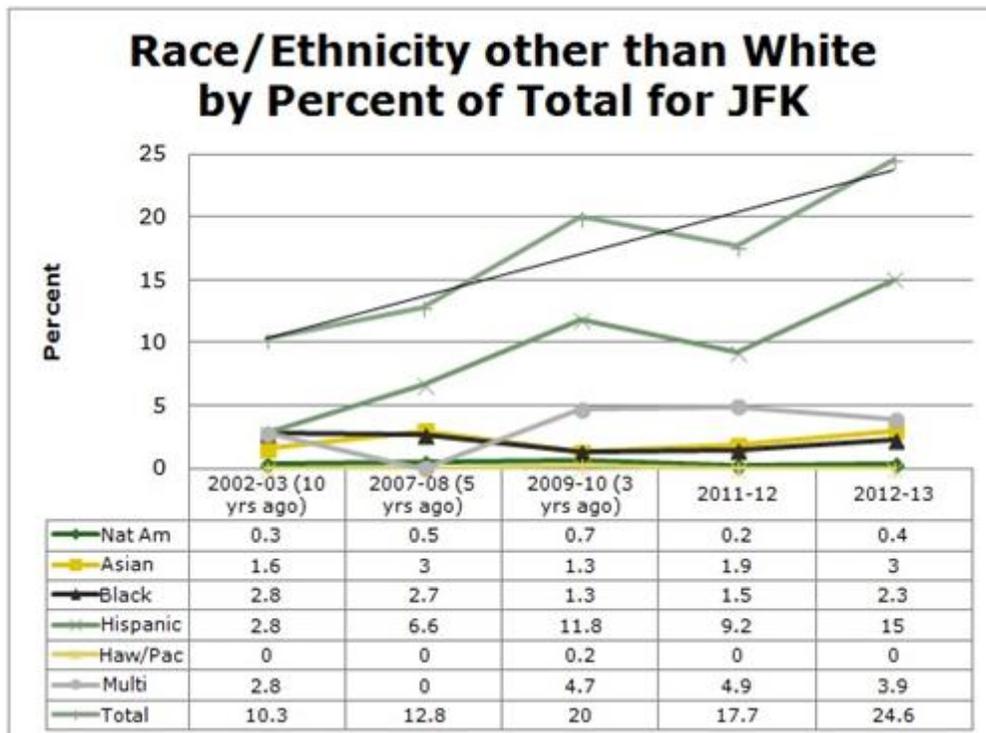
i. 3% of PS-8th graders are “Asian”

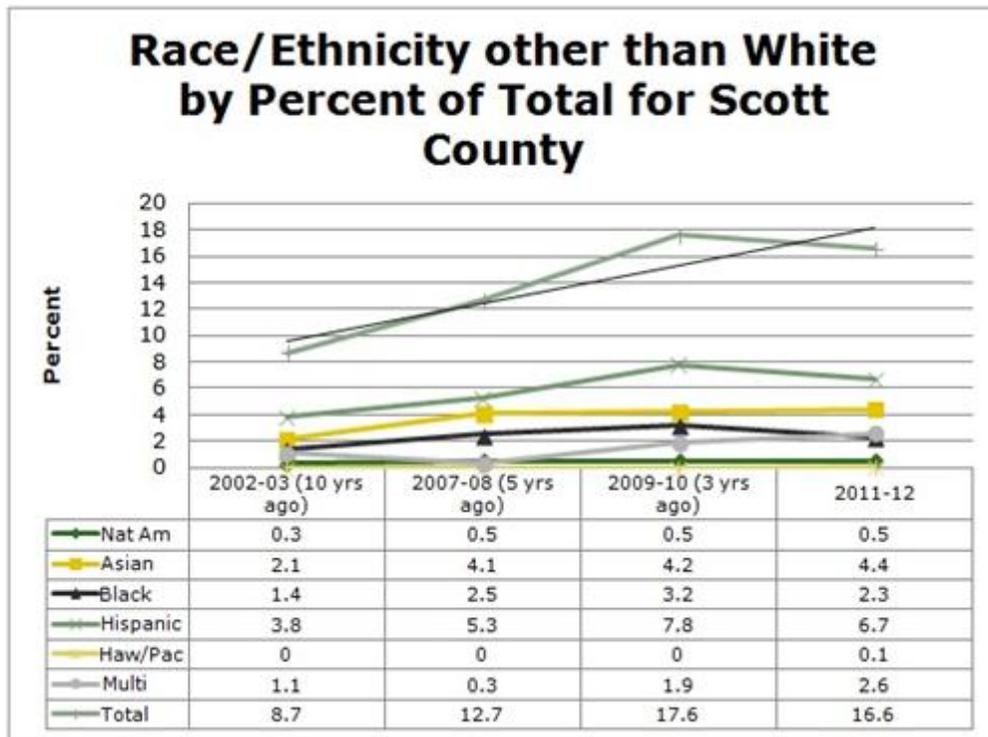
ii. 2.3% of PS-8th graders are “Black”

iii. 4% of PS-8th graders are “Two or More Races”

iv. 90.5% of PS-8th graders are “White”

v. Below are graphs indicating the trends at JFK and in Scott County over the last ten years. Note that ethnicity and race were separated only recently, and how they are reported depends upon who is requesting the information. This year’s data was also added to the JFK graph as it is now available.





f. Religion:

- i. 87.4% of K-8th graders are Catholic
- ii. 62.3% of pre-schoolers are Catholic
- iii. 80.9% of daycare students are Catholic

g. Resident School Districts, K-8:

- i. Davenport 371
- ii. North Scott 9
- iii. Pleasant Valley 3
- iv. Bennett 2
- v. Wilton 2
- vi. Illinois 1

h. Bus Transportation: 32% of K-8 students are registered to ride a bus either to or from school

i. Free/Reduced Lunch, K-8: 9%

j. Average class size, K-8: 21.6

k. Cost per PS-8th grade pupil: \$3,800 (includes all categories of students and all school related programs and expenses)

2. State education funding rumors are flying again. With the six education task forces reporting this fall, and the most significant being the Teacher Leadership and Compensation report (see attached), there are many questions about how these recommendations might be funded. The Iowa Senate race will be key again this year:

- a. Have a low per pupil "allowable growth," and fund initiatives through categorical (or restricted) funding. A low allowable growth would mean the PS funds we receive would be increased minimally. The rumor is that the request will be for 4% allowable growth, and the governor's office will lead the counter with 0% or 1%.
- b. Pull money from PS by making state support based upon income. It was proposed before by the governor's office so there's already a model available.

3. If we are not allowed to carryover PS funds from one fiscal year to the next or have a PS cash reserve, there is a summer cash flow concern, especially if we do not receive any PS funding until mid-late October

as has been history. Summer cash flow situations can potentially impact our ability to make “start up” purchases such as for technology, furnishings, supplies, and even textbooks.

4. Iowa Assessments for grades 1-8 and ITBS for kindergarten were administered in October. We are still finishing up with those students who had been absent for one or more tests. Testing labels with properly coded demographic information were ordered and affixed to the tests for scoring.
5. All October reports were completed, including “Certified Enrollment,” “Fall BEDS” (Basic Educational Data Survey), and “Fall BEDS Staff.” Through these DE reports information about all students and staff members is submitted to the Iowa Department of Education.
6. Terry Wendl, his brother, Steve Snell, and I picked up about 45 student desks or chairs from the Bettendorf school district. Our only cost was in renting the U-Haul.
7. White Roofing is working on the roof above the art room. Since parent/teacher conferences, every time it rains we have twelve or more buckets throughout the classroom.
8. The original part of the building’s sewer pipe backed up on Saturday and had to be cleared.
9. Quotes for cabinetry in the new east classrooms have been received. The order for instrument storage cabinetry has been placed. I am talking to a couple of volunteers regarding their ability to build the storage in the other three classrooms.
10. The immunization audit will be on Nov. 9th. So far, no one has had to be excluded from school.
11. Flu shots and Pertussis booster shots will be offered at JFK this fall.
12. I met with Russ Meier regarding heating and air conditioning. Russ has taken it upon himself to offer his expertise in looking at three types of systems that we might consider in the future. He hopes to have a final report assembled in the near future.
13. We continue to work with Northwest Mechanical on how to jointly operate older and newer parts of the building’s heating system.
14. The scheduling of the building takes place regularly.
15. Payroll is processed monthly for both JFK and the lunch program. Other expenditure information is processed multiple times each month.

#### Public Relations Leadership:

1. Parent/teacher conferences were October 16th and 18th.
2. The Pumpkin Run was October 26th.
3. I attended a couple of Gala meetings and approved classroom package letters prior to distribution.
4. Assumption’s 5th-8th grade student information “knight” is Nov. 7th.
5. Dessert Theater is Nov. 8th, 9th, and 10th.
6. Anna Schott has arranged for guest speakers prior to the Home and School meetings in November and January. In November, Dr. Thomas Carpenter from SAU will speak about how parents can support student learning. In January, officer Hank Jacobsen will speak about on-line safety.
7. Cindy O’Rourke took pictures at the Catholic schools for Embracing Our Future campaign and other marketing purposes.
8. Weekly communications typically include the Principal’s Post, highlights and featured events on the website homepage, Facebook and Twitter posts, the following week’s bulletin, and a weekly internal memo. Additional reports or articles, such as this report to the board of education or a report to the parish council, are also often written each weekend.

#### Leadership in Diocesan/Parish Context:

1. I attended a pastoral administrative staff meeting.
2. I attended the October parish council meeting.
3. I attended the October finance council meeting.
4. I attended the October diocesan principals’ meeting. Main presentations were on Assumption’s 1:1 initiative for juniors and seniors and from the DE on reporting and writing Annual Progress Report goals. There was also some time for questioning of the DE representatives regarding future testing:
  - a. The DE, AEA, and most everyone in education in Iowa believes that we will move to Smarter Balanced Assessments in 2014-15 and are preparing for it.
  - b. Below are a couple of examples of assessment prompts in Smarter Balanced:
  - c. 4th Grade Math
    - i. Mr. Torres sold a total of 30 boxes of sports cards at his store on Monday. These boxes contained only baseball cards and football cards.

Each box contained 25 sports cards.  
He earned \$3 for each sports card he sold.  
He earned a total of \$1134 from the football cards he sold.  
What amount of money did Mr. Torres earn from the baseball cards he sold?

d. 5th Grade English/Language Arts:

You will watch a video and read two articles about pollution on Earth and pollution in space, taking notes on all of these sources, and answer three questions about the sources. You will then write an informational essay comparing the problem of pollution on Earth to the problem of pollution in space, discussing how these problems are similar and different, and considering various possible solutions to each problem.

e. The one catch to moving to Smarter Balanced Assessments is that the Iowa Assessments were recently approved by the state legislators as the standard measure, and it is doubtful that Iowa Testing Services will go down with a significant amount of lobbying pressure.

5. I attended the Scott County Catholic schools' principals' meeting. The main topic of conversation was the Algebra at Assumption issue.
6. I was on the state accreditation site visit team for All Saints. I am also on the team for Prince of Peace's visit in late November.
7. I attended the Scott County Catholic School Advisory Board's marketing committee meeting.
8. I submitted another punch list update for our building project. There are about seven items still on the list.

Additional Documents/Files to be Sent:

Task Force on Teacher Leadership and Compensation  
Oncourse Data Reflection, October 2012  
Peer Observation Reflection, October 2012  
Peer Observation Reflection, November 2012  
Reading Services Agreement

Items for Board Action

None

Items Needing Specific Board Discussion But Not Action

None

Executive Session Needed?

Not foreseen at time of report preparation

Respectfully submitted by Chad C. Steimle

FYI: My formal continuing education program for a superintendent's endorsement through UNI continues without classes but with internship activities. My advisor has indicated that there is one project left (the public school funding activity) and then the assembly and defense of my portfolio.

**Pastoral Associate for Faith Formation**

Trish Gallagher Board of Ed report November 2012

1. **Providing faith formation**, religious education and sacramental preparation for all members of the parish faith community.
2. **Supervising sacramental preparation:**
  - Participated in First Rec Parent meeting
  - Available for Lisa Willows, Confirmation Coordinator as needed,
  - RCIA new members were welcomed, and accepted in the order of Catechumenate
  - Sacramental prep for JFK includes 5-7 I work with most Thursdays
3. **Available for Youth Minister as needed:** Tommy feels free to check in
4. **Faith Formation catechists:** see k-6 report
5. **Assessing needs**, and planning and evaluating programs implementing Diocesan curricula.

- need for BOE work with evaluation process for programs and administrators
- Need for support of parish review of salaries/ for parish employees

6. **Acting as parish resource person** in methods and in some areas of theology, for CEW Community and JFK teachers

7. **Managing the Faith Formation office:** tables delivered for GSMR

## II. As Adult Faith Formation Director (Level II)

1. Generations of Faith Plan in operation for October Sue Dill will report.
2. Two Our Sunday Visitor family pages have been distributed as well as invitations to Parish events to support family attendance, participation in Faith activities.
3. Catholicism series continues: attendees are very supportive of the sessions.
4. Bible studies on Mark has begun Monday evenings in the staff room.
5. Movies with Meaning starts again this fall, Carl and Kellie DeMaio coordinate.
6. Women's Enrichment, meets monthly. Lynn Olds coordinates. This year's book is Aspects of the Heart by Sr. Joan Chittester
7. Spirit 2, a 9AM - 3PM retreat for those experienced in Spiritual life was held October 13th. It was very successful, 9 attended. Evaluations were solicited.
8. Trish actively supports Parish Council, Vocations Committee, Wellness Committee projects co-operates to distribute shawls for Prayer Shawl Ministry.

III. **Liturgical Ministry:** PAFF goal: to enhance learning through ministries:

1. Pre-planning for Dec 8th workshop for ministry, focusing on Vatican II impact on liturgy and Parish funeral planning workshop are under way.
2. Children's Liturgy of the Word continues this year. New resource added for leaders.

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

- I held a parent meeting/child First Reconciliation meeting held on Oct. 11.
- I attended a workshop presented by Bill Huebsch in Iowa City
- I attended the MORE meeting held in October held at the Chancery
- I attended weekly staff meetings.
- I attended the October pastoral staff meetings.
- I continue to provide weekly information to be printed in the bulletin.
- I planned for Trunk or Treat held Oct. 27, approximately 75 children participated
- I am working on finalizing sacramental forms for the JFK/FF 2nd graders
- I am currently taking on-line courses through the University of Dayton for catechetical certification

## Board of Ed. Confirmation Coordinator Report from Lisa Willows

- Attended Board of Education Meeting 10/2
- Taking Online classes through the University of Dayton for Catechetical Certification
- Sent out Confirmation information/Verification forms to Students sponsors
- Reviewed and gave recommendations on the "Circle of Grace" \*\*
- I attended the MORE on 10/16 at St. Vincent's
- I attended Vatican II Seminar in Iowa City by Bill Huebsch
- I attended weekly staff meetings.

## Administration Assistant Report

- I helped with the First Reconciliation Parent/Student meeting
- Helped with Trunk or Treat
- Contacted Parishes to get 2nd Graders Baptismal Certificates for files

\*\*Looking to start implementation of "Circle of Grace" in Spring of 2013 so that the students can start getting familiar with terminology. I have the 6th, 7th and 8th Grade segments in the Faith Formation office if any member would like to take a closer look at this. Again cost would be \$50.00 per Parish for 5 years.

Respectfully submitted by Lisa Willows

## Youth Ministry Report –

No formal report submitted by Tommy this month – Highlights as follows –

- 3 Jr. High Youth nights, report on average of minimum of 20 youth – looking for that to go up.
- Deanery All Saints/All Souls gathering @ Lourdes with 70-80 youth in attendance.
- Retreat panel for YM implementing STEP-UP retreat – 6-7th graders opportunity to do mission work.
- HS Youth Rally last month (RAVE reviews) 16 youth from OLV participated, 2 youth from OLV helped put on this event. Numbers were up from last year's participation.

Upcoming Events:

- Taking stock in our parish promotion
- Taking NCCYM – conference for youth ministers for continuing education. Get input from parish youth on what classes he may take.
- Planning December Family bus trip to Chicago \$25/person – Dec 15th.
- Planning underway for St. Nick's pancake breakfast
- Planning underway for NCYC – estimate being able to take 40-45 HS on this trip next year.

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

- Generations of Faith Committee (Susan, Deana, Trish) - No Report
- Finance Committee (Chad, Joe, Terry, Patty) - No report – agenda item is tuition for next year – Deanna remarked would be nice to see no increase if possible.
- Nominating Committee (Brock, all board members) - Brock has list – would like to speak at All School Mass in January to promote participation
- Policy Committee (Chad, Patrick, Patty, Molly) - No report
- Strategic Planning Committee (Chad, Terry, Joe) - No report
- School Improvement Advisory Committee (Chad, Deanna, Molly, Karl, Brock) - No report
- Market/Public Relations Committee (Chad, Patty, Susan, Matt) - No report
- Grant Writing Committee (Chad, Kathy Peterson) - Waiting for response on last proposals.
- Parish Council (rotating per schedule) 4th Tuesday of each month 7:00 pm
  - October – Deanna Kelley represented BOE
  - Sister Parish would like to have “pen pals” with school kids if possible
  - Possible vacation bible school in July – Kathy Gunnare to take trip w/ 7-8 people.
  - Parish Appreciation Dinner in January
  - 50th Anniversary was under budget
  - noted that need for power and lights on outside of school bldg was found at celebration something to consider
  - 2 positions open on Parish Council
- Finance Council Rep. (Terry, Molly) - Internal Audit underway
- Buildings & Grounds Rep. 2nd Thursday 7:30 pm (Patty, Brock, Matt) - No Report
- Athletic Club - No Report – meeting this coming Thursday
- JFK Band Boosters - No Report
- Home & School Rep. A - No Report
- Assumption High School Rep. - Dan sent a report to board of education members
- Scott County Catholic School Advisory Board Rep. 2nd Monday every other month (September, November, January, March, May) @ St. Vincent (Terry, Matt, Joe) - Meeting next week
- Ad Hoc Committees: Constitution and By-Law Committee to meet next week w/ Chad

9. NEW BUSINESS: Basketball hoops – Karl will report on when they go up

10. PASTOR'S NOTES (Msgr Jim P)

- Monsignor encouraged participation in the upcoming Gala.

11. CLOSING PRAYER – Hail Mary

NEXT Regular Meeting: Tuesday December 4, 2012  
BOE's Rep to Parish Council in November is Patty Stevens.