

## Board of Education Minutes - September 2014

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### Minutes from September 2, 2014 Board of Education Meeting

- a. OPENING PRAYER (10 minutes) – Trish Gallagher
- b. ROLL CALL – Monsignor, Chad Steimle, Molly Crosby, Pat Archer, Trish Gallagher, Brock Harris, Heather Egger, Karl Stratman, Jen Flynn, Lisa Stachula, Todd Morris, Jennifer Wemhoff, Tommy Fallon, Linda Vogel (JFK Teacher), Shelly Furlong (JFK Teacher), Mary Wahlig (JFK Teacher)
3. ACCEPTANCE OF AGENDA – Unanimously approved.
4. READING AND APPROVAL OF MINUTES OF August 2014 – Approved with changes to roll call.
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) September 2, 2014

#### Ethical Leadership:

1. Once again, the question of whether or not our “Catholic League” coaches have to be certified by the Board of Educational Examiners has reared its head. This time the precipitating issue is the requirement for concussion training. Access to the training is through a coach’s BOEE’s license number. Currently, there are two differing opinions being offered by Department of Education representatives. Lee Morrison hopes to have this issue clarified by September 2nd.

#### Leadership of School Culture and Instruction:

##### 1. Professional Development:

- a. Membership of the PDT includes Kelly Poster (K-2), Kitty Temming, Julie Bauer (6-8), Caitlin Putnam (K-2), Sara Tilken (specials), and Deneen Woerdehoff (resource).
- b. The outline for professional development and its time was developed:

All-encompassing goal: Work as a professional learning community.

- i. To implement “Teacher Talk” once per month for ELA and once per month for math using the modified data team process and other established guidelines. Specials teachers will implement Teacher Talk for Gospel Values/School Climate.
- ii. To implement the Assessment for Learning “Building Block”
  1. Student Learning Goals will be aligned to the Iowa Core
    - a. Student Learning Goals will be determined for each “segment” of ELA and math instruction
    - b. Student Learning Goals will be determined for each “segment” of another subject area if ELA/math not assigned as subject areas taught by the teacher
  2. Student Learning Goals will be communicated to and posted for students
  3. Student Learning Goals will be frequently assessed according to Success Criteria
    - a. Success Criteria will be determined in relation to each assessment
    - b. Professional development will be provided in the selection and implementation of formative assessments
- iii. To learn and incorporate ELA strategies across all content areas
- iv. To implement the Iowa Core
  1. Teachers will collaborate to use OnCourse for unit/chapter/lesson plans for all subject areas
  2. Twice by the end of the year, teachers will observe teaching and participate in peer coaching reflection sessions utilizing the electronic version of the teacher observation tool
  3. Teachers of 6th-8th grade math will work collaboratively with others in AEA 9 to implement the Iowa Core
- v. To implement the MTSS/ELI process as provided and supported by the Iowa Department of Education
- vi. To implement FAST Math screeners three times per year and respond with appropriate classroom strategies and interventions
- vii. To effectively utilize technology programs for professional development and integrate technology into the educational process
  1. Teachers will utilize OnCourse as outlined above

2. Teachers will update their website pages at least monthly
3. Teachers with IWBs will utilize them regularly as projection screens and in interactive mode
4. Teachers will have students utilize technology regularly
- viii. To utilize the assessment tool over the next years that will measure the ability of students to connect their knowledge of the faith with their living of the faith using the concepts of stewardship.
  1. Teachers will provide direct instruction on stewardship concepts throughout the year
  2. Teachers will increase the use of the word stewardship and stewardship concepts as tied to service projects and fund-raisers
  3. Teachers will utilize methods to increase students' reflection on their time, talent, and treasure.
  4. Staff will administer the survey/assessment tool yearly
- ix. To complete at least the annual number of required catechetical training hours by the end of the school year
  1. Examples of ways of obtaining catechetical hours will be provided
  2. The Professional Development Team will develop one training which will be offered either during Advent or Lenten season
- x. To complete a personal PD goal, which may be an extension of 1-9 above, or other appropriate PD that addresses an area for growth and/or may be related to licensure
- c. Kitty Temming and I are working with Mary Beilke of the AEA to prepare for doing "ELA audits" beginning in September. The audit will look at how ELA instructional time is being used and how students are responding.
- d. Staff members are reviewing their certifications for administering the FAST suite of reading screenings and are becoming certified to administer the FAST suite of math screenings. Laura Burke, Alyce Carey, Kitty Temming, Jennifer Lenger, Kari Lystiuk, and Jodi Weiser will be certified to administer all screenings in all grade levels.
- e. As a member of the AEA's Principal Advisory Council, I am involved in planning for the new Principals Leading with Purpose series. Creating this professional learning community for principals and building level administrators will help "keep the fire burning" for why people got into administration in the first place and help them tackle the challenges of many of the state's new initiatives. We will be working with Todd Whitaker to "keep the fire burning" this year. Dr. Whitaker is the author of books such as What Great Teachers Do Differently, Dealing With Difficult Teachers, 10 Minute Inservice, The Ball, What Great Principals Do Differently, Motivating & Inspiring Teachers, and Dealing With Difficult Parents. With almost all of the area Catholic school leaders involved, we'll be able to create our own group at the sessions and determine how what we are learning can be effective in relation to our unique Catholic school mission.
2. Universal screenings in math have begun for students in K-6. Screenings for reading will begin this week. The screenings will continue for about two weeks.
3. Kitty Temming and I are working on a plan to utilize Title I funds of about \$8,400. We are hoping to be able to offer tutoring options on two days after school "outside of teachers' contracted hours."
4. The 27 pages of guidelines for fully implementing the Early Literacy Implementation law, which contains the 3rd grade retention consequence, were received on Friday.

#### Managerial Leadership:

1. Although we are not yet at the official enrollment count date of October 1st, JFK has record PS-8th grade enrollment. We have 396 K-8 students, 17 3 year old preschoolers, and 79 4/5 year old preschoolers for a total of 492 students. The previous record was 475 set two years ago.
2. The "desk audit" materials have been submitted to the Department of Education for our ECLC/daycare and aftercare programs to be exempt from Department of Human Services' licensure and be covered under the Department of Education. There are separate extensive standards and criteria for each program, and we had to provide evidence by September 1st of how we meet each of them. Many staff members had to quickly take additional trainings in medication administration, child abuse reporting, and First Aid and CPR. Given that we had about a month to assemble the materials and determine how/if we comply with the criteria, I would anticipate that the DE will report back to us that there areas of non-compliance and/or areas for which it wants additional information. Moving forward, some of the criteria, such as the 15:1 student to teacher ratio for aftercare could impact our profitability.
3. A contract has been signed for SchoolReach to take over our automated calling and texting service.
4. The DCSD will be withholding from this year's PS funds the amount that we did not spend from last year's allotment. Our PS revenue, thus, might be as much as \$34,000 less than had been budgeted.
5. We are investigating and monitoring some "wear and tear" on the main playground equipment and may need to contact a certified playground inspector for a professional opinion.
6. We will be experimenting with the time to start bringing students into the building in the morning. With the buses dropping off students as early as last year, if not even earlier, it does not make much sense to have 25% or

more of the student body standing outside for 20 minutes or more. Entry needs to be coordinated with our preschool times as well as we were having them enter the building five minutes before the rest of the students.

Respectfully submitted by Chad C. Steimle

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**Faith Formation September 2014 Report  
Submitted by Jennifer Wemhoff, DRE**

- 1) On-going support and collaboration with PAFF and Youth Minister for the development of the calendar and intergenerational events.
  - a) Attended the diocesan workshop with Rich Curran as presenter of "Naming and Claiming the Challenges of Parish Ministry Today" on August 22 in Mt. Pleasant, Iowa
- 2) Assessing needs, and planning and evaluating programs implementing Diocesan curricula for K-8. Includes Human Relations Programming (Circle of Grace 2013).
  - a) Several special needs cases have arose over the summer and those are being evaluated on a case by case basis.

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

August Work:

- WORKED ON BOE orientation Power Point with Staff
- Attended Rich Curran Program in Mt. Pleasant

**Board of Ed. Confirmation Coordinator Report - August  
Submitted by Lisa Willows**

- Worked with Trish on reviewing Confirmation materials for 2014-2015
- Attended JFK 8th Grade Parent meeting to answer questions on Confirmation
- Updated materials for 7th Grade and 8th Grade JFK and Faith Formation Classes
- Held meeting with Julie Bauer & Elisha Kubalsky (JFK Teachers) to go over changing presentation of Service Projects
- Prepared PowerPoint for 7th and 8th Grade Confirmation meeting
- Updated Sacramental forms for Confirmation

Administration

- 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 JR High Youth Nights
- Updated Special Needs Ministry Materials
- Updated Pray for Seminarian Project, collected Bios and updated information for poster and prayer cards.

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

The Ministry of Evangelization

- High School Youth Nights resume tomorrow evening and Jr. High Youth Night's resume this Friday the 5th.
- NCYC parish projections are due to the Diocese by September 30th. Initial deposits will be due in January. I will be arranging NCYC Info Meetings in the coming months.

The Ministry of Leadership Development

- I recently attended my last CMD Youth Ministry certification course over June 14th-15th. I now have until December 15th to complete all coursework assignment for my certification.
- I will be encouraging members of the liturgy committee to attend "Liturgy is Life" on September 27. The keynote speaker is Timothy O'Malley, PhD Notre Dame University. The day's sessions will be geared toward youth participation in the liturgy.

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

- a. Generations of Faith Committee (Karl, Todd, Trish)
  - a. No report
- b. Finance Committee (Chad, Joe, Jen, Terry)
  - a. No Report
- c. Nominating Committee (Brock, Terry, all board members)

- a. No Report
- 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 application will be submitted for SCRA grants this cycle
- i. Parish Council (rotating per schedule) 4th Tuesday of each month 7:00 pm
  - a. Jen was the board rep
  - b. Discussion of the fall festival and the need for volunteers
- j. Finance Council Rep. (Terry, Molly)
  - a. Discussion of bookkeeping details and Diocese standards.
- 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. Ice cream social was a success
  - b. Basketball hoop has been installed in the parking lot
  - c. Magazine sales are coming soon
  - d. There will be a bags tournament fundraiser at the parish picnic
- m. Assumption High School Rep. (Matt Henning)
  - a. New approach on Faith Formation curriculum (online when in P.E.)
- 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. Msgr. commends everyone on getting off to a good start to another school year

12. CLOSING PRAYER – meeting was adjourned at 8:22pm.

NEXT Regular Meeting: October 7, 2014

BOE's Rep to Parish Council in September, 2014 (Brock)

Respectfully submitted by Patrick Archer (Secretary)