

Board of Education Minutes - October 2014

Minutes from October 7, 2014 Board of Education Meeting

1. OPENING PRAYER (10 minutes) – Chad Steimle “A Board Member’s Prayer”
 2. ROLL CALL – Monsignor, Chad Steimle, Terry Wendl, Pat Archer, Brock Harris, Heather Egger, Karl Stratman, Lisa Stachula, Todd Morris, Jennifer Wemhoff, Tommy Fallon, Caitlin Putnam (JFK Teacher), Angie Anderson (JFK Teacher), Angie Logan (JFK Teacher)
 3. ACCEPTANCE OF AGENDA – Approved.
 4. READING AND APPROVAL OF MINUTES OF September 2014 – Approved.
 5. COMMENTS FROM AUDIENCE and OPEN FORUM – none
 6. UNFINISHED BUSINESS – none
 7. ADMINISTRATOR REPORTS (Written reports pre-submitted):
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Principal’s Report to the Board of Education (Chad Steimle)

October 7, 2014

Ethical Leadership:

1. The immunization deadline was September 15th. After this date, Allison Penn, the Scott County Nurse for non-public schools, began to go through all of the students’ immunization records. She also started to send letters to those who need additional documentation and/or immunizations. School officials are required to exclude students who do not have appropriate documentation for immunizations or exemptions.
2. Since September’s board meeting, there have been four Level III misbehaviors (which could lead to an in-school suspension depending upon the grade level). Two were by a K-2 student and two were by two 3rd-5th grade students. Three of the situations involved verbal statements. The lower grade student has been required to attend outside of school counseling due to the entirety of the context both at school and home.
3. We will also be administering our own Olweus/school climate survey to students in grades 3-8, parents, and staff. We administer this survey about every two years as well. Students’ questions are primarily related to bullying and safety.
4. There is one student on the second revision already of an individualized attendance/academic plan. Difficulties in following the plan could lead to legal ramifications and/or the family being asked to leave JFK.
5. Based upon new students’ Home Language Surveys, four students have been assessed with the TELPA to determine if they meet the definition of English Language Learners (ELL).
6. Kitty Temming and I met with Martha Yerrington and Andrea Stewart from the AEA regarding ELL requirements for non-public schools. The AEA representatives claim that we are required to make good faith efforts to have an ELL certified staff member and/or ELL professional development for how to serve ELL students. The meeting with an AEA representative is now an annual requirement.

Leadership of School Culture and Instruction:

1. Professional Development:
 - a. Kitty Temming and Mary Beilke are doing ELA audits to look at how ELA instructional time is being used and how students are responding.
2. Laura Burke, Alyce Carey, and I developed the protocols for identifying students who have a “substantial reading deficiency” and those who are “at risk” for a substantial reading deficiency. The definitions and protocols are based upon the guidelines for the Early Literacy Implementation law and our screening data. According to the law, a student is at risk if he/she fails to meet the target during one testing period, and has a substantial reading deficiency if he/she fails to meet the target for two consecutive testing periods. Because we are using two reading screeners, teacher input is also being utilized when students are proficient according to one screener but not according to the other one. The discrepancy between the screeners can be as high as 15%-20%. Using the definitions and protocols, we have about 30-35 students with a substantial reading deficiency and 30-35 students at risk in grades K-6. Laura, Alyce, Kitty Temming, and I also developed the parent communications’ documentation that fits our needs and meets the requirements of the law.
3. The FAST math screenings were also completed. As we are piloting these tools, norms and benchmarks are not available for all of them.
4. Laura Burke, Alyce Carey, Kitty Temming, Deneen Woerdehoff, and I attended the MTSS/FAST/TIER data analysis workshop at the AEA. There will be workshops after each of the remaining screening periods as well.
5. Laura Burke, Alyce Carey, and I attended reading webinars by the DE provided to us as a phase I school working with TIER and the FAST reading assessments. We also attended webinars provided by the University of Minnesota for the FAST math assessments.
6. After school math tutoring has begun for 5th-8th grade students on Tuesdays and Thursdays. National Honor Society students from AHS should start coming over to help soon.

7. Several K-6 teachers will be attending 95% Group reading training in Bettendorf in December. We will be purchasing 95% Group materials to be used particularly with students receiving additional reading services.
8. Kitty Temming and I developed a Title I plan for after school reading and math tutoring to utilize our Title I funds of about \$8,400. Two properly licensed teachers have agreed to be involved. We are awaiting the DCSD's approval of the plan and the utilization of the funds for staff and materials.
9. Kitty Temming and I attended the Department of Education's "mini-summit" last week. Many leaders of the DE were available to discuss the following types of issues: Early Literacy Implementation, early childhood education, legislative review and preview, legal issues, bullying initiatives and legislation, Teacher Leadership and Compensation, alternate assessments for special education, the Iowa Reading Resource Center, the Attendance Center Ranking system, and the Assessment Task Force's progress. Highlights are below:
 - a. The 3rd grade retention piece of the legislation was intended to capture parents' attention early and get them involved.
 - b. The DE hopes to one day have all of the assessment data collected on students and schools always available to parents through a "parent portal."
 - c. The Attendance Center Ranking system should be operational in the near future. It is probably only for public schools.
 - d. K-3 Formative may become the new kindergarten entry test. This test generates a child profile in physical/motor development, social/emotional development, approaches to learning, language and literacy development, and cognitive development and general knowledge. The profile could be continued through the 3rd grade.
 - e. The official state assessment:
 - i. Legislation calls for a new assessment for reading and math in Iowa to be administered every spring beginning in the 2016-17 school year. It must be aligned with the Iowa Common Core standards in both content and rigor, administered in grades 3-11, and track both achievement and growth. The new assessment also must have been tested and piloted in Iowa.
 - ii. Two assessments have made the cut so far: Smarter Balanced Assessments and the Next Generation Iowa Assessments.
 - iii. Iowa "pulling out" of the Smarter Balanced Assessment Consortium as a critique of its commitment to the Iowa Common Core is not correct
 1. The three year Memorandum of Understanding for Iowa's involvement as a "governing state" (voting state) in all aspects of the development of Smarter Balanced Assessments was coming to an end.

Managerial Leadership:

1. We are in the midst of "reporting season." Between September 15th and October 30th, multiple state, diocesan, National Catholic Education Association, and district reports are due. Additional data has to be uploaded to the Department of Education. Below are some of JFK's demographic highlights. This year's figures are based upon the Sept 26th and Oct 1st count dates. Last year's and 2012's figures are based upon the September count dates only.

	Sept 26 and Oct 1 2014	Sept 2013	Sept 2012
K-8 enrollment	396	370	388
3 yr old PS	18	14	17
4 yr old PS	73 (1 is from IL)	73	67
5 yr old PS	7	7	1
Total PS	98	94	85
Total PS - 8 enrollment	494	464	473
	New Record Enrollment		Previous Record PS-8 = 475 Oct 2012
Avg K - 8 class size	22	20.6	21.6
ECLC	22 (restrictions were necessary)	20	21
Free/reduced lunches	14.4%	14%	9%

Transportation services	37%	39%	32%
PS - 8 Enrollment by Ethnicity	17.4% Hispanic	15.1% Hispanic	15.2% Hispanic

a. K – 8 Enrollment by Religion: Catholic: 89% non-Catholic: 11%

i. Has been at this percentage for almost 14 years

2. The first follow-up to the DE's desk audit for daycare and after school care was completed. At least two potential "non-compliance" issues were identified by Kitty and me: non-certified employees have had less than 10 hours of PD annually and background checks for employees are only conducted every five years rather than the every two that now seems to be required for these programs.
3. An ad hoc technology committee is being assembled to review our technology plan and make recommendations for the next three to three years. A parent survey is also being prepared. Since our last plan, our student to machine ratio has decreased from 3.7 to 1 to 3.0 to 1, we significantly increased our bandwidth and had to start paying for it ourselves, we developed target ratios for school owned equipment (1:1 in 6th- 8th, 2:1 in 3rd-5th, and small group machines for K-2), and we implemented a \$50 per student technology fee. We currently have enough machines to be 1:1 in 6th-8th grades, we are short one set of machines to meet the 3rd-5th grade target, and we are experimenting with four tablets in two K-2 classrooms. Most of our machines were purchased with SCRA funds. The two biggest issues we anticipate discussing are sustainability of machines and equipment (which will include discussion of a hybrid Bring Your Own Device system) and predicting future infrastructure needs. Sustainability of equipment also includes general classroom technology like the projectors and teachers' equipment.
4. A permit for the large "monument" sign has been obtained now that a mason was finally found. Funds for the sign are from the anonymous donor's \$1,000 per month for 24 month commitment.
5. A certified playground inspector examined our upper playground equipment. We decided to close a portion of the equipment while we order the needed components and wait for their installation. Costs could easily exceed \$2,000.
6. The Board of Educational Examiners issued a final decision that 7th and 8th grade coaches in the "Catholic League" do need to be certified. Our Athletic Club discussed this issue and is willing to divert funds from the AHS scholarships to cover the cost for coaches to be certified. The cost is approximately \$385 for a two weekend course. A \$550 online version is also available. The Athletic Club does not want the Catholic League to fold. The principals and athletic directors for the Catholic League also discussed this issue last week and were equally supportive of the desire for the Catholic League to continue in grades 7 and 8. The biggest concern is finding the people willing to become licensed. A December target was proposed to see if enough future coaches could be found. If not, there'd still be time to explore other options throughout the spring in time for fall 2015.

Public Relations Leadership:

1. The school and parish website will be reviewed this fall. The last major revision of the site itself was in 2011.
2. A Facebook group, JFK Moms and Dads, has been created.
3. A link to each week's Principal's Post is emailed to parents.

Respectfully submitted by Chad C. Steimle

Faith Formation October 2014 Report Submitted by Jennifer Wemhoff, DRE

- 1) Providing faith formation, religious education and sacramental preparation for K-8 students and their parents. Preparing Generations of Faith events and communications for Family Faith Formation suitable for K-8.
 - a) The First Reconciliation parent/student meeting was held Sept 25. 57 out of 60 families were in attendance
 - b) Make up meetings for the 3 families that were unable to attend the Sept. 25 meeting have been scheduled for the week of Oct. 6.
- 2) Insuring the implementation of policies in all areas of Faith Formation. Policies include those enacted for the parish by the Pastoral Council, Board of Education and Diocesan Office for Faith Formation.
 - a) All 3 (intruder, fire, and disaster) of our disaster drills were held Oct. 1.

PAFF (Pastoral Associate for Faith Formation) REPORT: October 2014 Submitted by Trish Gallagher

September Work:

- Adult Faith Formation: Pro- Life 5 Part series Holy Hour plus conversations about Life Issues: @30 attending
- : This week: Human trafficking

- Held GOF subcommittee (Karl reporting)
- Reviewing info for Evangelization goal
- Bible studies over 40 attending (4 groups)
- Weave continuing monthly,
- Movies with Meaning starting again in October

**Board of Ed. Confirmation Coordinator Report - September
Submitted by Lisa Willow**

- Secured Net Team for 7th and 8th Grade Retreats in October
 - Contacted families to host Net Team members and assigned members to host families
- Respectfully submitted by: Lisa Willows

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

The Ministry of Evangelization

- I have been selected to receive an NFCYM Regional Scholarship to attend the National Catholic Conference for Youth Ministry. I will now be attending the National Conference for Catholic Youth Ministry in December held in San Antonio.
- I have officially submitted attendance estimates to the Diocese for NCYC 2015. I estimate that OLV will be bringing along 50 teens on the pilgrimage. First deposits of \$75.00 per person will be due to the Diocese by January 31st. Total cost per person will be between \$460-\$500 before fundraising.
- Our most recent Jr. High Youth Night held on Friday October 3rd set a record attendance at 55 youth. I will most likely be looking toward alternative meeting sites because of the larger size as well as adding a few more adults to help lead the nights.

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

- a. Generations of Faith Committee (Karl, Todd, Trish)
 - i. Issues discussed:
 - i. Young adult ministry leader
 - ii. Post-baptismal outreach
 - iii. Special needs programming
- b. Finance Committee (Chad, Joe, Jen, Terry)
 - a. No Report
- c. Nominating Committee (Brock, Terry, all board members)
 - a. Volunteers needed to help staff the board of education information table at the Pumpkin Run (10/24)
- d. Policy Committee (Chad, Patrick, Molly, Jen)
 - a. No Report
- e. Strategic Planning Committee (Chad, Terry, Lisa, Joe)
 - a. No Report
- f. School Improvement Advisory Committee (Chad, Heather, Molly, Karl, Brock, Jen)
 - a. No Report
- g. Market/Public Relations Committee (Chad, Heather)
 - a. No Report
- h. Grant Writing Committee (Chad, Rena Harris)
 - a. No Report
- i. Parish Council (rotating per schedule) 4th Tuesday of each month 7:00 pm
 - a. Review of the Fall Festival
 - b. Strategic planning dates are forthcoming
- j. Finance Council Rep. (Terry, Molly)
 - a. The building debt is now at \$144,000. In comparing this year's givers to last year's givers, about 33% of families increased their contributions in July/August, 36% decreased their contributions, and 31% kept them the same. About 27% of OLV families over the 2013-14 fiscal year did not make any financial contributions in envelopes or signed checks. (They may have still given cash.) The rectory roof replacement has been approved at a cost of around \$27,000.
 - b. Annual Diocesan Appeal is ongoing

- k. Buildings & Grounds Rep. 2nd Thursday 7:30 pm (Brock, Todd, Lisa)
 - a. No Report
 - l. Athletic Club - JFK Band Boosters - Home & School Rep.
 - a. Athletic Club:
 - i. Magazine sales complete (\$8600 sold so far)
 - ii. Bags tournament was a success at the Parish Picnic
 - iii. Possible trivia night after the 1st of the year
 - b. JFK Band Boosters:
 - i. Sound tiles have been installed in the band room
 - c. Home & School discussed:
 - i. Pumpkin Run
 - ii. Recycling at the school
 - iii. Fundraiser around Earth Day (e.g., all school dance)
 - iv. Victory Vouchers
 - m. Assumption High School Rep. (Matt Henning)
 - a. Pleased with enrollment
 - b. Joe Barrer stepped down as Dean of Students and Men's basketball coach to take another job at Truman State. Andy Craig, School President, has stepped in as the interim coach.
 - c. Students were involved in vandalism on the 1st day of school
 - n. Scott County Catholic School Advisory Board Rep. 2nd Monday every other month (September, November, January, March, May) @ St. Vincent (Terry, Chad. Pat)
 - a. No Report
 - o. Ad Hoc Committees: NONE
 - 9. NEW BUSINESS: none
 - 10. PASTOR'S NOTES (Msgr Jim P)
 - a. Family Tuition Plan continues to support Catholic education. The hope is that other efforts to support Catholic education will continue through the state government.
 - b. There is a new seminarian in residence, Nick Murray
 - 12. CLOSING PRAYER – meeting was adjourned at 8:20pm.
- NEXT Regular Meeting: November 4, 2014
BOE's Rep to Parish Council in October, 2014 (Molly)

Respectfully submitted by Patrick Archer (Secretary)