

# Board of Education Minutes - October 5, 2010

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## October 2010

Minutes from October 5th Board of Education Meeting

1. Opening Prayer – Terry offered Board Member's Prayer
2. Executive Session – Notes to follow  
Motion was made to leave executive session and return to our regular meeting (7:30 PM)
3. Roll Call – Chad Steimle, Trish Gallagher, Leigh Boorn, Terry Wendl, Beth Laubenthal, Patty Stevens, Jeff Brennan, Molly Crosby, Dan Zeimet, Carl DeMaio, Sara Peterson (JFK Teacher), Rachael Whelchel (JFK Teacher), Deneen Woerdehoff (JFK Teacher).
4. Agenda accepted by BOE Members.
5. Minutes from August 2010 Meeting - Approved by BOE Members after a correction from Chad Steimle's report from September
6. Open Forum – No open forum
7. There was no unfinished business.
8. Administrator Reports

### **Principal of JFK Chad Steimle**

#### Facilitator of Faith Community:

The human relations retreat option for 5th – 8th graders is on Oct. 24th. This will include 6 to 8 families.

#### Ethical Leadership:

Shelly Stine and I are working on the ITBS accommodations to be made for several students.

#### Leadership of School Culture and Instruction:

The Davenport Catholic school administrators met with DCSD and AEA administrators regarding special education services and the identification of students needing services. Currently, the DCSD is maintaining its position that non-public students needing special education services must be served in the public schools. Students can be concurrently enrolled, and the DCSD will transport students back and forth to the non-public schools, but the DCSD will not provide the services in the non-public schools. The percentage of students receiving special education services in public schools is about 13-15%. At JFK, this figure could be 5% or less if the students were identified and served. Currently, JFK uses its own resource teachers to attempt to meet the students' needs.

#### Professional Development Team activities:

- Members Tammy Nagle, Kitty Temming, Mary Wahlig, and I continue to meet each Monday.
  - Did the Iowa Core implementation plan peer review process at the AEA. Few changes were recommended
  - Led the staff in the exploration of website, allthingsplc.com, and what they learned about PLCs from their exploration of articles and other resources.
  - Saw a presentation regarding the Iowa Core Alignment Tool (ICAT). ICAT is the tool that teachers will use to analyze the alignment of the intended core (as related to the Iowa/Common Core content standards) and the enacted core (what is actually taught in classrooms). The PDT will receive training in November and train staff in the use of the tool later this year.
  - Continued to make preparations for moving staff members through Professional Learning Communities information through Iowa Core's Characteristics of Effective Instruction with a focus on the Revised Bloom's Taxonomy component of Rigor and Relevance. (More information will be available to the board about these topics in the future.)
  - I received training and set up a Moodle site for professional development. Moodle is an on-line tool that teachers can use to post class information, create on-line forums, and manage other class activities. Tammy Nagle, Dianne Siefers, and I are the "teachers" for our PLC moodle.
1. Julie Sarti from McMillan/McGraw Hill was at JFK to do training on the use of the new K-5 reading and language arts materials. She will return in several weeks.
  2. I am working with Ray Shovlain at SAU to coordinate a permanent volunteer opportunity for SAU athletes to interact with our aftercare students.
  3. Several field experience students from SAU are at JFK observing/working with JFK teachers this semester.

4. Dianne Siefers, our technology coordinator, provided technology training for teachers in grades 5-8.

### Managerial Leadership:

The official enrollment count day for the diocesan school survey, diocesan faith formation survey, National Catholic Education Association survey, and Catholic Directory was Sept. 24th. Multiple reports are now being completed.

The official enrollment count day for IA was October 1st. Multiple reports are now being completed.

Enrollment:

- a. K-8 361 355 budgeted (includes 2 students who will leave after the construction season concludes in IA)
- b. 4/5 PS 80 80 budgeted
- c. 3 yr PS 14 20 budgeted
- d. ECLC 18 18 budgeted

Since September, we lost one K-8 student, gained a four year old, and lost an ECLC student whose parent was laid off.

Enrollment projections by grade level were made prior to the official enrollment count dates. The charts were sent to board members with principal's report. Highlights are below:

- a. Formula based upon live births in Scott County:
  - i. K-8 enrollment by 2015-16 using a more conservative growth model: 404 students
  - ii. K-8 enrollment by 2015-16 using a more aggressive growth model: 426 students
- b. Formula based upon the number of baptisms of those aged one and under at Our Lady of Victory:
  - i. K-8 enrollment by 2015-16 using a more conservative growth model: 422 students
  - ii. K-8 enrollment by 2015-16 using a more aggressive growth model: 446 students
  - iii. K-8 enrollment by 2015-16 using a more aggressive growth model: 446 students

While these are only projections, and many other factors can come into play in five years, the fact that JFK has had increasing enrollment throughout this economic downturn makes a very powerful statement about what might happen as or when the economy recovers.

Pre-school to Kindergarten rates:

- a. For the last two years, 43% of our 4/5 year old pre-schoolers transitioned to JFK for kindergarten.
- b. This year, 68% (34 of 50) of our kindergartners came from our pre-school. Other students came from St. Ambrose's Children's Campus, Growing Tree, DCSD's Children's Village West, ASCS, and St. Paul's. Some students had not attended pre-school at all.
- c. Last year, 71% (34 of 48) of our kindergartners came from our pre-school.
- d. If we assume that JFK will continue to have 12-14 students come to our kindergarten from other pre-schools or none and a class size maximum of 27-28 students, then we really only want a goal of about 50-55% of our kindergartners to come from our pre-school unless we want to consider a 3rd section of kindergarten.

Elizabeth Shumaker, a JFK graduate, has been hired for a part-time ECLC aide position. This position was difficult to fill. For some candidates, there were not enough hours. For others, the hours did not fit into their schedules. Brenda Fox and I also interviewed many candidates that we did not find suitable for JFK. Due to the difficulty in filling this position, both Brenda and Alicia Turnquist were paid overtime for almost a month.

1. Personnel files are being reviewed for our 46 staff members and substitute teachers.
2. Multiple building committee meetings were held regarding the building project. I have also helped prepare a timeline document to be available to the committee, the PowerPoint slides to be used for the public meetings, and a frequently asked questions document to be available for distribution. The public presentations are October 10th at 12:30 and October 11th at 7:00 p.m. Both presentations are in the church. Board members are encouraged to attend.
3. Kathy Peterson and I prepared the materials for the fall SCRA grant application cycle. The application was for \$38,000 towards a \$48,000 project that would add the interactive white boards, fixed LCD projectors, student response systems, and associated technology for grades 1-4 and all

- rooms on the first floor. A ceiling mounted projector for the media center was also included in this application. The grant application was presented at the diocese on Sept. 20th.
4. Multiple hours were spent ordering ITBS materials and making sure student information was correctly coded in relation to state student identification numbers.
  5. The NCEA's Assessment of Catechesis and Religious Education (ACRE) test will be administered in November to 5th and 8th graders. We do this assessment every other year.
  6. Sandy Fiegen, a lunch program representative from the DE, was here today to do training for what we will need to produce later in the year for our state lunch program site visit. Deb Friederichs, Noelle Myers, and I attended the training.
  7. During the budgeting process three years ago, we discussed the possibility of an additional part-time administrator. I talked with staff members in-depth to try to define a position and duties. We struggled with what duties would be administrative in nature and what might be more secretarial. To balance the budget, we eventually declined to include an additional office position. I recommend that we begin the exploration of additional front office staff again. Discussions with faith formation staff and parish office staff, who all help with school-related activities, may also be beneficial.

#### Leadership in Diocesan/Parish Context:

1. I attended the diocesan principals' September meeting. I will be leading the elementary level meetings when we break into elementary and high school levels.
2. I attended the diocesan planning meeting at St. Paul's on Oct. 3rd.

#### **Faith Formation – Religious Education Director Trish Gallagher**

##### **1. Supervising sacramental preparation:**

- Joint JFK/ FF Reconciliation 2nd grade parents/ children @125 attended September 23.
- First grade parents only met September 22 for Tour of the Mass.
- RCIA Inquiry sessions continue.
- Faith Formation catechists, total parish, JFK, FF, and Adults were commissioned on Catechetical Sunday, September 18/19.
- Final statistics for enrollment: Faith Formation class totals as of 10/4 = 130 students K-8, 1-18, 2-11, 3-8, 4-12, 5-19. 6-12, 7-12, 8-20, RCIC 3

##### **2. Assessing needs,** and planning and evaluating programs implementing Diocesan curricula.

- Strategic planning group continues its work: Core group meets bi-weekly, associate members are sending in materials.
- Jen and Trish attend Building meetings (non-voting). Trish provided newsletter article and supportive materials for the liturgical education aspects of the building required for 2010-2011.
- Jen and Trish attended the Diocesan Planning meeting.

##### **3. As Adult Faith Formation Director (Level II), 2010-11**Goals include continuing programs, expanding participation in current programs which provide for the spiritual, intellectual, emotional, and religious growth needs of adults.

1. Lee Nagle is set for October 20 here at OLV. Last year over 100 catechists attended. This is a collaborative effort of the MORE association to provide quality certification opportunities in Methodology for Deanery catechists.
2. Adult small group offerings featuring Ron Rolheiser's works began September 27. The theme is everyday spirituality.
3. RCIA Process continues.
4. Women's Enrichment retreat was held September 21, St. Mary's RI, IL. 15 attended. Lynn Olds coordinates this effort.

##### **4. Re: Liturgical Ministry:** PAFF goal: to enhance learning through ministries:

1. Staff began long range planning for First Reconciliation.
2. Trish began review with Pastor, Deacon Agnoli, Liturgy members for Funeral Planning workshop to be held Oct 30. Hope some board members attend.

## **Youth Ministry – Youth Director Leigh Boorn**

### **Leadership in Faith development:**

- I. I met with Pat Sheil from DeWitt and reviewed the needs for the upcoming COR at Our Lady of Victory in January. She provided me with a list of local youth who have attended as potential teen team members. A planning meeting will be held to choose youth team and review other details. Ron and Kathie Gunnare have agreed to head up the kitchen for the weekend. This will allow me to participate on the weekend.
- II. Father Marty has asked the Deanery Youth Ministry leaders to assist with the 8th Grade Vocations Day to be held on October 25th in Davenport and the 26th in Mt. Pleasant. The theme of our session will be on Prayer and Discernment. I will be assisting with this project.
- III. Dan Huber has asked the Deanery Youth Ministry leaders to assist with the Freshmen Retreat to be held on October 22nd as table leaders. I will be assisting with the retreat.

### **Maintain and administer YM Program:**

I have been in contact with Molly, but a meeting has not been scheduled. The Faith Formation Strategic Planning committee is reviewing all the areas including the Youth Ministry portion. I will schedule a meeting after that review has been completed.

NCYC paperwork and deposits have been coming in over the last few weeks. I currently have 26 youth and 7 adults. There are others who have contacted me or are still considering attending, but have not turned in their paperwork and deposit. The deadline to let the Diocese know our estimate is the 21st of October, 2010.

### **Communication with Y.A.C.H.T. (Young Adult Catholics Hanging Together):**

- I. The Fall activity has been postponed as conflicts for several of the leaders were not anticipated. A planning meeting is being held in the coming weeks, for social and study scheduling. Some young adults did attend CEW this past week-end.

Goals for the year:

1. I continue to work with the youth and adult volunteers to connect the Mass to their lives. The September themes have included a discussion about our vocation to be Holy. A youth led session regarding peer pressure. Our Mission to help others to know Christ and a closer look at the Mass. We also spent a night baking cookies for Hospice, Salvation Army and writing letters to soldiers. Part of the group went to Project Renewal to discover their needs and learn how we could help them in the future.
2. I have contacted several youth about an upcoming youth night on Martyr's a topic they chose to present. I offered several youth the opportunity to present on the topic of Materialism.
3. I attended the Faith Formation Strategic planning meeting in preparation for future YM planning. A date has not been set for the first meeting.
4. I have not started working formally on the retreat committee. Although several adults from the parish have agreed to help with the COR retreat in various ways.

### **8. Committee Reports and Communications:**

- Generations of Faith Committee (Trish, Beth, Jeff) – Met on Sept. 10 and continue to work on 5 year strategic plan with input from other members advising our group. Will meet again Oct. 8th.
- Finance Committee – Have not met yet but Chad shared that there will be three phases in their work. These phases are tuition, salary schedule and finalizing the budget. First meeting will be in November.
- Nominating Committee – Karl Stratman was approved by a vote of the board to replace Donna for the remainder of the 2010-2011 school year.
- Policy Committee – No meeting
- Strategic Planning Committee – No meeting
- School Improvement Advisory Committee – Will not meet until spring 2011
- Market/Public Relations Committee – No meeting
- Grant Writing Committee – Did not meet but Chad covered this SCRA Grant in his report.
- Parish Council – Finance Council (Terry) The committee met in September

1. Parish planning meeting in October (Last Tuesday)

- a. Town Hall format
- b. Long term planning for Parish
- c. Ideas for future of our Parish.
- d. Address 6 areas of ministry

2. Continue looking at building plans

3. Input from community for Parish Annual Report

4. Jeff is scheduled to attend but hopefully members of the board will plan on being there.

• Building and Grounds – Patty reported the following

1. White board in parish center
2. Basketball hoops out in parking were discussed but no changes at this time
3. Look for donated trees to be planted this fall.

• Athletic Club – JFK Band Boosters – Home and School –

1. Market Day during Sept.
2. Skate night was Sept 20th –Good attendance
3. Selling Spirit wear
4. Pumpkin Run October 23rd.
5. Requested that spooks for Haunted House to be non parents of students at JFK.
6. School directory is going to the printer this week.
7. Reminder our next skate night will be November 1st.
8. October Market Day is on the 7th.
9. Next meeting November 9th.

- Assumption High School (Dan S.) - E-mail with minutes were sent out – Board members all received these minutes.
- Scott County Catholic School Advisory Board – Meeting will be Sept 13th at 5:15 PM. Terry and Jeff did attend this meeting – minutes sent out by Joe C – all board members received these minutes.
- ECLC – No meeting but Chad shared he was putting this committee together.
- Youth Minister – No meeting

9. **New Business** – No new business

10. Pastor Notes – Msgr. did not attend

Patty and Dan made motion to end regular meeting and to go into executive session

11. Executive Session – Separate notes from this session

Next Meeting Tuesday November 2th

Board of Ed Rep to Parish Council Oct. 26th (Town Hall - Jeff)