

## Board of Education Minutes - October 2015

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1. OPENING PRAYER (10 minutes) – “A Board Member’s Prayer”
2. ROLL CALL – Msgr. Parizek, Chad Steimle, Jennifer Wemhoff, Pat Archer, Lisa Stachula, Todd Morris, Heather Egger, Jen Flynn, Peter Schuster, Korby Jackson, Brock Harris, Mary Wahlig, Laurie Burke.
3. ACCEPTANCE OF AGENDA – Approved.
4. READING AND APPROVAL OF MINUTES OF September 1, 2015 - Approved
5. COMMENTS FROM AUDIENCE and OPEN FORUM – None
6. UNFINISHED BUSINESS –
  - a. Zekiel S. Mientkiewicz is the new Youth Minister, will arrive next week.
7. ADMINISTRATIVE REPORTS (Written reports pre-submitted):
  - a. Principal of JFK (Chad)

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### Principal’s Report to the Board of Education October 6, 2015

#### Facilitator of Faith Community:

1. Bishop Amos celebrated an all school Mass with us in September.
2. Many teachers attended a regional catechetical training held at St. Paul’s this year. Kelly Poster and Julie Bauer were presenters.
3. I attended the Diocese of Sioux City’s “Strong Catholic Families, Strong Catholic Youth” kick-off for educators. The presenter’s main point was that if we want to have Catholic youth become active Catholic adults, we need to engage their parents in the transmission of the faith: “Stop, Drop, and Roll” should not be how parents delegate the transmission of the faith. Parents need to do more than drop their children off at Faith Formation classes and Catholic schools and roll away.

#### Ethical Leadership:

1. In conjunction with our normal disciplinary policy, students who misuse electronic media in school or in out-of-school situations impacting school relationships may have their electronic/computer usage suspended at school for a period of time. This consequence for cyber issues is a recommendation from Amanda Easton, a bullying consultant in Iowa and past lead investigator for the Des Moines Community School District. Board recommended taking to the Policy Committee and to have a meeting soon.
2. We may have the opportunity to bring a therapy dog to JFK. The process usually takes 18-24 months.
3. Latest guidance from the DE on English Language Learners: “Any student who has not exited an ELL program must be assessed. This includes identified ELLs who may not be receiving Language Instruction Education Program (LIEP) services due to a parental waiver. Students who have been exited from the program but are in the 2-year monitoring state are currently not required to be assessed on the ELPA21. Neither the school nor the parent may “opt out” an ELL from the assessment.” The testing of an ELL student was an issue with a family last year who did not want its student tested.
4. Dianne Siefers, our technology coordinator, will have surgery later this week and be out of work for about three weeks. We are determining back up plans, but our technology coordinator is one of the more valuable positions at JFK, particularly because there is no other person on staff with that particular knowledge and skill base.
5. Similar to our reading and math screening tools, we will be using a social-emotional screening tool for 4th graders. There is a component for parents, students, and teachers. Teachers will be trained on October 23rd and be able to discuss it with 4th grade parents at conferences.

#### Leadership of School Culture and Instruction

1. Professional Development:
  - a. Elizabeth Motto, Caitlin Putnam, Karen Youngerman, Mary Epping, Laura Burke, Alyce Carey, and I attended training involving our 95 Percent Group materials. A kindergarten consortium and first grade consortium have been formed for continuing assistance. The workshops will be throughout the school year.
  - b. Alyce Carey, Laura Burke, Deneen Woerdehoff, Kitty Temming, and I attended a two day regional workshop in Cedar Rapids for our continued MTSS work as a partner school with the DE and AEA. The first day focused on continued examination of the “Six Building Blocks” for effective ELA instruction for all students. The second day focused on intervention work for students in need of additional assistance.
  - c. Teachers of math received webinar training in interpreting I-Ready math screening scores. There was also some training in the online lessons that will be available to students, but because we were still in the process of screening students, the timing of this aspect of the training wasn’t the best. It will take us some more time before we move into this latter usage of I-Ready.

2. Laura Burke, Alyce Carey, and I revised our protocols for identifying “at risk” students and those with “substantial reading deficiencies” to meet state requirements while also maintaining the use of two reading screeners.

3. ALL families received information regarding their students’ performance on the reading screeners. These letters also contain customized information regarding what parents can do at home to support the reading development of their students. High frequency word lists by grade level were also sent home for all students. “At risk” students and those who meet the definition of having a “substantial reading deficiency” receive a reading services agreement outlining the services we are providing at school as well. These communications go far beyond the requirements of the DE and the exemplars being promoted at the AEA.

4. Beatrice Creech was hired for the additional part-time paraeducator position. We also, then, were able to adjust our schedule for all paraeducators to make sure we had the extra attention to math, particularly in grades 2-5. Overall, we have paraeducators now available to help in some math classes K-5, although not every day in grades 2, 4, and 5. Sixth grade has an additional licensed teacher in the room during most math classes or available for pull out sessions.

5. A general timeline has been provided by the Iowa Department of Education regarding the Next Generation Science Standards:

- a. 2015-16: Exploration, Awareness and Statewide Capacity Building
- b. 2016-17: Classroom Transition, Shifts, and Practices
- c. 2017-18: Leveraging Materials, Resources, Expertise
- d. 2018-19: Full K-12 Implementation
  - i. At the middle school and high school levels, implementation must include at least one grade by 2018-19, another grade by 2019-20, etc.

Dr. Frank Agnoli has provided some additional guidance on the NGSS. Not finding anything in conflict with Church teaching, he did provide some background and resources regarding some of the history of science within the Church and the assumptions that seem to underlie the standards as well as how to widen the conversations in our Catholic schools.

6. We have 100% of the 5th graders involved in band this semester.

7. Modern Woodmen of America donated 68 used laptops to JFK. Most will be deployed at 5th grade or lower, and several will be kept in reserve to replace the used machines we bought from AHS as they fail. Challenges we face are storage and charging stations.

8. The state board of education has begun the process of writing the administrative rules for the adoption Smarter Balanced Assessments (SBA) for the statewide assessment of reading and math. SBA was the recommendation of the task force the legislators authorized in 2013. The new assessments are to take place in 2016-17.

(Coincidentally, the first application of Early Literacy Implementation’s (ELI) “summer school or retention” consequence is May 2017.) The Assessment Task Force has been reconvened to discuss the statewide science assessment, which is currently the Iowa Assessments (formerly ITBS/ITED).

9. Administrative rules are being written for the “intensive summer reading programs” that districts need to have in place by the summer of 2017 as a part of ELI. Currently, open for review, the rules include the following criteria:

- a. Instructional practices or programs that have demonstrated success:
  - i. Adopt an instructional program from the Dept’s review of evidence-based early literacy interventions  
Or
  - ii. Adopt practices or programs that have empirically been shown to have success and shall include explicit and systematic instruction in foundational reading skills based on student need
- b. Skilled, high quality instructors, provide instructors with required training, or both:
  - i. Instructors must be trained in the instructional program adopted  
Or
  - ii. IA teaching license with an endorsement in elementary education, K-8 reading, or reading specialist
- c. Sufficient time:
  - i. Minimum of the total number of hours specified by the instructional program adopted  
Or, in the absence of the above
  - ii. Minimum of 75 hours of intensive reading instruction
- d. Intensive instruction in small class and small groups:
  - i. Grouping formats as described in instructional program adopted  
Or, in the absence of the above
  - ii. Whole class instruction in class size of 15 or fewer AND targeted intervention based on student need in small groups of 5 or fewer
- e. Each student shall have 90% attendance
- f. Evaluate student outcomes and program implementation:
  - i. Attendance data

- ii. Student achievement data: weekly progress monitoring on the 3rd grade Department-approved literacy assessment used during the rest of the year (FAST)
- iii. Program evaluation aligned with normal reading program evaluation and ALSO
  - 1. Instructor qualifications
  - 2. Instructional time
  - 3. Group size
  - 4. Attendance data
  - 5. Progress monitoring data
- g. Successful completion of the program makes a student eligible for promotion to 4th grade:
  - i. Written notice required to parents shall include:
    - 1. Attendance data
    - 2. Academic performance
    - 3. Additional or continuing areas of need
    - 4. Whether child is eligible for promotion based upon successful completion of program:
      - a. Consistent attainment of an end-of-third-grade proficiency standard (see 6ii)
      - OR
      - b. Attendance at no less than 90% of the program's sessions
- h. Leadership and supervision of program shall be under at least one teacher (see 2) and at least one appropriately licensed administrator.
  - i. Above roles can be filled by same person
  - ii. Either the teacher or the administrator shall hold a K-8 reading endorsement or K-12 reading specialist

Managerial Leadership:

1. We are in the midst of "reporting season," with major reports due about every 15 days between September 30th and October 30th. The NCEA report and Diocesan Surveys were completed. We also completed the uploading of "Student Information in Iowa" and the Iowa Certified Enrollment Count. Different cut off dates and different methods of counting are sometimes used for each report. Below are some demographics:

	Sept 18 and Oct 1, 2015	Sept 26 and Oct 1 2014	Sept 2013	Sept 2012
K-8 enrollment	418 (2 IL students)	396	370	388
3 yr old PS	20	18	14	17
4 yr old PS	75	73 (1 is from IL)	73	67
5 yr old PS	5	7	7	1
Total PS	100	98	94	85
Total PS - 8 enrollment	518	494	464	473
	New Record			
Avg K-8 class size	23.2	22	20.6	21.6
ECLC	24	22	20	21
Waiting Lists	ECLC, 3 yr PS, 4/5 yr PS, K, 6th	ECLC, 3 yr PS, 4/5 yr PS	4/5 yr PS	
Free/reduced lunches, K-8	15.5%	14.4%	14%	9%
Transportation services	44%	37%	39%	32%
PS - 8 Enrollment by Ethnicity	18%	17.4% Hispanic	15.1% Hispanic	15.2% Hispanic

2. A new LAU plan was written. The LAU plan indicates how we screen for English Language Learners (ELLs), provide ELLs services, monitor our ELL services, and how ELLs can “exit” from services.
3. The evening custodian position was accepted by a candidate who worked about a week and quit. Another person has accepted the position and will start October 12th.
4. Progress continues to be made for the daycare, before/after school care, and 3 year old PS to switch to DHS . We received, for example, the letter allowing us to open a DHS site prior to full DHS licensure. At least one “drop in” site visit will now be conducted within 120 days.
5. John Wichelmann is going to be supervising “open gym” on Sunday afternoons for students in grades 5-8.
6. Movement is still being made for more extensive use of credit cards at JFK, OLV, and online. However, it may be tabled until Dianne comes back from her surgery leave.
7. We received notice from the DCSD that there had been a mistake made in the handling of transportation reimbursements, and some families had received reimbursements in the past when they should not have. JFK’s office has been very careful to correctly share the law. While all of the Catholic school administrators were interpreting the law correctly, a few parents and someone in the DCSD were not.

#### Public Relations Leadership:

1. The Annual Progress Report to the Community for 2014-15 was sent to the printers last week. It will be four pages longer this year and include a donation envelope.
2. The ad hoc committee on JFK graduates going on to AHS met. The committee drafted a survey for families of recent JFK graduates. Once that survey is finalized, a similar survey will be created for families of future JFK graduates.
3. Several JFK 8th graders have requested that the “formal” 8th grade dance we’ve hosted the past few years be reconsidered as it had been changed at the desire of the other Catholic elementary school administrators. When I gave the other administrators a “heads up” of the discussion that was taking place here, they tended to repeat their position that they would not want to have students involved in a “formal” dance.
4. The “No Gala Gala” was launched about ten days ago. Online and in-person silent auction options are being examined for some items as well.
5. JFK will likely also be recognized for Latino enrollment growth by the University of Notre Dame’s Latino Enrollment Institute as was All Saints’. JFK’s Hispanic enrollment has increased by about 30% over the last four years, an increase of more than 20 students.

#### Leadership in Diocesan/Parish Context:

1. I worked with Lee Morrison, Dan Ebener, Sharon Roling, and Andy Craig to make minor revisions to the diocesan strategic plan for Catholic school education based upon feedback Dr. Morrison had received. The plan should go to the Diocesan Board of Education for final approval in the fall.
2. I attended the Diocesan Board of Education meeting. Many policies received their first reading. The National Standards for Effective Catholic Schools were approved for the diocese in their first reading. The strategic plan for education was also approved on a first reading with changes. The feedback that expressed concern had to do with funding, a few specific numbers and dates, the ability to actually carry it out, and the fact that various parts of a diocesan plan will sound top-down.
3. I gave two presentations at the Diocese of Sioux City’s Ministries Conference in September. I shared our story regarding ELA time, our ELA audit, and our focus on student engagement and total participation techniques.
4. I attended a meeting of a Parish Council ad hoc committee to determine how to offer input to the diocesan priests’ personnel board on placing a new pastor at OLV after Msgr. retires.

#### Additional Documents/Files to be Sent:

None

#### Items for Board Action

None

#### Items Needing Specific Board Discussion. But Not Necessarily Board Action

Electronic misuse consequences -- Highlighted in green above

#### Closed Session Needed?

No

Respectfully submitted by Chad C. Steimle

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**Faith Formation October 2015 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/child meeting was held Tuesday September 29. 38 families were in attendance, 2 families were absent. 2 JFK families are inquiring about having their children baptized. No make-up meeting is being planned for those families that missed the meeting.
  - b) Trunk or Treat is being planned for Oct. 24. Prizes will be given to the top 2-3 best decorated vehicles.
2. Directing and supervising K-8 sacramental preparation: Reconciliation, Eucharist, and Confirmation in collaboration with Coordinator.
  - a) Group service projects have been set. Humility of Mary 10/17-10/18; I Live Here clean-up 10/31/15; Parishioners Helping Parishioners 11/7/15; Works of Mercy/Gifts of Love 2/14/16; I Live Here clean-up TBA (March 2016)
  - b) 8th graders will be participating in a retreat out at St. Ann's parish in Long Grove on Sunday Oct. 11 from 12:30-6:30PM with John Donahue Grossman as the presenter. Lisa and I will act as chaperones for this event.
  - c) Helping Lisa with NCYC odds and ends until a new youth minister is on board.
3. Acting as resource person for JFK catechists.
  - a) Two JFK teachers, Kelly Poster and Julie Bauer, presented Making the Sacraments Come Alive at the September 30th.

**Pastoral Associate for Faith Formation:** Trish Gallagher October 2015 Report

**Position Purpose:** Oversees life- long learning curriculum plan for Parish- wide Faith Formation efforts, and assists Pastor specifically in the following areas:

**ADULT FAITH FORMATION** Fall 2015

Programming: Fr. Barron's Jesus Priest, Prophet, King learning series (DVD). 30+ in attendance.

2 Eucharist Bible study groups/ and helper for groups already studying.

Catholic 101: Outreach for questions and those who wish to return to practice 6-8 participants.

Family Gatherings

3 scheduled (see below)

**FAMILY LIFE and Generations of Faith support:**

Catechetical Ministry

- On search committee for new Youth Minister. Interviewed potential candidates and gave review of candidate's interview.
- Updating NCYC info. Entered participant information in the NCYC data base. Gathering missing forms and information from parents for the trip as well as working on dinner reservations, trade items and room assignments.

Confirmation Coordinator

- Looking into having Pat Millea conduct a 7th Grade retreat.
- Working with St. Ann's for 8th Grade Retreat with John Donahue Grossman

Respectfully submitted by Lisa Willows

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**7. COMMITTEE REPORTS AND COMMUNICATIONS**

- a. Generations of Faith Committee – None
- b. Finance Committee – None
- c. Nominating Committee – Will be setting up a booth at the Pumpkin Run
- d. Policy Committee – No Meeting, will be scheduling something soon.
- e. Strategic Planning Committee – None
- f. School Improvement Advisory Committee – No Meeting
- g. Market/Public Relations Committee – None
- h. Grant Writing Committee – None
- i. Parish Council (rotating per schedule) 4th Tuesday of each month 7:00 pm  
August – Pat February – Brock  
September – Lisa March – Jen

October – Todd April – Heather  
November – Mike May- Korby  
January – Peter June - Peter

- Lisa reported the board decided to go with the Cunneen Company
- j. Finance Council – Cunneen, Line of credit for roof repairs, Getting a second bid on stain glass repairs.
- k. Building & Grounds – Ken is having someone look into fixing the sidewalk cracks.
- l. Athletic Club – JFK Band Boosters – Technology talk, Pumpkin Run, Trivia Night in February, Restaurant night,
- m. Assumption High School – Meet on the 21st, not many disciplinary issues, building the fields, city is doing the sewer project.
- n. Scott County Catholic School Advisory Board – Strategic Plan, discussed revisions, fund raising – campaigns.
- o. Ad Hoc Committee –

Assumption Attendance Ad Hoc Committee – Committee created to discuss low attendance of JFK students to AHS. Committee meet in September and created a survey of questions to send out to past and current students. Committee Members are Chad Steimle, Lisa Stachula, Heather Egger, Mike Lizak, Jen Flynn, and Dave Henning.

Fundraising Committee – Board created a new committee to look into fundraising opportunities. To possible have the Home & School Committee over see Gala activities. Will hold a meeting with members of Home & School, Athletic Club, Band Boosters, and previous members of the Gala Committee. BOE Members: Jen Flynn, Pat Archer, Chad Steimle, Brock Harris, and Lisa Stachula.

- 8. NEW BUSINESS: None
- 9. PASTOR'S NOTES: None
- 10. CLOSING PRAYER

Next Regular Meeting: November 3, 2015  
BOE's Rep to Parish Council in October 2015: Todd Morris