

Board of Education Minutes - October 2012

1. OPENING PRAYER (10 minutes) – Year of Faith Prayer
2. ROLL CALL – Terry Wendl, Brock Harris, Tommy Fallon, Lisa Willows, Monsignor, Chad Steimle, Matt Henning, Pat Archer, Patty Stevens, Karl Stratman, Susan Dill, Jessica Larson (JFK Teacher), Caitlin Streit (JFK Teacher), Angie Logan (JFK Teacher), Trish Hinchman (JFK Teacher)
3. ACCEPTANCE OF AGENDA – Unanimously approved
4. READING AND APPROVAL OF MINUTES OF September 2012 – Unanimously approved
5. COMMENTS FROM AUDIENCE and OPEN FORUM – No comments made
6. UNFINISHED BUSINESS
 - Parent report card is still work in progress
7. ADMINISTRATOR REPORTS (Written reports pre-submitted) (30 minutes):

Principal of JFK (Chad)

Principal's Report to the Board of Education October 2, 2012

Facilitator of Faith Community:

1. At the all school Mass on November 1st, we will participate in an All Souls' Day activity. Trish Gallagher is helping to design this activity.
2. A National Evangelization Team conducted retreats for 7th/8th graders this month. This team of 8-12 young adults uses a unique blend of humor, skits, reflection, prayer, and Mass to create a powerful retreat experience for students.

Ethical Leadership:

1. Attendance concerns letters were sent to parents/guardians of students who missed five or more school days in the first mid-quarter. We are moving toward requiring medical excuses for the absence of one student.
2. Staff members do a great job dealing with diabetes or allergy issues for which materials are not at school or the instructions are unclear.
3. I am attempting to act as a "middle man" for a family requesting financial assistance. The family belongs to another Catholic parish. They do not qualify for FTP assistance, and they do not qualify for the additional financial assistance we have on the budget for non-Catholic families who qualify for FTP assistance but are denied assistance because we have "maxed out" on the number of non-Catholic families receiving FTP assistance. The family claims that the extenuating circumstances from last year plus the slow economy this year are causing them to have difficulty keeping up with payments.

Leadership of School Culture and Instruction:

1. Professional Development:

- a. September's PD time was used for the following:

- i. To receive video camera training so teachers can record and reflect upon their own teaching.
- ii. To implement the Iowa Core:
 1. Using OnCourse Online unit and lesson planning program to show specific Iowa Core standards and benchmarks met.
 2. Working with an AEA math consultant for math teachers in grades 3-8 to continue to focus on math content standards.
 3. Working with an AEA math consultant for PS-2nd grade teachers to begin work with the eight mathematical practices common to K-12 math work and to see how they apply to specific math standards.

iii. To learn and implement the data team process by the remaining 1/3 of the staff. Led by an AEA math consultant, this work will focus on how the eight mathematical practices can be supported in non-math content areas.

b. October's PD time will be used for the following:

i. To implement the Iowa Core:

1. Conducting and discussing peer observations.

2. C-Plan (Consolidated Plan)

a. A draft of JFK's plan is included. The final version did not export electronically.

3. JFK 3rd-8th grade math teachers will be going to the AEA for additional training and collaboration with other teachers in AEA 9.

AEA math consultants will meet with AEA 9 Catholic school principals to discuss the implementation of the Iowa Core math, including Algebra concepts and high school courses.

4. Julie Bauer and Angie Logan will be attending an overview the AEA is conducting about the implementation of the Iowa Core English/Language Arts.

5. We are hearing that the Common Core for Science should be available this year. If the same practice for math and ELA is used for science, Iowa will examine it, make minor modifications, and roll it out within about twelve months.

6. Smarter Balanced Assessments for math and English/Language Arts should be ready for administration in late spring of the 2014-15 school year. Sample test questions and the technology requirements necessary for administering the tests are becoming available.

7. Anna Schott and I are continuing to work with SAU on the 8th grade Catholic schools' career fair. A late February date has been selected now - February 25.

8. Last week was Healthy Living Week at JFK. While each day had a theme, what impressed me the most was the amount of walking or running that was done during recesses. The "winning" lower grade class averaged about 1/2 mile per student at each recess. The "winning" upper grade class averaged about 3/4 mile per student at each recess.

9. For the 2008-09 and 2011-12 budgets, there was discussion about an additional PT or FT position to assist with administrative, managerial, and secretarial tasks. In 2011-12, we added about 600 hours of secretarial help for the year. I am currently researching job descriptions for School Administration Managers or Assistant Principals, gathering data about time and tasks, and considering funding models.

Managerial Leadership:

1. Enrollment Updates

a. October 1st is the official count date in Iowa

i. JFK's PS-8th enrollment will be at a record high

1. Previous record was 469
2. 1992-93: 411 K-8, 58 PS
3. 1993-94: 414 K-8, 55 PS
4. Anticipated 2012-13 enrollment = at least 473

b. September 21st is the official count date for NCEA/Diocesan reports:

i.	ECLC = 21	Budgeted = 18
ii.	3 yr old PS = 17	Budgeted = 20
iii.	4 yr olds in PS = 67	Budgeted = 75
iv.	5 yr olds in PS = 1	Budgeted = 5
v.	K-8 = 388	Budgeted = 381

c. 2013-14 Predictions:

- i. The first enrollment predictions will be made in Nov/Dec so tuition rate discussions can be held.
- ii. The initial enrollment prediction for Kindergarten will be reduced by 10-15% from current levels to match the reduction in PS students. It will likely be in the 43-47 student range.
- iii. An overall K-8 enrollment increase is still possible as 35 8th graders graduate.

2. PS funding issues confirmed:

- a. Partners with unused state funds must return them annually to the district
- b. The DCSD is now requiring quarterly expense reports with receipts

3. "Student Reporting in Iowa:"

- a. Every empty field will generate an error for each child, for example, that must be manually corrected. For example, we have never entered a student's county of residence. Our database, thus, contains at least 388 "errors" with just this item. Assumption, which had been using Project EASIER before, had about 1,200 errors in their first upload. JFK may have many more.
4. Anna Schott and I attended the webinar training session for the state's new bullying reporting procedures. Using the system is the easy part. Many questions, however, were raised by participants regarding definitions and student privacy concerns. Department of Education representatives will follow up.
 5. Quotes for cabinetry in the new east classrooms are being received. Additional donated funds and Band Boosters' funds will help pay for the instrument and uniform storage in the music/band room.
 6. Volunteer participation is a concern at all of our Catholic schools. The following, sent by a local Catholic school, generated a lot of e-mail response by diocesan principals: "Do any of your schools have a set mandatory number of volunteer hours for your families? Is this a Board of Ed. Policy in your school? Our Home and School Association is looking for ideas to increase the number of parents involved in their various activities." Of the ten schools responding, none had a requirement. Most concerns dealt with monitoring and the "penalty." The closest one school has is a non-monitored request of 25 hours per year in parish or school volunteer activities. (See separate document.) This school also reported that it struggles to have someone at the gate for athletic events.
 7. I am re-examining our evacuation plans and may be contacting the police department for additional assistance. Our current school evacuation plans have us going from the school to the church. We may be looking for sites that are within walking distance of JFK and that can accommodate 450 people.

Public Relations Leadership:

1. The National Catholic Education Association accepted my workshop proposal for marketing:

Marketing: The Heart of the Matter

If we want to "Raise the Standards" in our marketing, we need to translate our data into stories that appeal to the hearts of parents and convince them that they want and need a Catholic school education for their children. The theme for Catholic Schools' Week is Catholic Schools Raise the Standards. The convention is in Houston in April.

2. Working with boy and girl scout council leaders for registration has been a phone tag challenge this year, but we finally got "lunch talks" scheduled.

Leadership in Diocesan/Parish Context:

1. I attended the Diocesan Board of Education meeting. I was "elected" secretary.
2. I am a member of the state accreditation site visit teams for All Saints and Prince of Peace. Their site visits are in October and November, respectively.

Pastoral Associate for Faith Formation

Trish Gallagher Board of Ed report October 2012

1. Providing faith formation, religious education and sacramental preparation for all members of the parish faith community. "Share our Faith Initiative" for evangelization, leadership
2. Supervising sacramental preparation:

- Available for K-6 Coordinator for First Rec / Holy Eucharist as needed
- Available for Lisa Willows, Confirmation Coordinator as needed, was available for NET retreats
- RCIA Catechumenate sessions are in process, Tom and Sandy Brus will assist with new inquirers as well.
- Sacramental prep for JFK begins this week

3. Available for Youth Minister as needed:

We thank Tommy for helping give a retreat prep and being there at the NET to see what is going on.

4. Faith Formation catechists: see K-6 report

5. Assessing needs, and planning and evaluating programs implementing Diocesan curricula.

- Need for BOE work with evaluation process for programs and administrators
- Need for support of parish review of salaries/ for parish employees

6. Acting as parish resource person in methods and in some areas of theology

7. Managing the Faith Formation office:

- working on chairs for GSMR
- October Registration Numbers for Faith Formation:

Families in Faith Formation 2012-2013 (73); Families with 1 child (44); Families with multiple children (29). Catechists free tuition - 2; Support Helpers with children attending FF classes - 8

Kindergarten	9
1st Grade	14
2nd Grade	12
3rd Grade	14
4th Grade	8
5th Grade	11
6th Grade	12
7th Grade	12
8th Grade	15

II. As Adult Faith Formation Director (Level II)

1. Generations of Faith Plan in operation for October. Sue Dill will report. We hope to increase parish understanding of this effort, and market our efforts in ever more effective ways.
2. Adult "Year of Faith" learning will highlight Catholicism: a DVD / discussion series of 10 by Fr. Barron. 3X / week / every other week for 10 sessions.
3. Bible studies on Mark will be held in the Fall.
4. Movies with Meaning starts again this fall, Carl and Kellie DeMaio coordinate.
5. Women's Enrichment, meets monthly. Lynn Olds coordinates. This year's book will be Aspects of the Heart by Sr. Joan Chittester.
6. Spirit 2, a 9AM -3PM retreat for those experienced in Spiritual life will be held October 13th. It includes a DVD retreat on Generative Spirituality by Ron Rolheiser.
7. Trish actively supports Parish Council, Vocations Committee, Wellness Committee projects, co-operates to distribute shawls for Prayer Shawl Ministry.

III. Liturgical Ministry: PAFF goal: to enhance learning through ministries:

1. Pre-planning for Dec 8th workshop for ministry, focusing on Vatican II impact on liturgy, and the Parish funeral planning workshop are under way.
2. Children's Liturgy of the Word will continue this year. A Mass booklet will be available for little ones returning to their families.

IV. Regarding Family Life/ Pastoral Ministry: Supported 50th anniversary Committee.

- As an active member of the committee, my work included providing material and texts for the Parish Directory, promotion in parish communications, etc.
- As member of subcommittee for the Mass with the Bishop on September 30th, at 3PM, worked on general plan, paperwork for Deacon Agnoli and program for Mass.

Board of Ed. Confirmation Coordinator Report from Lisa Willows

- Attended weekly staff meetings
- Sent weekly updates to JFK/FF staff as to sacramental/sponsor forms returned for confirmation
- Presented JFK/FF students with bibles and bookmarks
- Attended MORE meeting on 9/18
- Planned meals, and contacted parents for help housing NET team (six responded)

10 volunteers for helping for 7th and 8th Grade Net Retreat (9/24 and 9/25)

- Attended Net Retreat on 9/24 and 9/25

36 7th Graders attended (2 were non-catholic) and 44 8th Graders attended the Retreats. Student participation was made possible by GALA funds.

- Attending meeting with Mary Weiser on “Circle of Grace” curriculum for safe environment and gave feedback on the program.

Discussed possible implementation/costs to Parishes/Diocese in 2013/2014 if approved. The BOE will be kept informed of developments concerning this.

Youth Minister – (Tommy Fallon)

Youth Ministry Report to Board of Education – October 2nd 2012

- I attended the September pastoral staff meetings
- I attended the September MORE meeting
- I attended the September Davenport Deanery Youth Ministers meeting
- We held our first Jr. High Youth Night of the year on Friday September 2nd. All Jr. High Nights this year will be the 1st Friday of every month,
- We started back up our high school youth ministry program and after 4 weeks we are averaging 20 -25 youth per night, one of the highest in the Deanery.
- I spoke in the 7th and 8th grade classrooms about what a “retreat” is and why we do them
- We held the Victory Dash 5k on Saturday September 22nd
 - This event was not successful – About 30 walkers/runners. Monsignor won his age group!
 - There was a low number of participants due to possible bad timing of the event and not enough publicity
 - We’ve already started planning and organizing ideas to make next year’s more successful. Online registration, different dates
- I attended the 7th and 8th grade NET retreats
- Youth ministry volunteered to work the dunk tank and concession stand at this past Saturdays Parish 50th anniversary festival. We also provided and served the cookies for the reception following the 50th anniversary mass
- Upcoming youth Ministry events for October include a Deanery Jr. High Halloween Party hosted by Lourdes and the High School Youth Rally

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

- Generations of Faith Committee (Susan, Deana, Trish) - Refer to Trish’s report and look in the bulletin for future postings of events
- Finance Committee (Chad, Joe, Terry, Patty) - No report
- Nominating Committee (Brock, all board members) - No report
- Policy Committee (Chad, Patrick, Patty, Molly) - No report
- Strategic Planning Committee (Chad, Terry, Joe) - No report
- School Improvement Advisory Committee (Chad, Deanna, Molly, Karl, Brock) - No report

- Market/Public Relations Committee (Chad, Patty, Susan, Matt)
 - Board committee members met Monday, Oct. 1.
 - Discussed print advertisements and concluded it would be best to focus on special publications. The school logo is important in ads.
 - Discussed marketing to preschool families – Getting about 46% of preschoolers in kindergarten and we have smaller numbers in the preschool this year than last year.
 - Looking into auto-dialing or texting programs
 - Working on Facebook page to involve younger families even more.
 - Discussed follow-up with the Baptismal Teddy Bear program. Start database, contact at 1 year Baptismal anniversary and again at preschool age for encouragement to come to JFK.
 - Discussed the possibility of having more activities in the winter and including the preschool age families.
- Grant Writing Committee (Chad, Kathy Peterson)
 - Sent SCRA grant application for about \$40,000 for lighting and ceiling tiles in parts of the building.
 - Lisa Stahula (sorry for the spelling) was complimented by Chad for her research included in the grant application.
- Parish Council (rotating per schedule) 4th Tuesday of each month 7:00 pm
 - September – Terry
 - 50th Anniversary Party Details
 - Strategic Planning to begin late October or early November
 - Ladies' Council donated \$10,000 for gathering space furnishings! – 4 benches, kiosk, tables
- Finance Council Rep. (Terry, Molly)
 - Discussed envelope giving in parishes in the Diocese
- Buildings & Grounds Rep. 2nd Thursday 7:30 pm (Patty, Brock, Matt)
 - Basketball hoop
 - put it up and see how it goes
 - remove during Summer vacation?
 - look into a hoop that can be disabled after school hours
 - Light Replacement
 - Suggestion given to buy materials and get volunteers from the Parish and school to put it up.
 - Roof accessibility by unauthorized people was discussed
 - Need to find a way to keep people off the roof because the fence isn't working
- Athletic Club
 - Magazine sales are underway (and have since concluded. The \$20,000 sales goal was met.) Hoping for \$12,000 net.
 - T-shirts are being purchased for volleyball teams. New uniforms will be considered for next year.
 - Several members will attend the Buildings and Grounds meeting to discuss basketball hoops.
 - Two new trophy cases will be considered for next year's budget.
 - Coaches will be required to order a JFK polo shirt from Land's End, and the Athletic Club will pay for them.
 - A magician will be at JFK on October 12th.
- JFK Band Boosters
 - Band Boosters accepted the challenge to increase their portion for instrument storage to about \$2,574.
- Home & School Rep. A
 - Skate nights are beginning
 - Cabinetry work has been completed in the staff room
 - JFK night at Sonic was held in September
 - A fun night coordinator is needed
 - Teachers' proceeds from Market Day were discussed. It was decided to give everyone the same amount regardless of sales related to a particular grade level. (After the meeting, there has been discussion about whether it would have to be considered a bonus, and, thus, taxable income.)
 - Chad keeps cautioning Market Day leaders that they should not promote winning a freezer for Market Day purposes as a location for a Market Day freezer at JFK has not been identified. (We just added a donated freezer for the lunch program, and we could still use more storage for food.)
- Assumption High School Rep.

- Dan sent a report to board of education members
- Scott County Catholic School Advisory Board Rep. 2nd Monday every other month (September, November, January, March, May) @ St. Vincent (Terry, Matt, Joe)
- Lourdes representative reached out for ideas to help increase their enrollment
- Scott County Catholic Middle School was mentioned, but was not discussed in much length
- Strategic plan needs to be back in place to help all schools
- Ad Hoc Committees: None

9. NEW BUSINESS:

- Review of the BOE Constitution and By-Laws
 - Everyone should have a copy. Next month we will begin looking for revisions in 3 – 4 pages at a time increments. Board members need to BE PREPARED for at least the first three pages at the November meeting.

10. PASTOR'S NOTES (Msgr Jim P)

- Record high JFK enrollment got applause at the weekend Masses.
- Sister Laura will be at the Masses the weekend of October 6 and 7 to talk about the Annual Diocesan Appeal – Amount is found by Parish income, not number of families. OLV has been promised no increase in our amount due to our building mortgage, however, the Diocese did increase our goal this year by \$2,616 over last year. Diocese suggests households should look into giving 1% of their annual income.
- Parish cleans the databases because there are things the Parish pays to the Diocese depending on number of families. For example, the Catholic Messenger is paid for based on half the total number of households registered with the Parish.
- Monsignor shared his appreciation for what everyone has done and continues to do for our Parish and our school.

11. CLOSING PRAYER – Hail Mary

NEXT Regular Meeting: Tuesday November 6, 2012

BOE's Rep to Parish Council on Tuesday October 23, 2012 (Deanna)