

## Board of Education Minutes - October 2013

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1. OPENING PRAYER (10 minutes) – Hail Mary
2. ROLL CALL – Monsignor, Chad Steimle, Trish Gallagher, Terry Wendl, Deanna Kelley, Pat Archer, Karl Stratman, Brock Harris, Chris Sigwarth, Molly Crosby, Lisa Stachula, Lisa Willows (Catechetical Ministries Assistant, Confirmation Coordinator), Jennifer Wemhoff (FF K-6 Coordinator), Ethan Connors (JFK Band Teacher).
3. ACCEPTANCE OF AGENDA – Unanimously approved
4. READING AND APPROVAL OF MINUTES OF September 2013 – Unanimously approved
5. COMMENTS FROM AUDIENCE and OPEN FORUM – No comments were made.
6. UNFINISHED BUSINESS
  - a. Parent report card:
    - i. Molly Crosby distributed a draft of a letter to go out to all JFK families that emphasizes the requirement of participation in the parish/school through time, talent, or treasure. The board will edit and finalize the letter for a vote at the next BOE meeting.
    - ii. Molly suggested that we have face-to-face interactions with parents about this expectations. One suggestion was to have members of the board visit the meetings for each grade at the beginning of the academic year.
    - iii. Along with the Parent Report Card, we discussed the enforcement of the 3-tiered tuition structure.
7. ADMINISTRATOR REPORTS (Written reports pre-submitted):
  - Principal's Report to the Board of Education (Chad)

### Facilitator of Faith Community:

1. All school Masses in October are on the 4th, 7th, 25th and 31st. We will add some additional prayers and reflection to Adoration on the 4th in recognition of the Worldwide Children's Eucharist Holy Hour. Our Parade of Saints will be on the 31st as there is no school on the 1st.

### Ethical Leadership:

1. We are working on attendance issues with several students.

### Leadership of School Culture and Instruction:

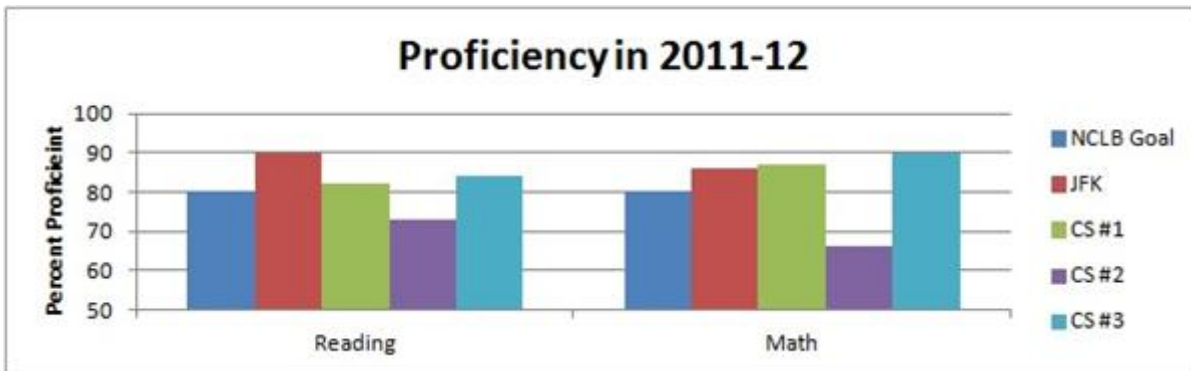
1. Professional Development:
  - a. The PDT of Kelly Poster (K-2), Jessica Larson (3-5), Julie Bauer (6-8), Caitlin Putnam (resource), and Sara Tilkens (specials) meets on Mondays. Deneen Woerdehoff has been added to the team as she is playing a key role in the Rtl implementation process.
  - b. PD time in September has been used for the following:
    - i. Implementing the Iowa Core through the use of OnCourse
    - ii. Training in the Rtl process
      1. Caitlin Putnam, Kelly Poster, Deneen Woerdehoff and I attended the Response to Intervention process training in Des Moines on September 11-13. AEA personnel Maggie VanFossen and Tammy Schaefer have been assigned to JFK for the implementation process, and Maggie attended the training with us.
      2. Attached is PowerPoint we used to introduce this Rtl process to staff and show its connections to what we have been doing over the last ten years and their developments over time. (It might be useful to go through the PPT before proceeding through the rest of my report.)
      3. Caitlin and Kelly focused on training the staff to administer the CBMReading, eReading, and aReading universal screeners for grades K-6. Deneen focused on IGDIs, which are the universal screeners for preschoolers, and Iowa TIER, which is the data system for all of the process. Because the four year old preschoolers are claimed by the DCSD through the state id number, we will only test our five year olds in preschool, which actually works out well as the five year olds cannot be assessed using the same system for the four year olds anyway.
    - iii. Developing the stewardship assessment identified in the Board's strategic plan. Julie Bauer led this work. (Jessica Larson was not a leader for our PD work this month as she was receiving the Rtl training herself, and Sara Tilkens is on maternity leave.)
2. Diocesan principals seem to be in agreement to have specials teachers meet at least once during the year in Iowa City. They would meet on the same day as the principals do. November might be PE teachers, while January might be music/band teachers. I prepared a draft of the professional development agenda that might be used for music teachers.
3. The Iowa Assessments will be administered beginning the week of October 21st. Kindergarten will not be

taking any tests as they have been discontinued by Iowa Testing Services.

4. We have been told that the potential switch from Iowa Assessments as the official testing instrument in Iowa to Smarter Balanced Assessments will now not be until about 2017-18.

5. The Next Generation Science Standards (think Common Core science) are available for public input through the DE's website, [www.educateiowa.gov](http://www.educateiowa.gov).

6. In light of the Quad City Times article last week about poor performing schools and districts in the area and in Iowa, I did some research for our local Catholic schools using data available on the DE's website and JFK data..



With the NCLB goal rising to 94% proficient in 2012-13, JFK did not meet this target. Reading proficiency was 86%, and math was 84%. It is unlikely that any of the other Catholic schools met the 2012-13 targets either. It is doubtful that any school in Iowa will meet the 100% NCLB goal this year.

As we continue to move ahead, we, including the board may want to be thinking about the following: How serious are we about getting 100% of our students reading at grade level and doing math at grade level? What sorts of structural/system changes will be necessary? What will be sacrificed? What will be the right balance? What will it cost? How will it be funded? We could consider the following, for example:

- Hiring additional reading and math teachers for all grades
- Replacing aides with teachers. Two to three aides cost about the equivalent of one FT teacher
- Altering our daily schedule to allow more time for reading and math but taking the time from other subject areas. What will happen as/if the requirements in the other areas increase as well, as we are starting to see?
- Adding after school reading and math clubs and making them mandatory for the lowest performing students
- Asking or requiring parents to get even more involved in the academics for their children. What does one say when parents write "excuse notes" for students not completing homework because of athletic practices?

7. We have begun working with Assumption's National Honor Society students to provide math tutoring after school for students. (Along the same line of questions as the above, we've had to address questions such as where they will meet and who will supervise both the AHS and JFK students while on campus for even this activity.)

#### Managerial Leadership:

1. We have entered "reporting season." Between September 15th and October 30th, multiple state, diocesan, National Catholic Education Association, and district reports are due. For several of the reports, similar questions are asked, but the definitions are just different enough that different calculations are required. For example, how racial and ethnic groups are defined require different counts. Dates for doing the enrollment counts also vary. Several use the third Friday in September, and others use October 1st. In addition to completing reports, we also upload and/or export data for several purposes to the DE and Iowa Testing Service (to obtain our Iowa Assessments), for example. Currently, our data has been thoroughly scrubbed is going through the test filters cleanly. Systems go "live" after October 1st. Dianne Siefers, Dawn Henning, and Laversa Carlin have been invaluable in this process. As we complete the reports, information about this year's student body will be shared, and here is some information based upon the Sept 20th count date:

- a. K-8: 370. Last year: 388
- b. PS:
  - i. 3 yr old PS: 14. Last year: 17
  - ii. 4 year old: 73. Last year: 67
  - iii. 5 year old: 7. Last year: 1
  - iv. Total: 94. Last year: 85
- c. Total PS -8: 464 students. Last year: 473
- d. Average K-8 class size: 20.6. Last year: 21.6

- e. ECLC: 20. Last year: 21
- f. Free/reduced: 14%. Last year: 9%
- g. Transportation services: 39%. Last year: 32%

2. We received this year's preschool agreement from the DCSD. Last year's document was three pages. This year's document is fourteen. There are, once again, changes and questions about interpretations. Verbal statements by those who meet with the preschool partners do not match the contract language written by others from the administrative office. I have been in communication with the DCSD to clarify items and attempt to determine why the contract does not match other written documentation from the spring. An example of a change is that any purchase of an item worth more than \$250 must have prior approval from the district, be inventoried by the DCSD, and labeled as DCSD property. So far, the response from the DCSD seems to be that the longer we spend questioning things and not signing the agreement, the longer it will be before we receive funds. The DCSD had verbally stated that funds would be available as early as September 23rd. However, we did not get the new contract until September 19th. Delayed funding threatens to put smaller preschool partners out of business.
3. I believe we have missed 5-7 afternoons due to heat this year. Central DeWitt recently air conditioned its buildings for about \$8,300 per room. To do just our 17 classrooms that currently either have no air conditioning or have window units at the same cost per room would be about \$141,000.
4. The campus safety committee approved new lower level security doors to help separate the parish center from classrooms and a new panic bar and lock system for the parish center door. Funds for this \$9,400 job will come from an anonymous donor who has made a two year commitment of \$1,000 per month. The committee approved that we proceed with writing a Fall SCRA grant application for changing locks on classrooms so they can be locked from the inside and electronic door locks for exterior doors. The grant application, thus, requested about \$22,860 from the SCRA. The committee also recommended exterior signage around the school that will direct visitors to the 42nd Street entrance, especially when approaching the building from the parking lot.
  - a. DISCUSSION: Break-in and theft of a laptop and camera on 9/30. We discussed the costs and effectiveness of security systems and the recurring problem of access to the Parish Center roof.

#### Public Relations Leadership:

1. The Annual Progress Report to the Community is at the printers. A smaller brochure was also revised and sent to the printers. We typically use the brochure for two years.
2. The guidance counselors of the elementary schools are working to set reasonable parameters for the 8th grade "Snow Ball" so it doesn't become an 8th grade "prom." Cancelling it in its entirety has also been discussed as there is still some difficulty at one of the schools in particular. Funds raised from this dance are used to cover the costs of the 8th grade career fair that SAU does not absorb.
  - a. DISCUSSION: The discussion focused on the clarity of regulations regarding the ball and problems with dress and overpreparation.
3. The award ceremony for Joy Ripslinger, the national champion in Modern Woodmen of America's Speech Contest (a.k.a., civic oration), was today.

#### **Faith Formation August 2013 Report Submitted by Trish Gallagher Pastoral Associate for Faith Formation**

1. As Leader in Faith Education
  - Developed Life Long learning Plan:
    - 1) WEAVE- new initiative: women's reflections sent online, gather as possible. 65 sign ups
    - 2) Working with Young adults to sponsor New Evangelization DVD'S
  - Submitted newsletter article for adults, based on Dr. Winter August 25 Workshop "Faith Matters"
    - 1) Matthew Kelly's book / 4 part discussion SIGN 2 "study" October
  - Supporting MORE in-service with John Grossman for JFK staff and catechists
  - Promoted Diocese workshop for leadership October 19 ceremony.
2. As Liturgical leader/ RCIA leader
  - Continue Family education and support linked with sacramental preparation
    - 1) will distribute Renew Year of Faith pages at JFK parent meetings and FF first night
    - 2) working with Liturgy for review of Job descriptions
    - 3) RCIA Inquiry since Sept 8
3. As Leader for Parish Moral efforts
  - Supporting Confirmation discipleship plans for current year including service component
  - Increase Pro-life/ Pro-Family, Catholic teachings on Human sexuality to all ages Via Internet FF "access/link" to on-line learning
4. Family "projects" in collaboration/ parallel planning with JFK

#### **Board of Ed. K-6 Coordinator Report by Jennifer Wemhoff**

- I completed my coursework for my catechetical certification and will receive my certificate on October 19 from Bishop Amos.
- I planned and held the First Reconciliation meeting for parents and their children on September 26, 56 of the 58 families were in attendance. First Reconciliation will be held December 2 at 6:15PM.

### **Board of Ed. Confirmation Coordinator Report - September – Lisa Willows**

- Hosted 8th Grade Net Retreat
- Hosted 7th Grade Net Retreat

#### *Administration*

- Assisted with 1st Reconciliation meeting
- Updated FF financial information.
- Updating the FF page on OLV Website
- Created flier and brochure for the Catechist in-service
- Called for baptismal certificates for the 1st Communion students
- Set up WEAVE blog spot and posted blog materials
- Updated FF classroom information and provided total enrolled to Rectory office for reporting
- Assisted Trish with GS posting

### **Presentation of the OLV Catechetical Plan – Jennifer Wemhoff and Lisa Willows**

- Jennifer and Lisa presented to the board the OLV Catechetical Plan. Highlights included:
  - o Faith Formation mission statement
  - o Six tasks of catechesis, which are carried out in ten areas
  - o Philosophy statements that emphasize that faith formation is the responsibility of all parishioners.
  - o Priority values
  - o Faith Formation community goals

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

- No report

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

- Generations of Faith Committee (Karl, Trish)
  - The committee echoed Jennifer and Lisa's presentation on the Catechetical Plan. They also discussed marketing strategies for Faith Formation, which could include a social networking presence and baptism anniversary cards.
- Finance Committee (Chad, Joe, Tom, Terry)
  - No report
- Nominating Committee (Brock, Terry, all board members)
  - We had a discussion about ways in which to increase the visibility of the board to potential future members. One idea included having a table at key Parish and school events (e.g., open house, registration, Pumpkin Run, Stewardship Days, "Take Stock in the Parish", etc...)
  - Planning was begun for a document that could be displayed at these events.
  - Board members will be asked to participate.
- Policy Committee (Chad, Patrick, 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, Chris)
  - New programs for the school are out and brochures coming soon.
- Grant Writing Committee (Chad)
  - No report
- Parish Council (rotating per schedule) 4th Tuesday of each month 7:00 pm
  - Discussion of a new stove in the Parish Center, Judy Johnson's retirement, a recap of the parish picnic, and the scheduling of strategic plan meetings.
- Finance Council Rep. (Terry, Molly)
  - Annual Diocesan Appeal is out.
  - Discussion of Judy Johnson's upcoming retirement and the outline of a search for her replacement.

- k. Buildings & Grounds Rep. 2nd Thursday 7:30 pm (Patty, Brock, Matt)
    - i. No report
  - l. Athletic Club
    - i. Magazine sale was complete. The goal was \$20,000 and \$19,700 has been raised to date. Online sales can continue throughout the year. The Athletic Club receives 40% of the total.
    - ii. The Athletic Club would like to give special thanks to Heidi Wendl for her help in the collecting and processing of the magazine sales.
  - m. JFK Band Boosters
    - i. No report
  - n. Home & School Rep. A
    - i. No report
  - o. Assumption High School Rep. (Dan Solchenberger)
    - i. AHS will be implementing a visitor's pass system for visitors coming into the school.
    - ii. Joe reported the high number tardies on the discipline report is a result of counting tardies for all classes for which the students are tardy and not as in the past where the tardy was counted for the first morning class.
    - iii. Dress code enforcement and violations are usually higher in the beginning of the year as a result of the students getting reminded of the dress code requirements.
    - iv. AHS has contracted out maintenance staffing due to the high number of turnovers. We will see how this works and adjust as necessary.
    - v. Insurance premiums are likely to increase by 33% next year.
    - vi. AHS has sent out student names to the parishes to determine if the students' families are in good standing with the parishes to make sure they qualify for the subsidy.
    - vii. AHS is looking for a replacement truck at some point in the future.
    - viii. AHS is using an online foreign language program to meet the state requirements and also allow the students more options for foreign language.
    - ix. AHS is working with Scott Community College to provide dual credit classes for students (college and high school) all in one class.
    - x. AHS is still providing 8th grade algebra and there is a tuition involved with the class, but the tuition is deducted off the 1st year AHS tuition if the student goes to AHS in 9th grade.
  - p. Scott County Catholic School Advisory Board Rep. 2nd Monday every other month (September, November, January, March, May) @ St. Vincent (Terry, Chad, Joe)
    - i. Discussion of strategic planning for education in the Diocese.
  - q. Ad Hoc Committees:
    - i. School Lunch Program, Breakfast Program
      - a. The ad hoc lunch program review committee made several recommendations:
        1. To reduce our main entrée menu from about a 20-25 cycle rotation to about a 15 day rotation.
        2. To move from a "serve" option, whereby all food (protein, grain, dairy, vegetable, and fruit) must be trayed for students in order for it to be considered a reimbursable meal, to an "offer" option, whereby students must have three of the five items, one of which must be at least a ½ cup of a fruit or vegetable. Due to some of the logistical and time challenges, we will try to experiment with the "offer" option before deciding whether or not to switch.
        3. To continue to do research regarding how to handle food waste.
        4. To table exploring a breakfast option in order to focus on the lunch issues.
9. NEW BUSINESS: None
10. PASTOR'S NOTES (Msgr Jim P)
- a. Our Lady of the Rosary is always commemorated liturgically on October 7, which this year is a Monday. Since it is the parish feast day for the Our Lady of Victory community, we will observe our special day on the weekend before, October 5 and 6
  - b. Tommy Fallon will make an appeal for Christian Foundation for Children and Aging (CFCA)
  - c. Be alert to the changing neighborhood and parish security (e.g., doors locked and not propped open)
11. CLOSING PRAYER – closing prayer was given by Monsignor and meeting was adjourned at 9:00pm.

NEXT Regular Meeting: Tuesday, November 5, 2013

BOE's Rep to Parish Council on Tuesday, October 22, 2013 (Deanna)