

Board of Education Minutes - November 2014

Minutes from November 4, 2014 Board of Education Meeting

1. OPENING PRAYER (10 minutes) – Molly Crosby “A Board Member’s Prayer”
2. ROLL CALL – Monsignor, Chad Steimle, Molly Crosby, Pat Archer, Heather Egger, Karl Stratman, Todd Morris, Jennifer Wemhoff, Tommy Fallon, Allison Gieswein (JFK Teacher), Laurie Burke (JFK Teacher), Sasha Peterson (JFK Teacher)
3. ACCEPTANCE OF AGENDA – Approved.
4. READING AND APPROVAL OF MINUTES OF September 2014 – One section was removed to prevent the identification of an individual person. Changes Approved.
5. COMMENTS FROM AUDIENCE and OPEN FORUM – none
6. UNFINISHED BUSINESS – none
7. ADMINISTRATOR REPORTS (Written reports pre-submitted):

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

Facilitator of Faith Community:

1. All school Masses take place each Friday. November will have an additional Mass before Thanksgiving. The Gospel Values/School Climate committee is making some minor revision to our Mass planning procedures and will make revisions to the song selections to help us learn the songs and responses and be able to participate better.
2. NET retreats for 7th and 8th graders of OLV/JFK were on October 14th and 15th, respectively. Several highlights from students’ reflections upon the retreats were shared in the Principal’s Post.

Ethical Leadership:

1. So far, our biggest immunization difficulty has been with the 7th graders’ new Tdap “booster.”
2. Almost every issue between students this year, especially those involving girls, has begun outside of school in online social media. Instagram, available on cell phones, and chat rooms seem to be creating the most difficulty this fall. Staff have met with or talked over the phone with multiple parents, often from both “sides.” I have included messages in the Principal’s Post for multiple weeks and sent a letter to 7th/8th grade parents regarding these outside of school communications.
3. The school climate and technology survey has been administered to parents. There were 198 responses this year. The 2011 survey had 99 responses. Information will be released as we analyze it. Information from the technology section was in last week’s Principal’s Post. See the table below regarding preferred methods of communication.
4. The definitions of “full time,” “regular part time,” “part time,” and “temporary/seasonal” employees in our employee handbook have been examined, and adjustments were made to define these terms based upon anticipated hours worked per year rather than per week, and the phrase “continuous basis” has been eliminated. Under the older definitions, an employee working nearly 2,000 hours per year might have been considered “part time” due to how Christmas break, spring break, and parts of summer break were defined. While the benefits themselves did not change, who was eligible for health insurance, a full tuition reduction for the first child attending JFK, and paid sick leave did. Bereavement leave for contractual and non-contractual employees was also made consistent. Changes went into effect November 1st.

Leadership of School Culture and Instruction:

1. Professional Development:
 - a. I will organize the diocese’s PD session for PE teachers in January and art teachers in March, similar to what we did for music teachers last year.
 - b. Several K-6 teachers will be attending 95 Percent Group reading training in Bettendorf in December. We have ordered 95 Percent Group materials to be used particularly with students receiving additional reading services.
2. After delays with the DCSD, we are preparing to launch an optional free Title I funded tutoring program to students who qualify. To qualify, students need to reside in an attendance area for a public school that has been identified as a Title I school by the DCSD, and the students’ assessment data indicates that they are not proficient in either math or reading. Kayelyn Geurink and Allison Gieswein will be the Title I funded tutors due to their licensure/credentials and willingness to work after school hours.
3. Mock Trial’s regional competition was in October. The 6th and 8th grade teams are advancing to the state level of competition.

- Utilizing a part-time substitute and our own staff members, we will be able to cover Mrs. Carey's maternity leave without sacrificing the small reading groups in first grade and still have people trained in MTSS to work in resource. We will be giving up the first grade aide position in the afternoon and part of the second grade aide position in the morning, however. Mary Sunderbruch, Jodi Weiser, and Jenny Lenger will combine to work the needed positions in ECLC (while Jodi does resource work), 1st grade, and resource. During this maternity leave, we will also have Pat Cannaday covering another extended leave near Christmas for a staff member's surgery.
- We are in the process of trying to add at least three people to our sub list. Two of them, however, are limited by their licensure to middle or high school grade levels and to the number of consecutive days they can work in a position.

Managerial Leadership:

- Due to changes in diocesan field trip forms and in anticipation of a policy change, parent drivers for field trips have all but been eliminated. The changes include asking parents to acknowledge that they have completed all of the PGC/Virtus requirements and will use the "two adults with children system."
- Due to an increase in behavioral issues on the bus that we are hearing about from students and parents, I met with representatives from the bus company. While the meeting went well, my "take away" was similar to what I hear from the drivers when I talk with them: the issues about which we are concerned seem so trivial compared to the issues dealt with on the public school routes that they don't even bother with them.
- The number of students taking medication at school and/or have allergic or other medical conditions continues to grow. Students with allergies either have been or are in the works to be added as a "protected class" by the federal government. The biggest impact is through the lunch program. Students with allergies cannot be discriminated against in regards to their participation in the lunch program, which receives federal funds. We currently work with parents on the preparation/serving of separate meals for these students.
- As of October 31st, the foundation for the large "monument" sign near the front of the school has been poured. Funds for the sign are from the anonymous donor's \$1,000 per month for 24 month commitment for improved building safety and security. The large sign will help in the identification of the front entrance, particularly as people approach the school from the parking lot.
- Replacement pieces for the main upper playground equipment have been ordered. A segment of the play equipment has been closed during school hours. We are having difficulty keeping it closed after school hours, such as during the Pumpkin Run, when unsupervised children tear off the caution tape.
- The search for volunteers willing to take the training to be licensed by the Board of Educational Examiners to coach 7th/8th grades is slow. We have multiple people interested in coaching one boys' grade level, but few for other grade levels and sports. Our Athletic Club discussed this issue and is willing to divert funds from the AHS scholarships to cover the cost for coaches to be certified. The cost is approximately \$385 for a two weekend course. A \$550 online version is also available. The license application costs \$85, and the DE's background check is about \$35. Concerns are now being raised about the differences in approaches among the schools, and rumors abound. Additional information was received about having church teams rather than school teams. The DE has indicated that such an approach is allowable without licensed coaches. However, it also cautioned that the lack of school extracurricular activities, including athletics, could be a school accreditation issue.
- The ad hoc technology committee held its first meeting last week. The committee reviewed the vision for the use of technology at JFK and the progress on the goals we set three years ago. The second meeting will be in November. The biggest challenge the committee faces is taking the vision or even goals like "to increase" and convert them to SMART goals that will be accomplished through the allocation of limited time and funds over the next three years. Results from the parents' technology survey, including multiple questions about BYOD, and usage data (bandwidth usage data, etc.) will be included in our next meeting's discussion.

Public Relations Leadership:

- Information for the Annual Progress Report to the Community was sent to Pear Advertising two weeks ago. The company will organize it into our publication, which is now on target for about a two month later publication date than the past few years.
- Parent/teacher conferences were in October. We used SignUp Genius for grades PS – 5 to allow parents to sign up for conference times that are convenient for them. This process seemed to work well for most people, and there were only a couple of "user" errors that had to be corrected.
- We will begin to use text messaging communications now that we have SchoolReach, which seems to be working well. Adding more text messaging would be consistent with the parent survey results:

How important to you are or would be the following methods of communication?
(In descending order of importance)

2014	2011
E-mail	E-mail

Text messages	Backpack mail
Backpack mail	Telephone calls
Telephone calls	Text messages and U.S. Mail
Postings on the website	Postings on the website
U.S. Mail	Facebook postings
Facebook postings	Twitter postings
Twitter postings	

Leadership in Diocesan/Parish Context:

1. The Diocese of Davenport has formally announced its strategic planning for Catholic school education led by Dan Ebener and Lee Morrison. At the planning sessions, Terry Wendl and I will represent JFK. OLV parishioner and former board member Joe Creen may be a representative from the Scott County Catholic School Advisory Board. The first of two anticipated meetings is on November 18th.

2. I served on the accreditation site visit team for Regina in Iowa City on October 22nd and 23rd. Below are some of my insights:

a. On the last two site visits I did, POP in Clinton and Regina, it is clear that Catholic school people need to be on the visiting teams. Those who work at the AEAs and in public schools for most of, if not their entire careers, come in with a whole different mindset, vocabulary, and set of expectations. If they don't see what fits with their framework regardless of how good the school is doing or what the school's constituent students and families look like, they are quick to be critical. There needs to be someone on the visiting teams who knows Catholic schools, can show them what's being done in our Catholic schools without all the fancy definitions and funding, and remind them of the big picture and clientele with whom we work. I try to serve on one visiting team each year.

b. Are schools adequately identifying "at risk" students? While we don't have the same definitions and systems as the public schools because this label generates additional funding for public schools, we still have "at risk" students in our Catholic schools. We need to find ways to help our "at risk" students in the fullest sense of meeting their needs.

FYI: I have received my new educational license from the Iowa Department of Education's Board of Education Examiners indicating the addition of the PK-12 superintendent endorsement.

NOTE: The Board congratulated Chad on this important achievement

End of Principal's Report

PRELIMINARY DISCUSSION ON SCHOOL TUITION

- Chad presented the Board rough estimates for the 2015-2016 budgets in order to begin the process of determining school tuition with the other local Catholic schools for the upcoming year.
- The Board agreed on a \$140 increase for first students as a starting point in these discussions.

**Faith Formation November 2014 Report
Submitted by Jennifer Wemhoff, DRE**

1) Providing faith formation, religious education and sacramental preparation for K-8 students and their parents. Preparing Generations of Faith events and communications for Family Faith Formation suitable for K-8.

a) I submitted articles for the bulletin for Trunk or Treat that was held Oct. 25

i) It was a beautiful evening for Trunk or Treat—there was a wonderful turnout for the event and many people participated by decorating their "trunks." We ran out of hot dogs and chips (150 hot dogs and chips were purchased)



b) Thankful Tree went up on 11/4. Leaves went home to kids to reflect on what they are thankful for.

- 2) Directing and supervising K-8 sacramental preparation: Reconciliation, Eucharist, and Confirmation in collaboration with Coordinator.
 - a) The 7th grade NET retreat was held Oct. 14. The students had very positive responses to the retreat
 - b) The 8th grade NET retreat was held Oct. 15.
- 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) Having all visitors to the building on Wednesday evening sign in and out of the office per guidelines and to ensure we know who is in the building at all times.
- 4) Acting as resource person for JFK catechists.
 - a) Vocations Day for 5th and 6th graders was held Sunday Oct.12. 28 students were signed up but only 11 came 3 out of 5 volunteer chaperones came for the day.

PAFF (Pastoral Associate for Faith Formation) REPORT: November 2014
Submitted by Trish Gallagher

- Adult Faith Formation: Pro- Life 5 Part series continues: Fr. Thom Hennen is scheduled for Nov 13th. End of life issues, Format is Holy Hour plus conversations about Life Issues.
- Reviewing info for Evangelization goal
 - o Bible studies began second 6 week sessions, Weave continuing monthly, Movies with Meaning started in October.
- Sacramental Preparation as resource for regular programming (working with parents for Baptismal issues prior to Holy Communion); Conducting Interviews and support for sacramental issues.

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

- Coordinated successful 2 day NET team visit (excellent parent support) provided with Gala Funds
 - o 54 7th Grade students attended the retreat on Tuesday – Theme “Strength and Beauty”
 - o 50 8th Grade students attended the retreat on Wednesday – Theme “Why Catholic”
- Students were asked to reflect on their experience at the retreats and these were some of the comments:
- o Loved the skits and small group discussions
 - o Witness talks were really meaningful. Made us really stop and remember that we are all Sons and Daughters of God and he loves us no matter what. That God doesn't make “junk” we are beautiful in his eyes.
 - o Want to do more quiet reflection in church.
 - o Was dreading going to mass cause don't really like music that is played. Music that the NET Team played during church was very upbeat and fun to sing. Wished we could do that at OLV too.
 - o It was really special when they prayed over me. I have never had anyone do that before.

Administration

- Worked on Parish Bulletin and video for Gathering Space TV.

Respectfully submitted by: Lisa Willows

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

The Ministry of Community Life

- Planning has begun for the 2014 Annual Saint Nick's Pancake Breakfast to be held in the Parish Center on December 7th. 60% of the proceeds will benefit OLV youth pilgrimage to NCYC 2015, 40% will be donated to the Davenport Catholic Worker House.

The Ministry of Evangelization

- I have been selected to receive an NFCYM Regional Scholarship to attend the National Catholic Conference for Youth Ministry. I will now be attending the National Conference for Catholic Youth Ministry in December held in San Antonio.

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. Volunteers needed to help staff the board of education information table at the Pumpkin Run (10/24)

- d. Policy Committee (Chad, Patrick, Molly, Jen)
 - a. A number of dress code issues have emerged
 - b. The Policy Committee will review the dress code out of sequence and may begin reviewing the dress code annually.
 - e. Strategic Planning Committee (Chad, Terry, Lisa, Joe)
 - a. No Report
 - f. School Improvement Advisory Committee (Chad, Heather, Molly, Karl, Brock, Jen)
 - a. No Report
 - g. Market/Public Relations Committee (Chad, Heather)
 - a. APR, Scott County meeting on Thursday
 - h. Grant Writing Committee (Chad, Rena Harris)
 - a. No Report
 - i. Parish Council (rotating per schedule) 4th Tuesday of each month 7:00 pm
 - a. No Report
 - b. Molly will work on getting the Board's Strategic Planning notes to the Parish Council
 - j. Finance Council Rep. (Terry, Molly)
 - a. Hiring process ongoing for the Bookkeeper
 - b. Switch to Diocesan payroll processing
 - c. Annual Diocesan Appeal is ongoing
 - d. New roof on Parish Office
 - e. Strategic Planning discussions
 - 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. No Report
 - m. Assumption High School Rep. (Matt Henning)
 - a. No Report
 - n. Scott County Catholic School Advisory Board Rep. 2nd Monday every other month (September, November, January, March, May) @ St. Vincent (Terry, Chad. Pat)
 - a. No Report
 - o. Ad Hoc Committees: NONE
9. NEW BUSINESS: none
10. PASTOR'S NOTES (Msgr Jim P)
- a. Still interviewing for Parish Office positions
 - b. More repairs: sewer pipe break south of rectory
 - c. Clergy conference in Iowa City
 - i. Focus on pornography and dangers of addiction
 - Starts young
 - DVD directed at parents
 - d. Congratulations to Chad on completing his Superintendent Endorsement
12. CLOSING PRAYER – meeting was adjourned at 8:25pm.
- NEXT Regular Meeting: December 2, 2014
- BOE's Rep to Parish Council in November, 2014 (Terry)

Respectfully submitted by Patrick Archer (Secretary)