

Board of Education Minutes - September 2013

1. OPENING PRAYER (10 minutes) – ‘A Board Members’ Prayer
2. ROLL CALL – Monsignor, Chad Steimle, Trish Gallagher, Tommy Fallon, Terry Wendl, Deanna Kelley, Pat Archer, Karl Stratman, Brock Harris, Chris Sigwarth, Tom Brus, Lisa Stachula, Mary Wahlig (JFK Teacher), Linda Vogel (JFK Teacher), and Shelly Furlong (JFK Teacher).
3. ACCEPTANCE OF AGENDA – Unanimously approved
4. READING AND APPROVAL OF MINUTES OF August 2013 – Unanimously approved
5. COMMENTS FROM AUDIENCE and OPEN FORUM – Terry welcomed teachers. No other comments were made.
6. UNFINISHED BUSINESS
 - a. Parent report card: no update
 - b. Approval of new Board member:
 - i. Pat Archer nominated Lisa Stachula to replace Matt Henning’s position on the board (Terry seconds the nomination). Unanimously approved.
7. ADMINISTRATOR REPORTS (Written reports pre-submitted):
 - Principal’s Report to the Board of Education (Chad)

Facilitator of Faith Community:

1. NET retreats for 7th and 8th graders and the First Reconciliation parent meeting are in late September.

Ethical Leadership:

1. Medical/allergy/asthma plans are in place for quite a few students this year, especially among preschoolers and younger students. Allie Penn, the Scott County Health Department school nurse/liaison for non-public schools, demonstrated the use of epi-pens, including newer models, and rescue inhalers to teachers.
2. The use of the “home language survey” for all new students has identified one student who will be screened to determine if he/she is an English Language Learner. (Just based upon our observations, the child seems to have language proficiency in English and an Indian language (from India).)
3. 504 accommodation plans have been reviewed, updated where necessary, and distributed to staff. Section 504 of the Rehabilitation Act of 1973 applies to public and non-public schools, especially those that receive federal funding such as through Title I, IIA, III, or their lunch programs. Those entitled to accommodations are those who without treatment or accommodations “(1) have a physical or mental impairment that substantially limits one or more major life activities; or (2) have a record of such an impairment; or (3) be regarded as having such an impairment.”¹ “Major life activities, as defined in the Section 504 regulations...include functions such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. ... [C]ongress provided additional examples of general activities that are major life activities, including eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, and communicating.” Typically, plans at JFK are for ADD/ADHD, diabetes, or some other diagnosed condition.

Leadership of School Culture and Instruction:

1. Professional Development:
 - a. The PDT has been working on the following:
 - i. Converting our observation tool to an electronic version that can operate off tablets and Smart phones. A sample of a report using fake data to test the features is attached. There are many ways in which the report can be filtered, including for individuals.
 - ii. Planning for Wednesday PD times. Several will be used for OnCourse/website collaboration. OnCourse is the online lesson planning tool we use to ensure that we are meeting the standards in the Iowa Core (English/Language Arts, Math, Science, Social Studies, and 21st Century Skills) and to help track the use of research based instructional strategies.
 - iii. Drafting responses to several questions on the state’s C-Plan. The C-Plan due date is September 15th. The C-Plan also contains student achievement data and goals such as that reviewed by the SIAC and approved by the board in June. Samples of some other questions and responses, some of it just our brainstormed notes, are below.
 1. What are the district’s measureable, long-range goals to address improvement in social studies?
 - a. All students will be exposed to the Iowa Core content standards for social studies according to grade strand. The following indicator will measure progress with this goal:
 - b. The number of times each content standard was linked, by grade strand, during the course of the year, as entered through OnCourse, our online unit/lesson planning tool.
 2. What are the district’s measureable, long-range goals to address improvement in 21st century skills?

- a. All students will be exposed to the Iowa Core content standards for 21st century skills according to grade strand. The following indicator will measure progress with this goal:
 - b. The number of times each content standard was linked, by grade strand, during the course of the year, as entered through OnCourse, our online unit/lesson planning tool.
3. What activities, resources and timelines are established for developing and following a cycle for document/plan review for the purposes of incorporating elements of the Iowa Core and integrating various planning processes?
- a. Activities
 - i. Data analysis of information available through OnCourse
 - ii. Annual PD Review
 - iii. CPlan is reviewed at least annually
 - b. Resources
 - i. OnCourse
 - ii. PD Review tool provided through the original IC implementation plan
 - iii. Cplan as available through DE website
 - c. Timeline
 - i. End each quarter, semi-annual, and annual data analysis
 - ii. Each May
 - iii. Summer

4. By law, local standards are to be identical to the Iowa Core Standards in literacy. What steps is the district/school taking to ensure that the standards are being implemented in literacy? (The C-Plans next four questions are the same except the content is changed to math, science, social studies, and 21st century skills)

- a. Same answer as above for long-range goal
- b. Using OnCourse to verify implementation

2. The Next Generation Science standards are under review in Iowa to see how they align to the Iowa Core science standards. It is anticipated that they will be adopted with minor revisions, similar to how Common Core ELA and math standards were slightly modified to be adopted into the Iowa Core.

3. Caitlin Putnam, Kelly Poster, Deneen Woerdehoff and I will be attending the Response to Intervention process training in Des Moines on September 11-13, and we will miss the Open House on Sept 10th. AEA personnel Maggie VanFossen and Tammy Schaefer have been assigned to JFK for the implementation process and will be attending the training with us. Of the 90 schools in Iowa selected to begin this implementation, JFK is one of only three non-public schools.

4. I am in conversation with the DCSD regarding Title I services. Due to some recent changes of interpretation or understanding, we have many more students that would qualify. In the most recent past, students had to have a resident DCSD school which was a Title I building, they had to be free/reduced lunch, and their test scores had to be below certain thresholds. When JFK had three students eligible and (St. Paul's had about the same number), we agreed to let the services be provided at All Saints, which had a long established Title I after school tutoring program in place (i.e., they had all the testing protocols and government paperwork processing systems, including staff who knew what to do, in place). Without the free/reduced filter in place, JFK now has about 20-30 students eligible for services funded with Title I dollars.

Managerial Leadership:

1. The DCSD preschool representatives have indicated that state funding can be used again for playground equipment. Carryover can be used to expand the program. With an interesting interpretation, the DCSD rep indicated that marketing would not be a covered expense, but that buying more materials would make the program better and expand the program. In the geographic area of the Davenport school district, it is still believed that only about 50% of all eligible four year olds attend preschool.

2. Enrollment:

a. K-8:

- i. Currently: 371
- ii. Budgeted: 375
- iii. One family (with a K-8 student and a PS/ECLC student) will be moving as soon as its house sells, and we may be getting one family with two K-8 students when they move to the area.
- iv. Thirteen families left JFK over the summer taking 23 students:
 - 1. Six families with 12 children moved out of the area
 - 2. Other reasons:
 - a. Not offered a contract due to non-payment of prior tuition
 - b. Moved to east Davenport location and switched to a public school
 - c. Transportation issue outside of the DCSD area
 - d. Special education
 - e. Family friend left JFK

f. Unknown (2 families)

v. Thirteen families came to JFK with 14 students, six of them in 6th grade.

b. Preschool numbers have been up and down all summer due to daycare, transportation, parents' employment, and potty training issues in addition to the normal mobility of families.

i. 3 year olds:

1. Currently: 13

2. Budgeted: 18

3. Has hovered between 10-16 all summer. One day we even dropped two and added two.

ii. 4/5 year olds:

1. Currently: 79

2. Budgeted: 80

3. Morning classes were filled in February/March, and all classes have had movement throughout the summer. One family has been registered for MWF am, M-F am, and M-F pm, for example. Afternoon classes were full on the first day of school, but we just lost one.

c. ECLC/daycare enrollment has been even more volatile than preschool.

i. Currently: 21

ii. Budgeted: 23

iii. We were at 25 with a waiting list prior to school beginning. We will be losing one soon when a layoff in the family occurs, and another one when the family moves. There may be an additional one that also leaves.

iv. I will be contacting Joe Creen, who drafted our ECLC contract, to review language referring to cancellation of the contract. We currently only pursue the cancellation fee after the date of the contract begins, not after the date the contract is signed.

d. Estimated impact on budget:

i. Revenue will be short \$31,500 and more when other K-8 and ECLC students leave, estimated at about \$2,500 per K-8 student and \$5,500 per ECLC student.

ii. Presently, I can foresee reducing expenses by about \$12,000-\$15,000 through savings in what was budgeted for office help, furnishings, and ECLC expenses. While smaller savings may be available through other line items, larger savings, at this time, can only be made through reducing non-contractual staff or bonuses.

3. Two families inquired about helping with window or stand-alone A/C units. This information was forwarded to B & G via email as it was after their August meeting. There are difficulties in taking a piecemeal approach to air conditioning the rest of the building. Just replacing a small broken window unit in a kindergarten room this summer, for example, cost over \$1,500 for replacing the window, electrical work, and labor in addition to the unit itself, which was over \$500. We have four methods of air conditioning twelve rooms: geothermal, roof top units, window units, and a split system. We also use a portable unit in the copy room. Not including the cafeteria, gym, or halls, there are twelve additional classrooms to air condition.

Public Relations Leadership:

1. Multiple means of communication are used to announce early dismissals due to weather: website, Facebook, Twitter, email, and television. Television, once again, proved to be the least reliable. An early dismissal announced after school has begun is also communicated via emergency telephone callers. The decision to close early is made by 10:00 a.m. In order to maintain our bus transportation, such decisions are made in cooperation with the DCSD.

Leadership in Diocesan/Parish Context:

1. I attended the August Scott County Catholic school principals' meeting:

a. There is not a lot of interest in pursuing joint funding/grant opportunities for air conditioning.

b. The SCCSAB will be asked to examine options for tuition when a family has students in multiple elementary buildings because some grades are closed on their preferred school.

2. Orientation for new board members in Scott County Catholic Schools is September 18th at 6:30 p.m. at St. Vincent's.

3. A parent presentation about A.L.I.C.E. for Davenport Catholic schools is on September 23rd at 6:30 p.m. in Assumption's auditorium.

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

1. As Leader in Faith Education

• Life Long learning Plan implementation

1) Still seeking youth helpers for Children's Lit to start Sept 8

- 2) Developing Post –baptismal support with parent letters/ online support: New continuing project. Will begin this after all programs are in session
 - 3) NEW WEAVE Project Women weaving the strands of God- family- work- personal needs. Sign ups available to receive reflections/ and then Gather or respond
 - 4) Movies with Meaning Starting October
 - 5) ADULT WORKSHOP “Faith Matters”, 45 attended, follow up notes and discussion notes to PC. Bible studies 3 in session Monday AM , 5 attending; PM 16 attending, men starting 9/ 5
 - 6) All FF staff areas recruited.
- Thursday Reflection on the readings of the week: slow getting started.
 - Submitted necessary paperwork to Parish Administrator per advice of Salary Committee for FF staff. FF job descriptions not yet finalized
 - Supplied weekly bulletin articles or scripture reflections for community formation. New TV promos, newsletter article
 - “New” Evangelization activities for adults, Dr. Winter August 25 Workshop “Faith Matters”
 - 1) 2 follow-ups planned: Matthew Kelly’s book / 4 part discussion
 - 2) and Fr. Barron’s DVD study (did not arrive from publisher) preliminarily scheduled for Oct 13. Spoke with Rachel Fallon, Don Boucher, and Luke Ebener related to this
 - Provide or promote quality in-service opportunities for staff and catechists
 - 1) Staff: MORE in-service planning for Oct , Volunteer catechists: attending conference
 - Attended staff, Pastoral staff, Parish Council, Liturgy, Wellness, RCIA Meetings
2. As Liturgical leader/ RCIA leader
 - Continue weekly sacramental preparation with JFK children next Thursday AM
 - 1) will distribute Renew Year of Faith pages at JFK parent meetings and FF first night
 - 2) with Monsignor submitted annual liturgical calendar
 - 3) RCIA Inquiry begins Sept 8
 - 4) Aug 25 Confirmed 3 adults, 1 is attending Bible study , 2 asked to continue Sunday sessions
 3. As Leader for Parish Moral efforts
 - Assisted at 7/8th Confirmation parent meetings
 - Increase Pro-life/ Pro-Family, Catholic teachings on Human sexuality to all ages. Investigating methods of providing links via FF access/link to on-line learning
 4. As Prayer leader
 - Providing ‘lectio divina’ scriptural review of weekly readings
 - Supporting CEW Women’s retreat as Assistant Spiritual Director,
 5. As Community life Support
 - OLV Vocations efforts (preliminary meeting about Film project), One Rose project for vocations for Sisters during September to be delivered @ Oct 1.
 - Supporting Pastoral Council Picnic planning
 - Attended Wellness committee, collaborated on suggested Matthew Kelly book distribution
 6. Family support “projects” in collaboration/ parallel planning with JFK
 7. Initiating social media committee for Faith Formation Access/ links: started discussions with Pastoral staff, Ongoing discussions of best format with current online service
 8. Fostering an awareness of special needs Faith Formation resources. Developing plan with Lisa for review of 2 books for special needs, to develop a parish Plan.
- Reminder : these 8 categories are linked with our 5 year Goal Plan

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

- I am completing my coursework for my catechetical certification and will receive my certificate in October.
- I attended the Pastoral Staff meetings in August.
- I attended the August MORE meeting at the Chancery.
- I planned and held our catechist and support helper in-service on August 21.
- I wrote and distributed a Faith Formation newsletter to JFK families and Faith Formation families.
- I continue to provide weekly information to be printed in the bulletin.
- I am working on the Faith Formation Gala package entitled “HELP”
- I continue to provide support and communication with catechists and support helpers
- I attended weekly staff meetings.

Board of Ed. Confirmation Coordinator Report - August – Lisa Willows

- Worked with Trish on reviewing Confirmation materials for 2013-2014
- Held Confirmation parent meeting for the 7th and 8th Grade
- Updated materials for 7th Grade and 8th Grade JFK and Faith Formation Classes

- Worked with the JFK teachers to develop a new rubric for Saints Project
- Held meeting with Julie Bauer (JFK Teacher) and Trish to go over materials presented in the Confirmation Prep Project.
- Assisted Tommy introducing JFK 8th Graders to the Youth Room and talking about retreat opportunities.

Administration

- I attended the MORE meeting held at Diocese of Davenport.
- Completed classes for Catechetical Certification
- Helped with the Catechists in-service at OLV
- Updated FF financial information.
- Updating the FF page on OLV Website
- Created flier for the HS Retreat to be held in September

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

- Tommy Fallon presented to the Board a presentation entitled "Renewing the Vision: A Framework for Catholic Youth Ministry. This presentation defined Catholic Youth Ministry, its goals, and its mission. This presentation will be shared with the Parish Council and any other group that is interested.

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

- a. Generations of Faith Committee (Karl, Trish)
 - i. No Report
- b. Finance Committee (Chad, Joe, Tom, Terry)
 - i. No report
- c. Nominating Committee (Brock, Terry, all board members)
 - i. Lisa Stachula was nominated as Matt Henning's replacement.
 - ii. 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, "Take Stock in the Parish", etc...)
- d. Policy Committee (Chad, Patrick, Molly)
 - i. No report
- e. Strategic Planning Committee (Chad, Terry, Joe)
 - i. No report
- f. School Improvement Advisory Committee (Chad, Deanna, Molly, Karl, Brock)
 - i. No report
- g. Market/Public Relations Committee (Chad, Chris)
 - i. No Report
- h. Grant Writing Committee (Chad, Lisa Stachula)
 - i. No report
- i. Parish Council (rotating per schedule) 4th Tuesday of each month 7:00 pm
 - i. The parish picnic will be 9/14 at 4pm. Volunteers are needed and sign-ups will be available after mass this weekend (9/7-9/8)
 - ii. Budget update: the mortgage is under \$280,000 for the construction of the new gathering space.
- j. Finance Council Rep. (Terry, Molly)
 - i. The Internal Control Questionnaire was reviewed.
 - ii. Chad shared with the Council the school's revenue challenges this year, and the Council did not seem too concerned at this time.
- k. Buildings & Grounds Rep. 2nd Thursday 7:30 pm (Patty, Brock, Matt)
 - i. The committee is working on a wish list for Parish and school needs. This will be a working document that will change over time.
 - ii. The wall in the Parish Center was fixed and new carpet will be installed soon.
- l. Athletic Club
 - i. Fees are being refunded to families who paid for volleyball (boys) now that there will not be a boys' volleyball league.
- m. JFK Band Boosters
 - i. No report
- n. Home & School Rep. A
 - i. No report
- o. Assumption High School Rep. (Dan Solchenberger)
 - i. The press showed up at the AHS BOD meeting along with some concerned as it related to the St Ambrose plans for sports fields and complexes. The AHS BOD is still in the fact finding phase and is not in a position to make a decision related to the St. Ambrose plans at this time. Andy presented this to the media and also the concerned neighbors.

- ii. AHS is now ready to go to all students with technology. On Sept. 12 all students and teachers will be getting laptops for their use in the classroom. This is a huge step for AHS and all faculty, staff, students, parents, and AHS supporters alike should be very proud of this achievement.
- iii. Daycare operations are going well and it is continuing its growth pattern from its initial start-up.
- iv. Students are acclimating well into the new school year.
- v. Enrollment is up 29 students from last year with a total student population of 481. On average we are getting 74% of our catholic feeder schools 8th graders into AHS. Our Admissions group and PR committee is doing a fantastic job and will continue to find ways to encourage the students and parents to attend AHS. This process is being helped out by the STO and the Embracing our Future effort.
- vi. Finance report was presented and is looking good for this coming year due to increased enrollment and good stewardship of our funds.
- p. Scott County Catholic School Advisory Board Rep. 2nd Monday every other month (September, November, January, March, May) @ St. Vincent (Terry, Chad, Joe)
 - i. No report
- q. Ad Hoc Committees:
 - i. School Lunch Program, Breakfast Program
 - a. After looking at and discussing the information gathered, the committee reached the following conclusion: there is not enough of a difference in the food between the National School Lunch Program and Healthy Kids' Act requirements to justify the increase in cost that would be passed on to parents. The food would be relatively the same but cost everyone significantly more because there would be no government subsidy. The attached document contains the committee's notes, information, rough calculations/estimates, and next steps to be taken. The next steps mention that HKA applies to breakfast. However, more recent research seems to indicate that, as long as a breakfast option is not done during the school day, it would not have to meet the HKA requirements, which apply during the school day (bell to bell).

9. NEW BUSINESS:

- a. Discussion of financial assistance for Technology fees, aftercare, before school care, sports, & band).
 - i. Currently, about 83% of the 5th graders are going out for band. The question arose about financial assistance for band, and Chad has expanded the question to consider other activities/fees such as technology fees, aftercare, before school care, sports, and field trips. Below is a summary of things the board might want to consider:
 1. Tuition: Regular financial assistance and emergency financial assistance available. Victory Vouchers rebate. Individual payment arrangements can be made. Greater flexibility for those who are among the most active members of the parish. 33%-40% of students receive regular financial assistance.
 2. Registration fee: discounted if register early. Maximum charges for two children per family.
 3. Lunch duty: can be earned back by a family member or extended family member working the lunch periods
 4. Technology fee: Maximum charges for two children per family
 5. Aftercare: No discounts other than the 100%, 80%, 60%, free model similar to tuition rates
 6. Before school care: No discounts
 7. Sports fees: No discounts
 8. Band: No discounts on participation. May be able to rent a school owned instrument at a good price.
 9. 3 or 5 year old PS: No discounts
 10. 4 yr old PS: Free
 11. ECLC: Emergency payment adjustments have not exceeded 50% for a limited time period
 12. Field trips: Assistance may be available after conversation with staff member who consult principal
 13. Lunch: Can apply for free/reduced rates. Meals are subsidized by state and federal funds. Less than 10% of students are eligible.
 - ii. No action was taken by the board at this time

10. PASTOR'S NOTES (Msgr Jim P)

- a. Diocesan Year of Faith: Vespers (Evening Prayer) will be celebrated on September 22nd at 3:00 p.m. at Sacred Heart Cathedral, followed by a cookout.
- b. Matthew Kelly's book "Four Signs of a Dynamic Catholic" has been made available to parishioners and is highly recommended.

11. CLOSING PRAYER – closing prayer was given by Monsignor and meeting was adjourned at 9:10pm.

- NEXT Regular Meeting: Tuesday, October 1, 2013
- BOE's Rep to Parish Council on Tuesday, September 24, 2013 (Terry)

