

# Board of Education Minutes - October 2011

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

### Minutes from Oct 4<sup>th</sup>, 2011 Board of Education Meeting

1. Opening Prayer – Msgr. offered prayer from new missal.
2. Roll Call – Chad Steimle, Trish Gallagher, Tommy Fallon, Terry Wendl, Molly Cosby, Jeff Brennan, Carl DeMaio, Luke Ebener, Susan Dill, Brock Harris and Msgr. Parizek. Also, Linda Vogel (JFK Teacher) Mary Wahlig (JFK Teacher) and Shelly Furlong (JFK Teacher) attended the meeting.
3. Agenda accepted by BOE
4. Minutes from Sept. Meeting – Approved by BOE
5. Open Forum – No open forum but Terry welcomed the JFK Teachers attending.
6. Unfinished business – No unfinished business
7. Administrator Reports

### **Principal of JFK Chad Steimle highlighted the following from his submitted Oct. report:** Facilitator of Faith Community:

1. All school Masses have been held every Friday in the gym while work is being done on the church. By temporarily re-arranging the schedule, we are now able to return to the regular class and all school Mass schedule, holding each in the gym. This arrangement might take place for several more weeks.

### Ethical Leadership:

1. Anna Schott, guidance counselor, is coordinating any accommodations that students may need for ITBS. The most often used accommodations, although not all used for the each student, are one-on-one or small group testing, extended time, and reading aloud non-reading parts of the tests.
2. There is only one student that may have to be excluded due to immunization issues.

### Leadership of School Culture and Instruction:

#### 1. Professional Development:

- The Professional Development Team of Mary Wahlig, Kitty Temming, Tammy Nagle, and me continues to meet every Monday.
- September's PD included the following:

- § Different groupings of teachers meeting to discuss various students due to academic, social, or behavioral concerns

- § Technology: OnCourse, interactive white boards, and school web lockers

- § Collaborative lesson planning using the template developed in OnCourse

- § Peer observation of at least a period's length of time

- § Article study (See separate e-mail.)

- § Review of "student centered" and "teaching for understanding" as characteristics of effective instruction and changes to the peer observation tool and lesson plan template created in OnCourse

- October's PD includes the following:

- § Collaborative lesson planning using the template developed in OnCourse

- § Peer observation

- § Article study

- § Team building

2. Due to both Mrs. Nelson and Mrs. Whelchel being on maternity leave at the same time now, changes have been made to long-term substitute assignments. Larry Flathman has moved to math in order to more fully take advantage of his science and math background, and Jenny Burmeister is finishing Mrs. Nelson's maternity leave with 6<sup>th</sup> grade language, literature, social studies, and religion classes.
3. There are several field experience students from SAU at JFK this semester.

4. JFK is due about \$2,500 for Title I services. The funds can only be used to serve about 15 students. The amount was determined by the number of free/reduced lunch students. (In the future, we may be able to use the number of students receiving financial assistance as well.) Once the amount of funds is determined, we look at ITBS scores of students whose “home” school would be one of nine elementary or two middle schools in Davenport. There is no correlation between students served and their financial situation. We will be using the funds to purchase technology, such as tablets, which will allow us to see what the uses are for such equipment at JFK.
5. A “Needs Assessment/Strategic Planning” survey will be done electronically within the month. See attached, if I can determine how to print/scan it.
6. Dianne Siefers and I have been working on determining the amount of bandwidth JFK may need in the future, as the AEA is bidding it this year. The data the AEA provided indicated that we averaged about 1.0 Mbps over the last month. However, their data is misleading as it includes 24 hour per day usage, rather than usage during the school day only. The data also indicated, for example, that we maximized our bandwidth (1.5 Mbps) almost every day. We are gathering other data, but we believe we will need at least 8.0 Mbps (which is what Rosetta Stone online would have required) plus possibly another 2-5 Mbps, if we go to 1:1. Regardless of the bid the AEA receives, it appears as if they will only pay for 1.5 Mbps, and the schools will have to pay for the rest. (Our investigation over the summer yielded a bid of \$13,200 per year for 8.0 Mbps.)
7. Discussions about moving toward a 1:1 student to “machine” ratio have begun at JFK. Two questions are related to technology on our needs assessment/strategic planning survey, and we are having discussions with an outside consulting service (who works for CDW). We have also begun conversations with AHS and the other elementary schools in Scott County. AHS is also looking at 1:1. I would anticipate some form of 1:1 at least by 2013-14.

Managerial Leadership:

1. Enrollment:
  - a. 3 yr old PS: 16
  - b. 4/5 year old PS: 80 (of which 75 are 4 years old)
  - c. K-8:
    - i. Peak: 371
    - ii. As of 9/30/11: 369, but three children had their last day on Friday
    - iii. Developments: 3 additional families with five children may be leaving
    - iv. The official count day is October 3<sup>rd</sup>.
    - v. At least one family with a K child on our waiting list has been contacted.
    - vi. A prospective family toured JFK on Friday.
2. JFK will receive PS funding for 75 students rather than 72.
3. The following table contains information about the relationship between enrollment in our pre-school program and our kindergarten for the last three years. If we stay consistent with about 16 students entering our kindergarten that are not coming from our pre-school and if the maximum enrollment for kindergarten is 50-52, then the matriculation goal from our pre-school to our kindergarten is about 43-45%, unless a third section of kindergarten is opened.

	Percent of 4/5 yr old JFK PS students going to JFK	Percent of JFK's K class that came from JFK's PS	Other PSs represented in JFK's K class
2011-12	45% (35 of 78. There were two 3 yr olds in the 4/5 yr old program)	67% (35 of 52)	St. Ambrose Children's Campus (4), DCSD's Children's Villages (5), North Scott (1), Quad City Development Center (1), no PS (6)
2010-11	43%	68% (34 of 50)	St. Ambrose Children's Campus, DCSD's Children's Villages,

			Growing Tree, ASCS, SPS, no PS
2009-10	43%	71% (34 of 48)	

4. The state's APR and CSIP were completed. After October 1<sup>st</sup>, deadlines start for the official enrollment count, BEDS (student and staff sections), NCEA, and diocesan reports.
5. Upgrades to the intercom system/methods have been completed. Additional speakers have been added to the gym and cafeteria.
6. We are exploring text messaging options for parents.
7. Flu shots will be administered at JFK again this year.
8. We have had three companies look at office furnishings/built ins and the staff room. Progress in receiving bids has been very slow.
9. An SCRA grant has been submitted for five rooms for IWBs. If we were to receive the grant, we would have IWBs in PS-8<sup>th</sup> grade and art and band/music. Without the grant, we will have IWBs in PS, 2-8, and band/music.
10. We are in the process of measuring and ordering boards for the new rooms. We will also be exploring storage options for the rooms.
11. We made good progress on personnel files this fall until Mrs. Burmeister began subbing more regularly. We will be without her help in the office for at least three weeks.
12. The lunch program manager position/head cook position is still open. The salary will be substantially increased as we discovered we were paying at least 25% less than comparable positions at ASCS and AHS. Still, two people have turned down the position (one thought it would be too much physically to do, and one wanted more money on a year round basis).
13. Salary information was updated for the parish office for 2011-12.
14. We continue to coordinate Virtus and Protecting God's Children program requirements with the diocese. Five year renewal requirements for volunteers are currently causing us the most grief. The online renewal has to be "opened" by the diocese for specific individuals, and the individuals then have two weeks to do the training before it times out.

#### Public Relations Leadership:

1. Open House was in September. Parent/teacher conferences will be in mid-October.
2. Home & School met in September:
  - Approved teacher allotments of about \$150 per teacher
  - Prioritized what staff members wanted in the new staff room:
    - § Cabinets and sink
    - § Refrigerator with water and ice maker
    - § Tables and chairs
  - Working on a less formal logo or design for spirit wear
  - Chuck E. Cheese and restaurant nights as additional fund-raisers
  - Pumpkin Run with more games and maybe a Haunted hallway rather than a Haunted "house" in the PC
3. Athletic Club met in September
  - Still working on the specialty pieces for the gym wall mats. Trying to recover them.
  - Magazine Sale in September
  - Sprayed weeds/grass in ball field
  - Discussed dead spots developing on the gym floor. AHS did their 12,000 sq. ft. main floor for \$163,000 or \$13.50 per sq. ft. Their small gym was done with a different type of product and with AHS personnel doing much of the prep work at a cost of \$38,750 for 6,600 sq. ft. or \$5.87 per sq. ft.
  - Discussed options for how to replace the divider if it fails and cannot be fixed easily. AC, however, also does not believe the divider is an AC responsibility.
4. The Band Boosters met in September:

- Various fund-raisers discussed and will do a new one with Happy Joes.
  - Eighth grade band students will have the option to attend Blue Man Group in Chicago with 8<sup>th</sup> graders from the other Catholic schools.
  - Kathy Peterson is creating a procedures book for their various activities and responsibilities.
  - Toured the new band/music space to discuss storage for band uniforms and instruments.
5. The Annual Progress Report to the Community was distributed.
  6. The re-designed website should be launched within the month. Training on the manager system has already taken place.

Leadership in Diocesan/Parish Context:

1. I attended the diocesan principal's September meeting:
  - a. State representatives were present to discuss APR, CSIP, and BEDS reports/data collections and site visits.
  - b. I led the elementary principals' discussions, which really served as a "support group" this past month for all of the new administrators.
2. I attended the Scott County Catholic school principals' September meeting:
  - a. Band interactions with the high school: Increasing them and reducing the burden on the AHS band director who ends up doing the work to host the 5<sup>th</sup> grade and 6<sup>th</sup> grade concerts.
  - b. Math: How the transition to the Iowa Core is impacting math offerings and preparation by students. Should there be a math assessment for all students entering AHS? Should the elementary schools all be using the same math textbooks?
  - c. Technology: How would 1:1 options at the elementary schools affect students and the 1:1 at AHS?
3. I attended the September Finance Council meeting:
  - a. Books were officially closed for 2010-11
  - b. Proposed discussion with the diocese regarding our campaign to increase envelope giving to pay off building debt rather than a building debt reduction campaign and the impact the different methods have on the Annual Diocesan Appeal.
  - c. Parking lot bid of about \$185,000 was approved. It's about \$15,000 over what had been budgeted.
  - d. Review of building project actual income and expenses. It's doing well. Contingencies are about \$80,000 under budget. Available income is about \$15,000 over budget.
4. I attended the SCCSAB's marketing meeting: Will do a general Catholic schools' survey.
5. I attended the SCCSAB's regular meeting:
  - a. Marketing report: the June meeting with the Catholic schools' marketing representative
  - b. Finance and Human Resources report:
    - i. How will we respond to the state's report of increasing starting teacher salaries to nearly \$40,000 and having four tiers for pay?
    - ii. Salary and benefits comparisons for ALL positions, not just teachers
    - iii. How to increase funds: stewardship vs. tuition and financial assistance
  - c. Faith Formation and Education:
    - i. New Roman Missal implementation
    - ii. Technology
6. I attended twice per month building progress meetings with the general and sub-contractors:
  - a. East classrooms are now scheduled to be turned over to us October 28<sup>th</sup>.
  - b. The church is currently on pace to be completed in about mid-December.

Respectfully submitted by Chad C. Steimle

**Faith Formation Report Highlights**

## **Pastoral Associate for Faith Formation**

Trish Gallagher Board of Ed report October 2011

1. **Providing faith formation**, religious education and sacramental preparation for all members of the parish faith community.
2. **Supervising sacramental preparation:**

*First Grade Parent meeting wit Monsignor-  
Reviewing as needed First Reconciliation prep meeting with Jennifer as needed  
RCIA Inquiry sessions since August 25, held team scheduling meeting*

3. **Available for Youth Ministry/ Confirmation Coordinator** as requested,

*Eagerly awaiting new Youth Minister- Lisa and Jen clear all moving cartons from office*

4. **Faith Formation catechists: Wednesday evening sessions have been held since 9/ 7**
5. **Assessing needs**, and planning and evaluating programs implementing Diocesan curricula.

*Strategic planning group Goals reviewed at staff:  
Roman Missal Committee meetings are winding down as implementation continues.*

6. **Acting as parish resource person** in methods and in some areas of theology. *CEW preparations are in full swing. Trish is serving as Assistant Spiritual Director for the weekend.*

7. **Managing the Faith Formation office:**

*We are settling in to our office area well.  
Monday staff planning sessions continue. This provides attention for weekly staff needs and work schedules for Faith Formation events.*

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

1. Adult small group sessions for offerings featuring Paul Turner's booklet Understanding the Revised Mass Texts are set for October Books are being distributed at church.
2. Movies with Meaning starts October, Carl and Kellie DeMaio coordinate. A fine series is proposed for the year
3. Women's Enrichment, meets monthly. Lynn Olds coordinates. Ron Rolheiser's Creating Sabbath Space in your lives has begun.
4. Trish actively supports Parish Council, Vocations Committee, Wellness Committee projects, co-operates to distribute shawls for Prayer Shawl Ministry.

- II. **Re: Liturgical Ministry:** PAFF goal: to enhance learning through ministries:

1. Roman Missal Committee planning is being implemented.
2. Two Ministry Formation Workshops II were held about the Roman
3. Children's Liturgy of the Word continues

- III. Regarding Family Life/ Pastoral Ministry: *Working with the 50<sup>th</sup> anniversary Committee.*

## **K-6 Board of Ed Report for October . submitted by Jennifer Wemhoff**

I planned and held two catechist and support helper meetings in August.

I planned the First Reconciliation parent/student meeting to be held October 6 entitled "Joseph and the Coat of Many Colors."

I am planning "Trunk or Treat" that will take place on October 29<sup>th</sup>.

## **Kathy Wierzba Confirmation Coordinator October Board of Ed report**

Attended and assisted with 7<sup>th</sup> and 8<sup>th</sup> grade parent meetings on August 24 and August 31.

Attended planning meetings for catechists.

Attended a meeting with the JFK 7<sup>th</sup> and 8<sup>th</sup> grade teachers to discuss how to coordinate the Wednesday evening Faith Formation program with the JFK religion classes.

Encouraged 7<sup>th</sup> grade students to babysit during CEW prayer service on Sunday, October 2 as one of their service projects.

**Youth Ministry – Terry introduced our new Youth Minister (Tommy Fallon) to the Board of Education. Board members introduced themselves and welcomed Tommy to his new position.**

#### **Committee Reports and Communications:**

- Generations of Faith Committee – No Meeting
- Finance Committee – Next meeting in November.
- Nominating Committee – No Meeting
- Policy Committee – Meetings will start after January 2012.
- Strategic Planning Committee – No Meeting but Chad included a needs assessment/strategic planning survey to be reviewed by board members.
- School Improvement Advisory Committee – Meeting in December to review information about the site visit coming up after first of the year.
- Market/Public Relations Committee – No meeting
- Grant Writing Committee – SCRA grant has been submitted for five rooms for IWBs. If we were to receive the grant, we would have IWBs in PS-8<sup>th</sup> grade and art and band/music. Without the grant, we will have IWBs in PS, 2-8, and band/music.
- Parish Council – Hearing adaptive equipment about ready to be tried out. Also, parish directory will be updated during 2012.
- Finance Council – Discussion to repair parking lot before winter
- Building and Grounds – will be meeting this Thursday.
- Athletic Club – **See principal report under public relations (#3)**
- Band Boosters – **See principal report under public relations (#4)**
- Home and School – **See principal report under public relations (#2)**
- Assumption High School – Email was sent out earlier for BOE to review. (will need to update email for new members on the board)
- Scott County Catholic School Advisory Board – **See principal report under public relations. (# 5)**

New Business – None

Msgr. Parizek reported the CEW for the women in the parish went very well over the past weekend. He reminded the board the CEW for the men was coming in two weeks. Also, the church construction should be completed in December.

Closing Prayer – Group Hail Mary

The BOE meeting ended at 7:50 PM.

Next School Board Meeting Tuesday Nov.1st – Nov. Parish Council Patty