

Board of Education Minutes - September 7, 2010

September 2010

Minutes from September 7th Board of Education Meeting

1. Opening Prayer – Trish lead Board Member's Prayer
2. Executive Session – Notes to follow
Motion was made to leave executive session and return to our regular meeting (7:30 PM)
3. Roll Call – Msgr Parizek, Chad Steimle, Trish Gallagher, Leigh Boorn, Terry Wendl, Beth Laubenthal, Patty Stevens, Jeff Brennan, Molly Crosby, Dan Zeimet, Brock Harris, Carl DeMaio, Kellie DeMaio (Parish Counsel), Lisa Solchenberger (JFK Teacher), Angie Anderson (JFK Teacher), Shelly Furlong (JFK Teacher).
4. Agenda accepted by BOE Members.
5. Minutes from August 2010 Meeting Approved by BOE Members.
6. Open Forum – Msgr Parizek had a question about the various scholarships, timeline and verification for these scholarships for 8th Grade students who will be attending Assumption High School each fall. One OLV Parent had questions about these timelines and verification information needed when applying for these scholarships. The student in question did receive a scholarship. It was also added these items and the process is included with the information when the parent and student apply for these scholarships in the spring.
7. There was no unfinished business.
8. Administrator Reports

Principal of JFK Chad Steimle

Facilitator of Faith Community:

1. Teachers received 2 ½ hours of catechetical training on August 16th.
2. All school and class Masses have begun.
3. Catechetical Sunday is September 19th with JFK students doing Mass parts at the 9:00 Mass.

Leadership of School Culture and Instruction:

1. I held in-service sessions for new teachers, all support staff, and all teachers during August. Topics included the following:
 - Mission of JFK and JFK's Culture
 - Classroom Management
 - Employment Handbook
 - Faith Formation Guidelines
 - Staff Handbook
 - Safe Environment Training (regarding child sexual abuse)
 - Crisis Management
 - Fall Prevention Training
 - Civil Rights Training (related to our participation in the Federal Free and Reduced Lunch Program)
 - Corporal Punishment Training
 - Confidentiality
 - Schedules and Duties
 - Policy Changes
 - Olweus (our anti-bullying program)
 - Blood Borne Pathogens
2. Both 5th grade classes will have Bee Buddies this year with SAU freshmen.
3. I will be attending an ICN presentation from the state regarding special education services.
4. The Iowa Core implementation plan and self study have been uploaded to the state's data collection website.
5. The Professional Development Team (Tammy Nagle, Kitty Temming, Mary Wahlig, and I) meet each Monday. The following is a general schedule for professional development at JFK for the year developed by the PDT:
 - Necessary along the way activities:

- Training with our new reading and language arts materials (Both in-house and with McMillan McGraw Hill consultants)
 - Interactive whiteboards and technology training (currently conducted by Dianne Siefers)
 - Catechetical training (5 hrs are mandated per year, 2 ½ have already been completed)
 - Four hours of professional development with the other Catholic elementary schools in Scott County (JFK's PDT is responsible for planning at least the first session)
 - One day of professional development with all of the other Catholic schools in Scott County
 - Work with Iowa Core as may be necessary
 - Major focus:
 - Working as a Professional Learning Community (PLC)
 - Includes book/article studies
 - Forum/blog for JFK staff for generating discussion/sharing
 - Learning from one another, including observing each other
 - Reflection
 - All of which are characteristics of effective staff development:
 - Theory
 - Demonstration: watch videos, mock teaching
 - Practice
 - Collaboration/Peer Coaching
 - Content of our work as a PLC:
 - Iowa Core è Five Characteristics of Effective Instruction è Rigor and Relevance è Revised Bloom's Taxonomy
 - More updates will be given to the board as we progress through the Professional Development

Example: Definition of a PLC
A collegial group of administrators and school staff who are united in their commitment to student learning. They share a vision, work and learn collaboratively, visit and review other classrooms, and participate in decision making. (Hord, 1997b)
7. I will be attending the monthly Iowa Core webinar.
8. The PDT will be attending a review of our Iowa Core implementation plan by a state department of education representative.
9. Several field experience students from SAU are at JFK observing/working with JFK teachers this semester.
10. Dianne Siefers and I met with Robert Reppert from the AEA regarding technology and peppered him with question after question about a wide variety of current technology issues and what might be ahead in the future. When we were finishing, I asked him if there was anything else about which we should be asking him or if there was anything in which we were behind on from a technology perspective. He responded that actually, with what we were currently doing with student and staff netbooks/laptops and interactive whiteboards, and the questions we were asking about the future, JFK was ahead of many schools and public school districts. Some of the topics discussed were the following:
- Document cameras
 - Google Apps and Microsoft's Live@edu as student collaboration tools and means for students to store data
 - Model for our professional development on-line discussions and sharing
 - Student information systems (This year is likely our last with JMC. We will consider the other two systems heavily supported by the state at this time: Power School and Infinite Campus
 - Bandwidth
 - Portable data collection tools for walk-through observations
 - Student to computer ratios

13. The SCRA fall grant application will be for additional interactive white boards and associated technology

Managerial Leadership:

1. Enrollment:

- a. K-8 362 355 budgeted (includes 2 students who will leave after the construction season concludes in IA)
- b. 4/5 PS 79 80 budgeted
- c. 3 yr PS 14 20 budgeted
- d. ECLC 19 19 budgeted

We ended the school year at 346 students. Our official count in October was 349. We are experiencing our 6th consecutive year of increased K-8 enrollment. We have more PS-8th grade students at JFK now than have ever been at JFK.

2. Staff adjustments (the ripple effects continue):

- a. We will go to a "waiting list" for 3 yr old PS if we reach 16 and currently eliminate the third adult in 3 yr old PS until needed.
- b. Blanca Moya has moved to a kindergarten aide position from her 3 yr old PS aide position and lunch assistant position.
- c. Jessica Hunter has been hired as a PS aide
- d. Noelle Myers has been hired as a lunch assistant and to do office work.
- e. Alicia Turnquist will no longer do office work but do all of her work in the ECLC classroom.
- f. We are still searching for a 22.5 hr per week ECLC aide.

3. Deadlines for state and diocesan reports begin September 15th and continue through the end of October. The diocese has aided an additional report, and the state has added two and significantly expanded one.

4. Multiple building committee meetings were held regarding the building project.

Public Relations Leadership:

1. The Annual Progress Report to the Community was prepared and will be distributed this week. Every grade level is holding parent meetings this fall. Parent attendance and response has been very positive.
2. I attended the Fr. Ken Martin Memorial Golf Outing for emergency financial assistance.

Faith Formation – Religious Education Director Trish Gallagher

1. **Available for Youth Ministry / Confirmation Coordinator** as requested

- Trish assisted with pre-planning for Confirmation Parent meeting materials. Power point presentation was provided; only 4 parents did not attend.

2. **Faith Formation catechists**, total parish, JFK, FF, and Adults are blessed and commissioned each year on Catechetical Sunday, September 18/19.

- @200 attended FF opening Mass/ meet your teacher Wednesday night on 8/25.
- Registrations are still being accepted for Wednesday sessions.

3. **Policy** review at orientation Faith Formation August 18.

- Trish provided goals summary and review of work for BOE.
- She also provided Diocese evaluation policies to BOE

4. **Assessing needs**, and planning and evaluating programs implementing Diocesan curricula.

- Trish chaired long range planning sub-committee meeting.

5. **As Adult Faith Formation Director (Level II)**, 2010-11 Goals include continuing programs, expanding participation in current programs which provide for the spiritual, intellectual, emotional, and religious growth needs of adults.

- Promotions for year- long calendar of Adult events continue.
- Planning includes ideas for promotion, contacting group leaders, selecting materials. Sign- ups for Adult groups begin this weekend.
- RCIA Process begins September 5th.
- Women's Enrichment plans evening retreat September 21, St. Mary's RI, IL. Lynn Olds coordinates this effort.
- Children's Liturgy of the Word begins September 12. High school youth are being recruited as helpers.

K-6 Jen Wemhoff September 2010 Board of Ed Report

- I created and distributed Newsletter to all JFK and FF.
- I submitted an article for Victory Voice about Trunk or Treat (joint family event for entire parish Oct. 30).
- I attended Pastoral and Interoffice Staff meetings.
- I planned a brief parent meeting after opening Mass on Aug. 25.
- I began staff planning discussion for reconciliation meeting to be held Sept. 23.
- Numbers/ relation to Wednesday Catechists: 22 adults
- 5 high school student helpers provide lead teachers with additional help in the classroom, plus this provides them with service opportunities.
- I provided our catechists with on-going communication.
- I provided supplies and support for catechists on Wednesday evenings, by being available in the office from 5:00-7:30 PM.

Tracie Kirk Confirmation Coordinator September Board of Ed Report

- 7th Grade Confirmation meetings were held on August 29th and September 1st.
- 8th Grade Confirmation meeting was held on August 29th and a second will be held on September 8, 2010.
- Service Orientation date is set for September 26, 2010.
- I attended all interoffice Staff meetings and supplied information for pastoral meetings.
- 7th grade Wednesday evening will have two lead teachers as well as 2 table leaders.
- 8th grade Wednesday evening will have two lead teachers as well as 2 table leaders.
- I have had three separate planning meetings with 7th and 8th grade catechists.

Youth Ministry – Youth Director Leigh Boorn

Leadership in Faith development:

1. I continue to work with Aaron, Cecilia and Julie to plan for upcoming COR Christ and Others Retreat. The team meetings will begin in December. I am planning to meet one on one with Pat Sheil regarding budget, supplies and other needs for the retreat. Student fees should cover most of the supplies, and expenses.
2. I met with adult volunteers after parent event, August 25th, to review upcoming youth nights.
3. Planning outlines for the next month have been given out to all adult volunteers. Youth planning to lead upcoming youth nights have been given an outline of what they are responsible for, and will report to adults as they continue to plan.
4. Julie Kilburg and Mickey Prosis are considering attending NCCYM this winter.
5. The youth have requested we look at the Sunday readings and connect our activities to the readings. They would like to share ideas with Msgr. for his homily to connect what we do at youth nights with Mass for those who do not attend Youth Nights.

Maintain and administer YM Program:

1. High School -- I would like the Board of Education to assign a member who is interested in helping formulate the Strategic plan and implementation of the goals of the Renewing the Vision document. I would like to begin meetings this fall if possible with those interested.
2. I have been reviewing resources for Jr. High youth nights, meeting with youth to promote events and beginning planning for the year.
3. Recruiting youth to participate High School—
 - I have sent out emails to youth and parents regarding registration for NCYC 2011 with a deposit due by September 30th. I met with 8th Grade students and handed out registration forms to those who are interested.
 - An email with information promoting the upcoming High School Youth Rally was sent to all High School youth. Rally flyers are available at youth night and promotion has been included in the weekly bulletin the last few weeks.
4. Providing training and orientation for adult volunteers
 - I met with all adults regarding planning and preparation for the year. Information regarding group formation, learning strategies, and differences in learning styles as well as reminders about maintaining safe boundaries, behavior and Diocesan policy regarding technology and other pertinent areas were reviewed.
5. Looking at fundraising opportunities – Fall Barbeque on Sept. 26th.
 - Youth will sell cotton candy, snow cones, popcorn and raise money by taking cash as votes for the pie throwing contest at the OLV BBQ in September. Volunteers are being sought to participate in the Pie Throwing Contest. Participants will be voted on by the most money raised, and those voting will have the opportunity to throw a pie at the two who have the most votes/money. Msgr., Chris Wemhoff (Parish Council President) and myself are the only participants so far.

Communication with Y.A.C.H.T. (Young Adult Catholics Hanging Together):

1. The cook out held on August 8th had 12-15 young adults in attendance. They looked at some resources for the years small group study. The group also supported the trivia night on August 28th with new people attending both August activities.

Also Leigh shared the Kentucky Mission Trip Budget and Expenses with the School Board.

8. Committee Reports and Communications:

- Generations of Faith Committee (Trish, Beth, Jeff) – Beth shared written report covering the meeting on August 16th Highlights from this meeting were the following:
 1. Reviewed draft of the Summary of Faith Formation Goals
 2. Reviewed and developed a plan of action for completing the 5 year plan
 3. Reviewed and a brief discussion of Diocese Faith formation Ministry Goals.
 4. Sub – committee also agreed to bring action to the Board of Ed to consolidate the Faith Formation and Generations of Faith into one committee– Motion was passed by the board.
- Finance Committee – No meeting
- Nominating Committee – Still need another board member for this year only to replace Donna. Board will continue search for new member.
- Policy Committee – No meeting
- Strategic Planning Committee – No meeting
- School Improvement Advisory Committee – Did not meet but have school data meetings again in the spring.
- Market/Public Relations Committee – No meeting
- Grant Writing Committee – Did not meet but Chad shared with board that a multi-year SCRA Grant for more White Board Presentation Stations will be submitted in Spring 2011. (Grant \$70,000 plus)
- Parish Council (Carl) – The committee met in August
 1. Building committee continues to meet.

2. Social Action collected \$1,734 dollars in baby bottle campaign for Birth Right
3. Time Talent Week End Sept. 11th and 12th.
4. Board of Education Banner needs some letters repaired on its' banner.
5. Parish has been approved for a loan for up to \$600 thousand dollars to cover costs above the amount collected for our building project. The loan would have a 6% interest rate for up to 20 years.
6. Parish Back Yard Barbeque September 26th from 12 – 4 PM
7. Family Life – Natural Planning Group to be considered.
8. Building and Grounds – Parking lot painted

- Finance Council – No meeting
- Building and Grounds – Patty reported the following

1. Fence area for pre-school play area finished.
2. Kitchen work is not complete but gym floor is finished.
3. Staff will need to park away from building to open more visitors parking.

- Athletic Club – JFK Band Boosters – Home and School – No meeting but magazine sales start this week
- Assumption High School (Dan S.) - E-mail with minutes from their meeting were sent out.
- Scott County Catholic School Advisory Board – Meeting will be Sept 13th at 5:15 PM. Dan and Jeff will be attending this meeting.
- ECLC – No meeting
- Youth Minister – Group did meet on August 23rd and addressed following issues:

1. Review polices for enrollment growth.
2. Addressed issues that came up after our last school board meeting
3. Evaluation of administration will be shared each year.
4. Board Recommendations – needs to know in advanced of changes in personal but will accept the changes for confirmation coordinator at this time. The board voted on this motion and the motion passed.

9. **New Business** – The three strategic planning committees were discussed (School, Generations in Faith and Youth Ministry) and it was decided these plans would be reviewed and completed by May 2011. The plans will be shared with the Board of Education in May and the 2011-2012 School Year would become year one of these plans.

10. Pastor Notes – Msgr. shared the following information:

Building committee continues to meet and please keep this committee in your daily prayers. Ground breaking will be in the spring of 2011. We should have 2 million dollars collected by the end of this calendar year. Information and dates will be shared with the board and parish regularly.

Also, there will be Diocesan-wide Parish meetings for future planning over the next month. Parish Leadership is encouraged to attend one of these meetings. There will be two local meetings on Oct. 3rd. St Paul's' in Davenport will have a 3 PM meeting and St. Josephs' in DeWitt will have a 5 PM meeting that afternoon. Please get back to Msgr. by Sept.10th if you plan on attending one of these meetings.

Msgr. will be attending the Scott Co. Catholic School Advisory Board Meetings this school year.

11. Executive Session – Separate notes from this session
12. Closing prayer was lead by Msgr. at the end of the meeting.

Next Meeting Tuesday Sept. 5th.

Board of Ed Rep to Parish Council Sept. 28th (Terry)