

## Board of Education Minutes - November 2013

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1. OPENING PRAYER (10 minutes) – Board Member’s Prayer
2. ROLL CALL – Monsignor, Chad Steimle, Trish Gallagher, Terry Wendl, Pat Archer, Karl Stratman, Brock Harris, Chris Sigwarth, Molly Crosby, Lisa Stachula, Tom Brus, Tommy Fallon, Elisha Kubalsky (JFK Teacher), Joe Creen (guest), Matt Henning (guest)
3. ACCEPTANCE OF AGENDA – New Business (Catholic League Sports scheduling) was moved to the beginning of the meeting. Unanimously approved.
4. READING AND APPROVAL OF MINUTES OF October 2013 – Details of other schools were removed from proficiency charts. Unanimously approved.
5. COMMENTS FROM AUDIENCE and OPEN FORUM – See New Business.
6. NEW BUSINESS
  - a. Catholic League Sports scheduling.
    - i. Joe Creen brought to the board concerns about the current scheduling of Catholic League girls basketball vis-à-vis the Future Lady Knight (FLK) program. He contends that the switching of volleyball and basketball seasons last year has created conflicts between the Catholic League and FLK programs that have an overall negative impact on girls basketball. Most notably, his concern is with the overcompetitiveness and lack of sportsmanship that has taken place at Catholic League Games. Matt Henning, a JFK Catholic League coach, agreed with these concerns. Joe suggested that the volleyball and basketball seasons be reversed, as they were prior to last year.
    - ii. Decision: formation of an ad hoc committee (Brock Harris, Karl Stratman, Molly Crosby) to meet with the athletic directors of the Catholic League schools to discuss these issues.
7. UNFINISHED BUSINESS
  - a. Parent report card:
    - i. Molly Crosby distributed a draft of a letter to go out to all JFK families that emphasizes the requirement of participation in the parish/school through time, talent, or treasure.
    - ii. Vote: all in favor. The letter will be mailed to all JFK families. Future discussions to be had over 3-tiered tuition structure.
8. ADMINISTRATOR REPORTS (Written reports pre-submitted): NOTE: Karl Stratman led the board in thanking Chad for his leadership this month

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

### Ethical Leadership:

1. There were no in-school suspensions due to accumulated level II detentions in the first quarter. While the number is typically lower in the first quarter and progresses to higher numbers by the fourth quarter, it would be unusual to not have any in a quarter.
2. A draft of a letter has been prepared for parents regarding ALICE training for students. (See attached.)

### Leadership of School Culture and Instruction:

1. Professional Development:
  - a. PD time in October and November 1st has been used for the following:
    - i. Training in the Rtl process
      1. I attended the DE’s external coaches’ webinar with Maggie VanFossen, Assistant Coordinator of Integrated Services & Site Coordinator of Reading Recovery, our AEA 9 external coach and Kris Wolzen, Director of Integrated Services.
      2. Caitlin Putnam, Deneen Woerdehoff, Maggie VanFossen, Tammy Schaefer (our AEA Rtl special ed consultant), and I attended the DE’s internal coaches’ webinar. Caitlin, Deneen, and I, with support from Maggie and Tammy, analyzed the results of the universal screeners, determined next steps, re-wrote our protocol for providing resource teacher services for reading, prepared the presentation for staff, and conducted this part of the in-service on November 1st. (See abbreviated PPT prepared for the board.) We will be doing a more building-wide focus on fluency, which is considered a pre-cursor to comprehension.
      3. Maggie’s comments about our team are shared below, with permission:

“I cannot tell you how impressed I am with the level of professionalism shown by folks on our leadership team to complete the ‘work’ as dictated by the Rtl Phase 1 roll-out. Every decision discussed and made was for the benefit of the student(s). . . followed by consideration and respect for the adults – in honoring what teachers are already doing in the area of fluency in their classrooms, and, in particular, in not over-burdening Caitlin and Deneen’s schedules as they work with groups of identified struggling readers.

Not only did Deneen and Caitlin have the data already gathered and ready to be analyzed, but we took time at the end of the webinar to write the criteria for selection of students for Tier II support (and beyond) and prepare for dissemination of the data at the in-service today. You all demonstrated through your actions the 'ready, willing, and able' criteria every step of the way to ensure that each/every student gets his/her individual literacy needs met."

4. Tammy's comments are shared below, with permission:

"As Maggie has alluded to, the JFK team is outstanding! I am fortunate to work with a talented group of individuals who go beyond their call to ensure the academic success of their students. Working with all of you I can see why JFK was chosen as a first year participant in the Rtl statewide process. Every one of you believes that all students can be successful and each of you is willing to do what it takes to make it a reality. This was evident in the work that followed the webinar as the group discussed the design and implementation of the intervention process. Caitlin's and Deneen's willingness to work with a variety of students and settings was exceptional."

2. A great deal of time has been focused on the Rtl screening process, including nearly daily communications back and forth with the website/data processing developers and DE. Caitlin Putnam has done an outstanding job in this area, and Deneen Woerdehoff and Dianne Siefers have been instrumental as well. Every K-6 teacher and I did some screenings as well.

#### Managerial Leadership:

1. I attended a neighborhood meeting with two aldermen regarding the rezoning of the K's Merchandise property from retail to industrial. These neighbors were extremely well informed and organized and succeeded in convincing the aldermen to vote 10-0 against the rezoning request and against the favorable recommendation of the zoning commission. While the rezoning may not have been the biggest issue related to JFK, we may need to work with the neighbors on other mutual concerns.

2. Interesting data regarding technology:

a. The AEA will be dropping the email server that we use. We will likely have to go to a Gmail or Windows 360 platform. As we have seen with other areas of technology, the AEA consortium is splintering. The big players (Dav, Bett, NS, PV, Musc, Clin,) have the resources to "do their own thing" and pull out. It then becomes "inefficient" for the AEA to manage things for the rest of the districts/schools, and the smaller public school districts and non-public schools start to be left on our own.

3. With the, once again, changes to SWVPP-4 funding rules/interpretations, we will have to make mid-budget year adjustments. I met with DCSD reps two weeks ago to try to clarify some questions, and I have not yet heard back from them. Examples of changes that we may be making are the following:

a. Eliminating using SWVPP funds to pay for part of the principal and secretary's salary. These positions were FT before SWVPP began and did not expand in a way that we have been able to measure. Using SWVPP funds for these salaries would be supplanting, not supplementing what already existed. We will try to make an argument that 16% of Dawn's position in the office (a new PT position since SWVPP began) can be charged to PS. Sixteen percent is the percentage of the total PS-8 enrollment that is in SWVPP.

b. Changing how the guidance counselor and tech coordinator salaries are paid with SWVPP funds. We budgeted 10% of their salaries to be paid with SWVPP funds, less than the 16% allocation we use for things like paper. Back when SWVPP funding began, we also increased guidance from half time to full time. Being able to directly tie this increase to PS, however, may be difficult as 50% of her time, or even 16% of her time, is not spent on PS issues. We will attempt to argue that 8%, however, is. Eight percent is the percent of "grade levels" in the building that are SWVPP (one grade level from ECLC, 3 yr PS, 4/5 SWVPP, and K-8). This past summer, we officially increased the tech coordinator position by five hours per week. We will attempt to make the argument that 14% (5/35) of her position is for SWVPP, which can also be supported by the fact that about 21% of our Internet machines (see above) are in PS.

c. The additional temporary PT afternoon PS aide position has been made permanent through the school year.

d. We may no longer be able to claim some of our allocated expenses (such as monthly Internet costs) throughout the summer or make PS purchases during the summer as PS funds can only be used for purchases during the school year.

e. We will purchase PS cleaning supplies separately, and "charge" half to SWVPP as we expanded from one PS classroom to two with the introduction of SWVPP. A ratio for custodial time, however, is too cumbersome to justify the amount that might be able to be charged to SWVPP.

f. Effects of the above may still mean we have more money to spend for PS and less for K-8 than budgeted.

4. Private schools were left out of the language for the 1080 hours or 180 days of instruction law and the waiver law passed last year. A correction is being attempted this year, but no one knows, for example, what will happen if

one's public school district applies for the waiver of the start date prior to the first Monday in September but the private schools in the district are not allowed to apply for the same waiver. If the DCSD were to start Aug 12th again, but JFK could not start until Sept 7th, what would happen? (My facetious response was "what would happen to us if we just started along with the district to maintain transportation anyway? Would they pull our K-12 funding? Tell us we are not in compliance at our next accreditation site visit?")

5. Reports for the state, diocese, DCSD, and National Catholic Education Association are completed. Here is some information based upon the official count date, Oct 1st:

a. Enrollment:

i. K-8 370 Budgeted 375 Est. Rev. Impact -\$12,410

ii. 3 yr olds 14 18 - 3,500

iii. 4 yr olds 73 75 - 6,540

iv. 5 yr olds in PS 7 5 2,190

v. Total PS 94

vi. Total ECLC 20 23 - 17,640

vii. Total PS-8 464

Other PS changes/other areas, in excess of - 3,000

Total revenue impact -\$40,900

Potential cost savings identified so far 12,260

One ECLC transfer since Oct 1 - 4,600

One student moving since Oct 1 - 2,000

Estimated net -\$35,240

b. Free/reduced: 11%. Last year: 9%

c. Total number receiving a paycheck in association with JFK: 56

6. Lunch program

a. Noelle Myers has created an approximately 15 day main entrée rotation.

b. We experimented with the "offer" option at a 7/8 lunch, K and 1-2 lunches, and 3-4 and 5-6 lunches. Students, of all ages, vocalized that they liked having choices. Scott Sweeney said that the garbage was significantly lighter. First and second graders were very slow in moving through the line, not necessarily due to delays in making choices, but just because they moved slowly, and, with the serve option, we are able to start traying items right before they come into the kitchen. The sixth graders had the most questions when Noelle went into their classroom before the lunch to explain it to them. There were, surprisingly, a couple of students who did not choose the main entrée but only the vegetables, fruit, and milk. A couple of parents were disappointed that their children would probably not choose the vegetables. The next step will be to experiment with all of the lunch periods in a day. This experiment will happen after Meredith has been here for a little while.

Leadership in Diocesan/Parish Context:

1. I attended the October Buildings and Grounds Committee meeting. A new type of fence for the parish center roof was discussed and estimates will be received from Lovewell Fencing. The committee also began to categorize a beginning list of projects for the OLV/JFK campus. Currently, five categories have been created: safety/security, structural, energy efficiency, esthetic, and ordinary maintenance. Work done to identify projects, estimate costs, and prioritize the items has been requested by Finance Council and Parish Council. Examples of the 40-50 items currently on the list are lights in all of the buildings on campus, air conditioning for the school, carpet/flooring replacement, safety shutters for several rooms, a school boiler, replacing the rectory roof, finishing the replacing of the church doors, ceiling tiles, and landscaping. More items will likely be added to the list, and other items will come off the list as accomplished. While some smaller items or even on-going items are on the list, like carpet replacement, which will need to be done on a continual cycle, the real purpose for this list is to determine and prioritize the big ticket items like air conditioning the rest of the school (\$8,300 per room is one rough estimate) or roof replacement (\$28,000-\$35,000 for the rectory). At our October meeting, the following B & G members were present: John Wichelmann, Luis Moya, Doug Rick, Judy Johnson, Rich Toohill, and me.

2. A campus safety summary has been prepared for dissemination.

**Faith Formation November 2013 Report Submitted by Trish Gallagher Pastoral Associate for Faith Formation**

1. As Leader in Faith Education

• Developed Life Long learning Plan:

1) Children's Liturgy continues

2) Post-baptismal support with parent letters: New continuing project Initial info sheets developed

3) WEAVE monthly reflections for Women, includes meeting as possible

4) Movies with Meaning showing Lincoln this month

5) Bible studies continue: 4 groups in process

- 6) FF staff is reading Rebuilt, attended Webinar with Monsignor
- 7) Thursday Reflection on the readings of the week: continuing
- 8) Evangelization project with Wellness, Matthew Kelly book, 3rd sign generosity
- 9) Continue to provide Wednesday evening support subbed for grade 6. Worked with 8th Visited JFK grade 8 with Monsignor for Confirmation Prep
  - 2 New families, one for Sacramental prep, one for grade 1
  - Supply weekly bulletin articles
  - Matthew Kelly's book / 4 part discussion and Fr. Barron's DVD study
  - Providing support for New Evangelization Young adult DVD study.
  - Provide or promote quality in-service opportunities for staff and catechists
    - Continuing ed: Jennifer received 3 year Catechetical Leader Certificate., Lisa completed first year, continues with Dayton courses
    - 25 catechists attended John Grossman study night at St. Ann's
2. As Liturgical leader/ RCIA leader
  - Participated with Monsignor in Family education for sacramental preparation
    - 1) will distribute Renew Year of Faith pages at JFK parent meetings and FF first night
    - 2) working with Monsignor for inservicing of Liturgy Committee
    - 3) RCIA retreat and Rite of Welcome. Acceptance Saturday/ Sunday October 26/27
      - Led Retreat for team and participants
3. As Leader for Parish Moral efforts
  - Supporting Confirmation discipleship plans for current year including service component
  - Offering Pro-Life materials
4. As Prayer leader
  - Providing "lectio divina" scriptural review of weekly readings
  - Supporting CEW Women's retreat as Assistant Spiritual Director
5. As Community life Support
  - See Jennifer's report for successful Trunk or treat event
  - OLV Vocations efforts (considering film project), One Rose project for Sisters
  - Pastoral Council adding support for 5 year goal presentations
6. Family support "projects" in collaboration/ parallel planning with JFK
7. Initiating social media committee for Faith Formation Access/ links: new on-going project put off til January
8. Fostering an awareness of special needs Faith Formation resources
  - Developing Parish plan: new book received for special needs.

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

- I attended the Pastoral Staff meetings in October.
- I planned group activities for our faith formation students for our class night on October 30.
- I am planned Trunk or Treat for October 26. Approximately 75 cars participated and about 100 children.
  - o A \$25 gift card was given to the best decorated vehicle and a \$15 gift card was given to second place.
  - o Hot dogs, chips, and drinks were available in the parish center afterwards
  - o The haunted house was also left up from Pumpkin Run so the kids had an opportunity to visit the haunted house as well
- I am working on planning our Advent Family night on Dec. 4th—this will be a trivia night for the families
- I continue to provide weekly information to be printed in the bulletin.
- I am working on the Faith Formation Gala package entitled "HELP"
- I continue to provide support and communication with catechists and support helpers

### **Catechetical Ministries Assistant Report by: Lisa Willows**

#### **Confirmation Coordination - November 2013**

- Assisted Tommy with Jr. High Youth Night
- Updated confirmation forms
- Submitted bulletin updates for Confirmation
- Collected Confirmation Sacramental forms and Sponsor information forms
- Provided information to FF and JFK Teachers on Saints for the student's Saints projects

#### **Administration**

- Updated FF financial information.
- Updating the FF page on OLV Website
- Called for baptismal certificates for the 1st Communion students
- Set up WEAVE blog spot and posted blog materials
- Updated FF classroom information

- Assisted Trish with GOF posting, Movies With Meaning and BOE posters
- Started U of Dayton class on Communication and Community. Class goes towards Leadership in Ministry Certification
- Assisted with Trunk or Treat

Recruitment for Faith Formation – Letters were sent out at the beginning of school year to all Pre-School parents whose children attended Pre-School at JFK but did not attend JFK for Kindergarten.

Additionally, letters were sent to those parents of students who left JFK to attend public schools in Davenport. Follow up emails and phone calls were done as well.

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

- No written report
- Tommy provided updates on the high school youth rally and the trip to NCYC.

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

- Generations of Faith Committee (Karl, Trish)
- Finance Committee (Chad, Joe, Tom, Terry)
  - Preliminary discussion regarding tuition and revenue/expense priorities.
  - The following information was provided by Chad as part of the Principal's report:
    - The finance committee of the board had recommended the following salary and benefit goals in April, which were accepted by the board.
      - Salary Goal:
        - To bring JFK's starting teaching salary to 85% of the DCSD's salary, which now includes both the regular base and an additional stipend added to contracts using "teacher quality funds."
          - The means to achieve this goal, while continuing to do regular base increases, is to raise the JFK supplemental pay/bonus amounts.
        - In addition, it is recommended that 50% of what would be expected as supplemental pay/bonus be converted to a longevity stipend and added to JFK teachers' contracts. This move makes at least 50% contractually guaranteed and is comparable to how "teacher quality funds" are added to everyone's contracts in public schools.
        - Time line: three years
        - Status: The stipend amounts were increased by \$300 and 50% is on teachers' contracts as a longevity stipend.
      - Health Insurance Goal:
        - To increase the employer/employee split on the "employee only" plan from 50/50 to 67%/33%.
        - Time line: seven years
        - Status: The split was changed to 55% employer/45% employee.
      - Retirement Contribution Goal:
        - To implement a discretionary contribution to employee's retirement that would be above the 2% currently available.
        - Time line: two years
        - Status: No action taken
  - The following would be some general comments I'd make this early in the process:
    - Enrollment will likely increase by at least five students
    - Tuition has historically gone up 5%, which has been between \$100-\$150 per first student
    - The board's been talking about the three tier tuition rate schedule
    - People seem to be getting more concerned about large "fee" bills in August when tuition also starts
    - Adjustments made mid-year for PS will have to be taken into account for the 2014-15 budget
    - Inflation seems low
    - Administrative help could still be better
    - Resource teacher time could be better
    - Continued progress on the health insurance split may be appealing this year as it is anticipated that the increase to the rate itself will only be 0%-10%
    - While technology costs won't be at \$80,000 unless there is another grant, we will still likely need \$30,000-\$40,000, of which \$30,000 just handles annual expenses and an annual replacement cycle of ten machines

11. Out textbook line item included a full K-8 subject area replacement at about \$37,500. We should try to replace one subject per year in at least half or more grade levels.
12. We have very few desks and chairs in storage. As the larger cohorts move through the building, more student furniture is needed.
13. Cleaning equipment and perhaps even contracts for regular/irregular work is needed.

- iii. Monsignor brought to the board's attention Father Apo's request that parishioners of St. Anthony's receive the OLV discount on tuition for JFK. The board agreed to discuss this as a part of the future discussion of the 3-tier tuition structure.
- c. Nominating Committee (Brock, Terry, all board members)
  - i. Chris, Lisa, and Jennifer helped put together a display board to advertise the board. This display was used at the Pumpkin Run and members of the board were available to provide information and answer questions.
  - ii. Because of these recruitment efforts, we have 5 possible candidates for the next election.
  - iii. Common comment from parents was that they did not know board meetings were open to the public and they did not know when they took place.
- d. Policy Committee (Chad, Patrick, Molly)
  - i. No report
- e. Strategic Planning Committee (Chad, Terry, Joe)
  - i. No report
- f. School Improvement Advisory Committee (Chad, Deanna, Molly, Karl, Brock)
  - i. No report
- g. Market/Public Relations Committee (Chad, Chris)
  - i. No report
- h. Grant Writing Committee (Chad)
  - i. No report
- i. Parish Council (rotating per schedule) 4th Tuesday of each month 7:00 pm
  - i. Reviewed fall picnic
- j. Finance Council Rep. (Terry, Molly)
  - i. Working on annual report to Parish
- k. Buildings & Grounds Rep. 2nd Thursday 7:30 pm (Patty, Brock, Matt)
  - i. There was a break in on Sept 30th in the corner classroom by the parish center. Someone pried open a window that opens toward the parish center roof. A school laptop and camera, valued at about \$800 or less, were stolen and will not be replaced during this budget year as the deductible is \$1,000. Because the room is air conditioned and has other opening windows, this particular window will be sealed permanently at no cost. The offer for a "business" security assessment by the police department was accepted and was scheduled for today. While student laptops/netbooks/tablets are locked in charging carts, teachers do not all have a lockable desk, cabinet, or closet.
  - ii. The repairs to the playground equipment and fence damaged in the car accident in October will cost about \$5,000. Our deductible for playground equipment is \$500.
  - iii. Chris Sigwarth brought to the board's attention the ineffective hand dryers in the women's bathrooms in the school building. Chad will look into this before it potentially goes to Building & Grounds.
- l. Athletic Club
  - i. No report
- m. JFK Band Boosters
  - i. No report
- n. Home & School Rep. A
  - i. No report
- o. Assumption High School Rep. (Dan Solchenberger)
  - i. We had a presentation by St. Ambrose regarding their development of athletic fields on the property adjacent to AHS. This was in executive session so details are not available, but AHS and St Ambrose are working together to develop a plan that works for both entities.
  - ii. Of course there was discussion related to the tragic death of Kelsi Youngerman and the school's ongoing response to grief counseling for the students and staff.
- p. 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
- q. Ad Hoc Committees:
  - i. School Lunch Program, Breakfast Program
    - a. See Principal's report

ii. Security

a. Currently reviewing bids on new door between the school and Parish Center.

10. PASTOR'S NOTES (Msgr Jim P)

a. Monsignor commented on a successful priest's and deacon's workshop in Iowa City

b. The search for Judy Johnson's replacement continues

CLOSING PRAYER – meeting was adjourned at 9:04pm.

NEXT Regular Meeting: Tuesday, December 3, 2013

BOE's Rep to Parish Council on Tuesday, November 26, 2013 (Tom)