

Board of Education Minutes - November 2015

Minutes from November 3, 2015 Board of Education Meeting

1. OPENING PRAYER (10 minutes) – “A Board Member’s Prayer”
2. ROLL CALL - Chad Steimle, Jennifer Wemhoff, Pat Archer, Lisa Stachula, Todd Morris, Heather Egger, Mike Lizak, Peter Schuster, Korby Jackson, Melanie Blocker, Michelle Jordan, Brenda Fox, Msgr. Parizek, Zekiel Mientkiewicz.
3. ACCEPTANCE OF AGENDA – Approved.
4. READING AND APPROVAL OF MINUTES OF October 6th, 2015 - Approved
5. COMMENTS FROM AUDIENCE and OPEN FORUM –
6. UNFINISHED BUSINESS- none
7. ADMINISTRATIVE REPORTS- (written reports pre-submitted)

Principal’s Report to the Board of Education November 3, 2015 – 7:00 p.m., GSMR

ETHICAL LEADERSHIP:

1. Several families were notified that their children may have to be excluded from school due to a lack of proper documentation for immunizations or exemptions.
2. We have been informed of and/or been involved in some interesting custody issues. For example, we have a couple of situations in which grandparents are the primary points of contact due to the work schedules of the custodial parents yet we cannot communicate with the grandparents about the children unless the parents authorizes to do so. It is with situations such as these that we are reminded of researchers who say that the notion of a nuclear family raising children has been a modern and short-lived concept. Prior to the 1950s, children were raised in extended families, sometimes spending significant amounts of times living every day with relatives. After World War II, there was the ideal of the nuclear family, which really bumped against reality then too. As the workforce has changed again with two full-time working parents becoming the accepted norm and divorce rates having increased, children are again being raised in extended families that most often include grandparents and blended family households.

LEADERSHIP OF SCHOOL CULTURE AND INSTRUCTION:

1. 6-8 and specials: three groups will be taking an online course on student motivation, and one group will be taking a course on Differentiated Instruction. (Many staff members participated in a three year PD process with DI a few years ago.)
2. Alyce Carey, Laura Burke, Kitty Temming, Beth Roland from the AEA, and I will spend most of our time working through the new facilitation guide we received last month from the DE to evaluate our resource work.
3. Beth Roland will also help with classroom observations focusing on the posting/communication of student learning goals and student engagement techniques, areas that are shifting into their implementation phases after study last year.
4. All teachers of science will participate in training from the AEA regarding the newly approved Next Generation Science Standards. Two will participate in the training in December, two will do an online/in-person hybrid over the winter, and six will do the training in June. Because I have more or less made this training a requirement, we will examine some sort of compensation for those taking it in June, and we hope to use leftover Title IIA professional development funds.
5. Using the MTSS model, we identified students for pull out reading enrichment this semester and communicated with their parents. To qualify, students had to score on the reading screeners at or within approximately the top 95th percentile of their grade level.
6. Title I after school tutoring services have begun. We have 10-15 students participating. To be eligible, students must live in a Davenport Title I building’s “district.” We were recently informed that we should be receiving about \$1,500 more in Title I funds. We may be able to extend the tutoring into the summer. Kayelyn Geurink and Sasha Peterson are the Title I teachers and considered at will employees of the DCSD during their time outside of their JFK contract time. Although the tutoring time is free to the students, we do charge for 15 minutes of aftercare to cover the supervised time between dismissal and the compromised time the teachers go “off contract.”

MANAGERIAL LEADERSHIP:

1. We may want to examine our wages for hourly paid staff (lunch workers, custodians, secretaries, aides, etc.). It has been about three years since we last recalibrated their wages, and we’ve been having some discussions

among administrators as well. A goal for starting teachers' salaries to be 85% of the DCSD starting teachers' salaries seems more palatable to potential employees than the same formula for support positions. Although we do get turned down by teacher candidates due to salary (our \$29,400 compared to the DCSD's \$36,429 (80.7%)), it seems we get turned down even more by non-teachers when they are comparing our \$10 hourly wage, for example, to \$12.

2. We have finished the fall "reporting season," with major reports due about every 15 days between September 30th and October 30th. One question that arose was whether or not non-public schools need to have a TAG program with a TAG endorsed person on staff. The home page of the Basic Education Data Survey (BEDS) - Staff stated that the lack of a TAG endorsed staff member in a TAG assignment at both the elementary and secondary levels will result in an error message. So far, the non-public schools in our diocese have, however, been able to "certify" our BEDS-Staff reports without such personnel/assignments.

3. Our state CPlan was "uncertified" due to needed changes in the LAU plan. The CPlan contains long-range and annual goals as well as information summarizing our professional development. The LAU plan indicates how we screen for English Language Learners (ELLs), provide ELLs services, monitor our ELL services, and how ELLs can "exit" from services. Most everyone's LAU plans in AEA 9 were rejected. The most significant factor causing JFK's to be rejected, it seemed, was because we do not have an ESL certified teacher on our LAU planning team. With the help of the AEA, Debbie Goslin, a retired ESL teacher, has agreed to be a consultant to several small public school districts and the Catholic schools in the Scott County Catholic schools. By listing her involvement as a consultant and a few minor changes, JFK's LAU plan was the first non-public school in AEA 9 to have its LAU plan approved. I have since been helping the other Catholic schools with their plans. The state of Iowa is under federal scrutiny for its EL services. New guidelines, again, will go into effect for 2016-17, and LAU plans will have to be updated for the third year in a row.

4. The September 2015 guidelines for the use of SWVPP-4 funds are broader than the last set of guidelines. However, they also seem to indicate that we cannot charge either a registration fee or an extra time fee. We currently collect about \$7,200 in extra time fees.

PUBLIC RELATIONS LEADERSHIP:

1. Parent/teacher conferences were on October 27th and 29th. We again used Sign Up Genius to allow parents in PS-5 to pick their own conference times. That worked well again. There were only about 3-5 families in each homeroom that had not signed up by the deadline. These families were, then, assigned a time by the teachers. We may want to examine how many hours of conference time we reserve. In the past when a school year was defined as a certain number of "days," we needed 11.5 hours of conference time to count as two "days" of school. With the switch to hours defining a school year, there is no set number of conference time required. Conference time does, however, count as instructional time toward the minimum 1,080 hours needed: JFK's calculations on the DE's forms for this school year are the following:

- a. Full Student Contact Hours (Time on full days of school): 993.2
- b. Partial Student Contact Hours (Time on days with early dismissals): 264.8
- c. Parent/Teacher Conference Hours: 15.5
- d. Annual Lunch Hours: - 58.7
- e. Total: 1214.8

2. Donations for the "No Gala Gala" have begun to come in. One of the challenges we are facing is that no one has stayed involved to steer the "No Gala Gala." It still needs people for marketing, accounting, helping with the online auction and silent auction aspects, etc.

3. The 8th grade "formal" dance that we've hosted the past few years has been brought back. The other schools' guidance counselors were able to convince their administrators to give it another chance. A parent meeting will be held at All Saints within the next few weeks. The parent meeting is at ASCS rather than JFK to help convey the message that the dance is not "JFK's dance;" the dance is the Scott County Catholic Schools' dance. Funds raised support the Scott County Catholic Schools and SAU 8th Grade Career Fair.

ITEM FOR BOARD ACTION:

APPROVAL OF EMPLOYEE HANDBOOK:

Pat Archer made a motion to approve all changes to the Staff Handbook. Lisa Stachula second the motion. The Board members all agreed.

BOE Report from Jennifer Wemhoff DRE

1. Trunk or Treat was held Oct. 24. Prizes were given to the top 3 best decorated vehicles.
2. First Reconciliation is scheduled for Thursday December 3 at 6:15PM.
3. 8th graders participated in a retreat out at St. Ann's parish in Long Grove on Sunday Oct. 11 from 12:30-6:30PM with John Donahue Grossman as the presenter. Lisa and I acted as chaperones for this event. All 8th graders were in attendance and really seemed to enjoy this retreat.

4. Helping Lisa and Zeke with NCYC odds and ends.
5. The NET team has been scheduled for Dec. 14 for the 7th grade retreat. We received an email with dates the NET team had available and we noticed that they had a couple of dates available before the end of the year, so we decided to book them for the 7th grade retreat.
6. Helped to plan and hold a NCYC parent meeting on Oct. 28.
7. Attended the NCYC pilgrimage in Coralville on Sunday Oct. 11.

PASTORAL ASSOCIATE FOR FAITH FORMATION: Trish Gallagher November 2015

1. ADULT FAITH FORMATION Fall 2015

Adult study: Bishop Barron's Jesus Priest, Prophet, King (DVD).completed
 Bible study: Book of Revelation begun 30
 Catholic 101: Outreach for questions for Catholics who wish an adult updating
 Retreat: Mystery of God held October 25
 Hoping to restart "Movies with Meaning" for the Year of Mercy

2. SACRAMENTAL PREP 2015-6

RCIA: Leader for adults 3 in process and RCIC for youth 5 plus 2 in JFK
 On-going support with DRE K-8, Confirmation Coordinator
 Generations of Faith: Implementing Diocesan Life - Long learning curriculum Plan for parish.
 2016 CEW leadership (Assistant Spiritual Director for Men and Women)

3. LITURGY ASSISTANT 2015-6

Assisting chairs for Back to Basics workshop : fulfills OLV Ministry Policy '10 for on-going education and ministry support Providing Liturgy education for assembly by bulletin selections "Mass Movements", Scripture reflections.
 4. 2015-6 "Gather our Families Nights": Because of low attendance in October, canceled November's Mardi Gras (Families of Mercy and Forgiveness)

CATECHETICAL MINISTRY- LISA

1. Booked the NET Team for the 7th Grade Retreat – Date: December 14th at OLV
2. Working with St. Ann's for 8th Grade Retreat with John Donahue Grossman
3. Planned NCYC parent meeting
4. Commissioned Lay Minister with Catechetical Specialization through the Diocese
5. Held "Night of the Living Rosary" for both Faith Formation and YM

Our Lady of Victory Youth Ministry Report to the JFK School Board November 3rd, 2015

THE MINISTRY OF CATECHESIS

1. Our high school youth nights have been going well, averaging 15-20 students per night. Topics have included the rosary, NCYC prep, grief, and serving others.
2. We hope to start hosting middle-school and Young events after NCYC, and probably soon in the New Year. We are beginning to recruit 8-10 volunteers to help with the middle-school youth nights. Hopefully with this number, volunteers will be able to step back for a month if they need it. We may also adjust the date, timing, and frequency of middle-school youth nights to better accommodate the volunteers.

THE MINISTRY OF EVANGELIZATION

1. We will be taking 41 teens and 7 chaperones to NCYC next month. We will be leaving the morning of Thursday the 19th and will be returning on Sunday the 22nd sometime in the early evening.

THE MINISTRY OF STEWARDSHIP

1. On October 17th, OLV Youth Ministry hosted a trivia night which was very successful, raising approximately \$2000 of the Youth Ministry. This should be enough to cover the rest of the trip, our trade items, and other miscellaneous expenses.
2. On Wednesday, November 11th, we hope to participate in the Optimist Clubs Avenue of Flags event. However, due to a lack of participation I fear we may have to cancel.
3. I would be highly interested in joining the Ad Hoc Fundraising Committee. I believe that it would be good for OLV Youth Ministry to be represented, and I believe that I can offer an outside perspective to the proceedings.

THE MINISTRY OF COMMUNITY LIFE

1. On Sunday, December 6th we will be hosting the St. Nicks Pancake Breakfast from 9:00 AM to noon. I have already been making plans and will start announcements in a few weeks.

8. COMMITTEE REPORTS AND COMMUNICATIONS

- a. Generations of Faith Committee – No Meeting
- b. Finance Committee – No Meeting
- c. Nominating Committee – No Meeting
- d. Policy Committee – No Meeting
- e. Strategic Planning Committee – No Meeting
- f. School Improvement Advisory Committee – No Meeting
- g. Market/Public Relations Committee – No News
- h. Grant Writing Committee – No News
- i. Parish Council – No one attended
- j. Finance Council – See Principal's Report Section b
- k. Building & Grounds – Meets Next Month, No Report
- l. Athletic Club – JFK Band Boosters – Home & School – Meets Next Week, No Report
- m. Assumption High School – The official attendance for the 2015-2016 school year has been reported to the state as 452 students.

St. Vincent's Sports Complex project is moving along. Lights are up on both the softball diamond and the multipurpose field. Grass has been planted on the softball field so it will be ready for use this spring. The Century and Booster clubs have collectively donated \$10,000 towards updating the lighting in the main gym, weight room, and locker rooms.

FYI - College Scholarship Info for the last several years offered to Assumption Graduating Seniors.

Year	Grad Students	Total \$	Avg/student
12-13	93	\$4,655,447	\$50,058.57
13-14	115	\$7,887,350	\$68,585.65
14-15	109	\$5,918,154	\$54,294.99

- n. Scott County Catholic School Advisory Board – No News
- o. Ad Hoc Committee –
 - JFK Matriculation into Assumption- Survey is finished, need to set up a meeting.
 - JFK Fundraising Committee- setting up meeting

9. NEW BUSINESS:

10. PASTOR'S NOTES - Zekiel is getting acclimated

11. CLOSING PRAYER

Next Regular Meeting: December 1, 2015