

# Board of Education Minutes - September 6th, 2011

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## Minutes from Sept. 6th, 2011 Board of Education Meeting

1. Opening Prayer – Msgr. offered prayer from new missal.
2. Roll Call – Chad Steimle, Trish Gallagher, Terry Wendl, Molly Cosby, Jeff Brennan, Patti Stevens, Carl DeMaio, Luke Ebener, Susan Dill, Brock Harris, Karl Stratman and Msgr. Parizek. Also, Karen Youngerman (JFK Teacher), Lisa Solchenberger (JFK Teacher) and Angie Anderson (JFK Teacher) attended the meeting.
3. Agenda accepted by BOE
4. Minutes from August Meeting – Approved by BOE
5. Open Forum – No open forum.
6. Unfinished business – The Youth Minister Interview Team recommended Thomas Fallon to fill the Youth Minister position. There was a brief discussion and then the motion to hire was put to a vote and the board approved the hiring of Thomas Fallon, who will be starting the first of October.
7. Administrator Reports

## **Principal of JFK Chad Steimle highlighted the following from his submitted Sept report:**

Principal's Report to the Board of Education  
September 6, 2011

### Facilitator of Faith Community:

1. All school and class Masses began in August. Due to safety concerns during the re-roofing of the church, class Masses have been cancelled until work and inspections have been completed. All school Masses are being held in the gym every Friday instead.
2. The "prayer request" section of the redesigned OLV/JFK website is being developed. Currently, a "quarterback(s)" is needed. This request will be on both the school and church "side" of the website.
3. Catechetical Sunday is September 18th.

### Ethical Leadership:

1. Donna Daniel is working with an electronic translating program to communicate with the parents of a child. We may consider expanding its use to grades above pre-school.
2. Record checks and communications regarding immunizations are beginning. The "stickiest" issues are when children have received the correct number of shots, but they were not timed correctly. The shots are then considered null and void, and the children must be re-immunized.

### Leadership of School Culture and Instruction:

1. Considerable amounts of time are still being spent on staffing in instructional and other areas:
  - Lauren Hurley received a full-time kindergarten teaching position across the river and quit as an instructional aide at JFK after the first week of school.
  - Laura Burke, JFK parent of three, has been hired as the 1st/2nd grade instructional aide. Mrs. Burke has three children at JFK, holds a teaching license, and has experience teaching 1st and 2nd grades at Trinity Lutheran.
  - Melissa Zeimet was hired to work part-time as an aide in pre-school. She also worked in the lunch program and office. Mrs. Zeimet has an educational license with an early childhood endorsement. The Zeimets have two children at JFK. She has been splitting PS duties with Brenda Fox. She will be switching to a full-time lead resource teacher position in the near future. She will spend her time in Mrs. Daniel's PS in both the morning and afternoon but is also responsible for the resource lesson planning and training of Julie Baker, who is the aide in Mrs. Jordan's pre-school room and who will deliver the resource work. With this arrangement, an additional full-time PS aide is not needed.
  - Brenda Fox will be moving back to ECLC full time. With all of the turmoil in PS and ECLC at the beginning of this year, it seems best to stabilize both programs and have Brenda's full-time presence in ECLC. However, everyone in PS and ECLC are aware that there may be adjustments next year due to ECLC labor costs.

- Jessica Hunter accepted a position in another daycare that offered her more hours.
  - Jenny Burmeister has been hired to work in ECLC. She will also be a substitute teacher for JFK as she holds an educational license. On days when she is not substituting, she may be working in the office. Ms. Burmeister has experience as a substitute teacher and as a lead teacher in a daycare room.
  - The following people are working in ECLC: Brenda Fox, Alicia Turnquist, Jenny Burmeister, Julie Baker, Laura Burke, and Angie Anderson.
  - Larry Flathman, an OLV parish member and retired Bettendorf middle school science teacher, will be filling the long term substitute positions for Sarah Nelson's, Rachael Whelchel's, and Tammy Nagle's maternity leaves
2. JFK has been assigned an AEA school psychologist for a half day per week this year. We have not had this type of AEA service in about eight years. Jana Baltimore continues to be the speech pathologist for JFK. She is at JFK two half days per week.
3. Professional Development:
- The Professional Development Team of Mary Wahlig, Kitty Temming, Tammy Nagle, and me continues to meet every Monday.
  - See the attached professional development team goals that were emailed to the BOE. They include the following:
    - An article and book study
    - Implementation of the Iowa Core through the use of unit/chapter/lesson planning in OnCourse utilizing a template and through observation of instruction
    - Utilization of technology for instruction and professional development
    - Collaboration with SAU, as available, with a math project and a Science, Technology, Engineering, and Mathematics workshop
    - Catechetical training
4. Using Rosetta Stone for our foreign language exploratory has begun.
5. On Thursday, Tammy Nagle and I will be attending the training session for our state site visit in January. The PS program will also have its site visit from the DE this year. Michelle Jordan and Donna Daniel have begun the preparations for this visit.
6. 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
  - Blood Borne Pathogens
  - Training for OnCourse
  - Training for our re-designed website

#### Managerial Leadership:

1. The lunch program manager position is open. Noelle Myers has taken a full-time position with the U.S. Post Office.
2. All remodeled classrooms were completed, furnished, and available for use at the beginning of the school year. The new lower level restrooms were also available. The upper level new spaces were available on the first day of school. We are all still moving into these spaces and determining best arrangements for furnishings and equipment. We are working with several designers to solicit ideas for the offices and staff room.

3. Two of the smaller old offices near the front of the building are awaiting carpeting before being used. The old nurse's office will be thoroughly cleaned before we permanently move someone into there. We are currently using these areas and moving people around temporarily.
4. We will be installing, at some point in time, a water fountain in the cafeteria so we can fulfill the Healthy Kids' Act requirement for unrestricted access to water during lunch. Student management issues are still, however, being determined. We currently are using a 5 gallon water cooler.
5. Deadlines for state and diocesan reports begin September 15th and continue through the end of October.
6. We had two early dismissals due to the heat. Once the addition is completed, creative scheduling may eliminate the need for such early dismissals due to high temperatures.

#### Public Relations Leadership:

1. Unpack your backpack and the Athletic Club's ice creams social were held before school began.
2. Parent meetings for every grade level concluded last week.
3. PS home visits were conducted August 15 and 16.
4. The Annual Progress Report to the Community was prepared and has gone to the printers.
5. Our re-designed website is almost ready for roll out.
6. Survey results regarding the 8th grade spring show and graduation reception were received. Parents were in favor of moving the 8th grade slide show from the 7th/8th grade spring show to the graduation reception and changing from heavy hors d'ourveres to cake and punch/coffee.

#### Leadership in Diocesan/Parish Context:

1. I will be a representative to the Diocesan Board of Education. Its first meeting of the year is this week.
2. Multiple meetings and time are spent on the building project each week. The new target date for the completion of the east addition is at the end of October, about a month behind the original projection.

#### Items for Board Action

**Amended Budget – Chad went over the amended budget he provided to board members and after discussion and questions from board members, the board voted on a motion to amend the 2011-2012 JFK Budget. The motion to amend the budget passed.**

### **Faith Formation Report Highlights**

#### **Pastoral Associate for Faith Formation**

Trish Gallagher Board of Ed report September 2011

1. **Providing faith formation**, religious education and sacramental preparation for all members of the parish faith community.
2. **Supervising sacramental preparation:**

Assisting as needed with Confirmation coordination,  
Parent meetings

Reviewed as needed First Communion prep with Jennifer  
RCIA held inquiry this summer, began regular sessions August 26th

3. **Available for Confirmation Coordinator** as requested,

Working with Lisa and Kathy

4. **Faith Formation catechists:** in place for Fall sessions
5. **Assessing needs**, and planning and evaluating programs implementing Diocesan curricula.

- Strategic planning group Goals clarified with Jeff, Beth
- Roman Missal Committee meetings continue, implementing Parish Plan with Janet Thomas for JFK, Monsignor for total Parish

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

Working with CEW as needed

I. **As Adult Faith Formation Director (Level II)**, 2011-12 Goals include maintaining current programs, expanding participation in current programs which provide for the spiritual, intellectual, emotional, and religious growth needs of adults.

1. 8 sessions for Roman Missal learning
2. Movies with Meaning continues, Carl and Kellie DeMaio coordinate. 2011-12 calendar reviewed
3. Women's Enrichment, meets monthly. Lynn Olds coordinates.
4. Finalizing plans for 2011 resource
5. Trish actively supports Parish Council, Vocations

I. Re: Liturgical Ministry: PAFF goal: to enhance learning through ministries:

1. Roman Missal planning as above.
2. Children's Liturgy of the Word continues, begins September 11  
Providing promotion at Parent meetings.
3. developed liturgical calendar

III. Regarding Family Life/ Pastoral Ministry: Family Materials made available. Distribution via bulletin, Life long learning Bulletin Board, Newsletter, through JFK and Faith Formation..

### **Board of Ed. K- 6 report from Jennifer Wemhoff**

I planned and held two catechist and support helper meetings in August.

I attended weekly staff meetings.

I helped move our supplies and furniture into the new office space.

I wrote and distributed the September Faith Formation Newsletter for students at JFK and in Faith Formation.

### **Youth Ministry – No Report**

#### **Committee Reports and Communications:**

- Generations of Faith Committee – No Meeting
  - Finance Committee – No Meeting
  - Nominating Committee – No Meeting
  - Policy Committee – No Meeting
  - Strategic Planning Committee – No Meeting
  - School Improvement Advisory Committee – No Meeting
  - Market/Public Relations Committee – See principal report.
  - Grant Writing Committee – Chad reported looking for a Bechtel Grant for band room and storage. Also, writing grant for a SCRA Grant for Interactive White Boards.
  - Parish Council – Carl attended.
    1. Ice Cream Social in Sept. – replace parish fun day – Start 50 Year Celebration
    2. More events each month for the 50 Year Celebration with CEW in Oct. and Christmas Bizarre in Nov.
    3. Parish directory updated during 2012.
    4. CEW Group looking for office dividers.
- Finance Council – No Meeting
  - Building and Grounds – New classrooms should be ready Oct. 28th. Committee looking at bids for blinds in new classrooms and the idea of tinting the windows on the west side of building so blinds will last longer. The group also is working on guidelines for future Eagle Scout projects.
  - Athletic Club – Provided ice cream social on unpack your back pack night.
  - Band Boosters – Will be looking at storage for band equipment
  - Home and School – Meeting next week for first time this year.
  - Assumption High School – Email was sent out earlier for BOE to review.
  - Scott County Catholic School Advisory Board – Meeting next Monday
  - Youth Minister – No meeting

New Business – None

Msgr. Parizek reported he is still making his visits to every classroom at JFK. He is a little behind because of unexpected situations he needs to address within the parish. The all school mass will be on Sept. 18th at 11:00 AM. Also Msgr. thanked the Youth Ministry Committee for all their hard work during their search for our new Youth Minister Thomas Fallon.

Board went into Executive Session at 8:11PM and the session ended at 8:25 PM.

Closing Prayer – Group

The BOE meeting ended at 8:30 PM.

Next School Board Meeting Tuesday Oct. 4th – Oct. Parish Council Jeff