

OUR LADY OF VICTORY BOARD OF EDUCATION MEETING
Meeting Minutes
6:30 P.M. Tuesday, August 6, 2019 @ Gathering Space Meeting Room

Orientation for new members and anyone else who wants a refresher: 5:00, GSMR

AGENDA OF REGULAR MEETING

1. CALL TO ORDER
 - a. OPENING PRAYER
 - b. ROLL CALL
 - i. Fr Jake, Chad Steimle, Jennifer Wemhoff, Evan Brankin, Chris Fox, Tom Poston, Lucas Roth, Peter Schuster, John Stachula, Ann Craig, Chad Hagerman
 - ii. Parish Council Rep: Steve Frank
 - iii. Visitors:
 - c. ACCEPTANCE OF AGENDA
 - i. Motioned, 2nd, Approved
2. READING AND APPROVAL OF MINUTES OF June 27 meeting
 - a. Approved
3. ADMINISTRATIVE REPORTS (Written reports pre-submitted)
 - a. **Principal of JFK (Chad)**

Ethical Leadership:

1. We are being drawn into a social media situation this summer involving poor language and racially sensitive comments.
2. We are looking into other staffing options if we do not have a school counselor this year. We may, for example, utilize one of our current teachers, who has experience as a counselor, in roles that are part-time delivering classroom instruction and part-time providing counseling services. To accommodate this person's schedule, we may switch staff assignments and even hire a part-time teacher.
3. Without a school counselor trained in the modified SDQ SEB screener and process funded by Scott County Kids, we may stop using it in grades 4 and 7 and switch entirely to SAEBRS and MySAEBRS, which we are using with 2nd graders. We had planned to switch last year but stayed with the Scott County Kids at the request of the previous school counselor.

Leadership of School Culture and Instruction:

1. Professional Development:
 - a. The Professional Development/Leadership Team (PDT) meets every Monday. This year's PDT is the following: Kitty Temming, Melissa Zeimet (PS), Caitlin Putnam (representing K-2) Linda Vogel (3-5), Rachael Whelchel (6-8), Laura Burke (representing reading interventionists), Ethan Connors (representing specials), and me.
 - i. Nine teachers took a workshop at the AEA this summer on alternate ways of helping kids deal with stress in the classroom.
 - ii. We have a full day in-service for 6th-8th grade and specials teachers with the Tessera system through ACT – Teaching students in 6th-8th grades social emotional skills like grit, resilience, teamwork, curiosity, leadership and socialization and improving the school climate for them. A second full day is in October, and two webinars will be scheduled at other times.
 - iii. We will be contracting with Claudia Reyes-Fry for intervention literacy strategies in grades 3-5 for our interventionist teachers.
 - iv. There are multiple days of meetings and trainings for teachers and staff the week of August 19th.
 - v. Two new online trainings are required by the Department of Education:
 1. Suicide Prevention and Postvention: required by all BOEE licensed staff, but we are having all staff complete

2. Adverse Childhood Experiences: required of BOEE licensed staff
2. At a prior board meeting, it was asked if band could fulfill the music requirement. The short answer is yes. However, to accomplish all of the requirements for music, there would not be enough time for band, particularly when band only meets twice per week.
3. The calculations done for the Department of Education yielded 1,180.58 instructional hours for 2019-20. The minimum requirement is 1080. Last year, we had originally scheduled 1,174.
4. Sara Nicoletto has been hired to work in our upper grades. She will be working with 6th graders, 7th and 8th graders in their foreign language exploratory, and students in a variety of grade levels as an interventionist/resource teacher. Sara has experience teaching Spanish at the high school and middle school levels, and, at JFK, she has been a substitute teacher at all grade levels and an instructional aide in the lower grades. Sara and her husband have two children attending JFK.
5. As of the morning of 8/6/19, we have hired an upper grade teacher. Slight changes to teaching assignments are in the process of being made. Two homeroom changes will be made from what was posted with class lists on the 28th, and 7th and 8th grade families will be notified.
 - d. Norma Kuehn
 - e. Notified via email 8-6-2019
6. Barb Rohlf will not be returning as a Title I interventionist. She had been doing some pull out math support. Sasha Lundquist will not be returning as a Title I CART teacher this year. Searches for replacements are underway.
7. Tyler Strodman and Julie Bauer are requesting that their 2019-20 contracts be terminated as they do not intend to fulfill them.
 - a. As a comparison, JFK is replacing three regular BOEE licensed positions this year. Lourdes is replacing six. Last fall seemed particularly challenging for diocesan schools, and this year doesn't look to be a whole lot better. JFK has been spared BOEE licensed staff changes the previous two falls.
8. Three teachers are planning to start work on their master's degrees this fall.
9. Policy 543.1: Removal of foreign language from the list of specials. When we were revising the policy below, we had added foreign language in the list of "specials." After additional review, I believe it is in our best interests to not equate it to the other "specials" and make sure it remains in the "exploratory" realm. Our "specials" require subject area endorsements, but exploratories due not. If foreign language were to be the same as our other specials, one could reason that similar subject area endorsements would also be necessary. I would request board action on Tuesday to eliminate the phrase foreign language from the policy, and it would read as below.

Honor Roll & Grading Scale

The junior high, grade 6-8, has a quarterly honor roll report. This honor program consists of the "first" honor roll for first honors and the "second" honor roll for second honors.

A student receiving "first" honor roll status must have a 3.5 GPA for the quarter.

A student receiving "second" honor roll status must have a 3.0 GPA for the quarter.

The Grading Scale for grades 5-8 is as follows:

A	Excellent	(93-100%)
B	Very Good	(85-92%)
C	Average	(77-84%)
D	Below Average	(70-76%)
F	Unsatisfactory	(69% and below)

The Grading Scale for grades 3-4 is as follows:

A	Excellent	(93-100%)
B	Very Good	(85-92%)
C	Average	(75-84%)
D	Below Average	(65-74%)
F	Unsatisfactory	(64% and below)

Kindergarten, first, and second grade report cards use the following distinctions:

E	Exceeds
S	Satisfactory
U	Unsatisfactory

Specials (art, band, choir, general music, and PE) are not “graded” due to their twice per week meeting pattern. They do use the following rating system for components of the class, and this rating system is also used for components of core subject courses at mid-quarter and/or quarter.

3	Exceeds Expectations
2	Meets Expectations
1	Developing Toward Expectations
0	Area of Concern
X	Not Covered/Not Applicable

- With kindergarten class sizes in the 22-23 students range, we are within our 21-24 *guidelines* for aides in both rooms. Due to staff changes and meeting some of our enrollment targets, we have the funding to increase aide time as well – anywhere from about \$41,000 to \$83,000 depending upon how the counseling services are provided. I would request board action to authorize increased aide time, particularly in kindergarten.

Managerial Leadership:

- Enrollment update as of 8/2/19:

	Returned contracts	Probable	Possible	Conservative Determined
K	45	46	46	45
1 st	34	34	35	34
2 nd	35	35	35	35
3 rd	39	39	39	39
4 th	40	40	41	40
5 th	38	39	39	39
6 th	27	27	27	27
7 th	42	43	43	43
8 th	46	46	46	46
Total	346	349	351	349
Budgeted		340		340

K-7 Families leaving JFK as of 8/2/19

	Families	Children
Moving to Bett, PV, NS and going to public school	1	2
Financial	1	2
Moving out of geographic area	4	5
Going to other Davenport Catholic school Includes SPS new assistant principal	2	2
Going to public for middle school/high school	1	1
Multiple reasons	1	2
Total	10	14

New non-kindergarten families as of 8/15/18

Families:	10
Children:	13

New non-kindergarten families as of 7/30/19

Families: 6
Children: 9

Comparison:

	Families Leaving	# of children	Children per family	New Families	# of children	Children per family
2017	12	23	1.9	9	11	1.2
2018	27	38	1.4	11	15	1.4
2019	10	14	1.4	6	9	1.5
Total	49	75	1.5	26	35	1.3

PS and ECLC

	8/2/19	Budgeted 2019-20	8/2/18	7/27/17
4/5 yr old PS	52	64	66	69
3 yr old total of the two classes (ECLC students in both)	20	20	22	19
ECLC	14	14	21	21

A lower 4/5 year old preschool number will affect the 2020-21 budget by more than \$3,200 per student.

- Salaries and benefits: In part, we “lost” three school counselors due to our salary. (One left JFK, and two declined our offers of employment.) One of our offers for a teacher was also, in part, turned down due to salary and benefits.

2017-18 Data	Iowa Public	JFK	Diff (rounded)	Percent of public	To Get to Public, the Raise Would Be
Counselors					
Avg Sal for district of 300-599 students in IA	\$55,107	\$41,210	\$13,900	75%	34%
Avg Sal for IA	\$62,789		\$21,600	66%	52%
Avg yrs of experience	14.4	> 9		71% using just 10 yrs exp	
Teachers					
Avg Sal for district of 300-599 students	\$51,648	Approx \$41,120	\$10,500	80%	26%
Avg Sal for IA	\$58,765		\$17,600	70%	43%
Avg sal for MBAEA	\$55,787		\$14,700	74%	36%
Avg yrs of experience	13.5 total exp	> 13.5 total exp			

		11.7 at JFK			
% with Advanced degrees	35%	25%	Avg in IA nonpublic schools = 16%		
Student to staff ratio					
Avg for district of 300-599 students	12.3 to 1	13.2 to 1			
Avg for IA	13.4 to 1				
Mixed Year Data Starting Teacher		JFK 2019-20			
Davenport, 2019-20	\$37,700 (incl est TSS)	\$31,650	\$6,100	84%	19%
Bettendorf, 2019-20	\$37,152 (incl TSS)		\$5,500	85%	17%
PV, 2018-19	\$36,752 (incl TSS?)		\$5,100	86%	16%
Des Moines	\$44,117 \$3,000 bonus for shortage area		\$12,500	71%	39%
				Dowling Goal 100%	
Retirement	6.29% Employee 9.44% Employer	2% Employee 2% Employer			
Des Moines Insurance, Employee Only, employee portion	Free 1 st yr \$600 annual	Age banded. Lowest est = \$2,300 annual			

To try to make the understanding of some of the above data more personal, a new teacher in the DCSD makes within about \$1,000 of a JFK teacher with approximately ...

a MA and six years experience (3 of it at JFK)

a BA and eleven years experience

a BA and ten years experience

a BA and eight years experience

3. The experience of JFK teachers is not evenly distributed across the grade levels. Teachers in harder to fill areas, due to licensure requirements and including middle school level teachers, have less experience. Here are some figures for the 2019-20 teaching staff:

Grade	Avg Yrs Only at JFK		Grade Strands	Avg Yrs Only at JFK	Number of Teachers in Grade Strands Over the Last 19 Years	Avg # of Teachers per Position in Grade Strand
PS	8.8		PS	8.8	7*	N/a
K	10		K-2	14.3	15	2.5
1	23					
2	10					
3	41		3-5	24.3	11	1.8
4	27					
5	5					
6	3.5		6-8	4.8	22	3.7
7	8					
8	3					
Specials	7.5			7.5	13*	3.3*
Resource / Interventionist	5.7			5.7	6*	2*
Overall	11.7				*Added positions or changed from PT to FT	

I believe the board should form an ad hoc committee to determine how it and our community can better support teachers, especially the upper grade teachers.

4. Free floating, “sound absorbing” carpet tile was installed in part of the band room.

b. Faith Formation-Religious Education Director (Jennifer)

The September in-service the MORE group provides for the Davenport and Clinton deanery catechists will be held at OLV in the Parish Center on Wednesday September 11 from 5:30-8:00pm.

As of now, I have all catechist positions filled.

The catechist and support helper in-service will be Wednesday August 21 from 6-8pm in the parish center.

At this time, it looks like I will have 3-4 students to work with for RCIA for children.

Vacation Bible School was held July 22-26 for students entering kindergarten to those entering 5th grade. Cost of the week long program was \$25. 58 students signed up to participate. I had 5 adult helpers and 16 middle school and high school helpers.

Adult Faith Formation opportunities will begin again on Sunday September 8. A study on ***Wisdom God’s Vision for Life*** will be offered. Themes for the 8-week study include: Wisdom in Decision-Making, Wisdom in Finances, Wisdom in Relationships, Wisdom for Peace of Mind, Wisdom in Speech, Wisdom in Age, and Wisdom in Christ. Cost of the journal is \$20 currently 15 people have signed up to participate.

I am also looking into providing the study ***Theology of the Body for Teens***, the Middle School Edition (6th-8th grade) during the fall as an extra-curricular activity. There is 1 parent session that parents would need to attend before their student participates in the study. This is an 8-week study for the students. Cost for the parent

guide book is \$9 and the cost of the student workbook is \$14. No student would be turned away because of inability to pay.

c. Youth Ministry (Evan)

There will be no Diocesan CIA this summer. Instead, we will focus on local mission work with middle school students, as well as with our usual high school group, possibly focused on flood relief and response. The Diocese is also pushing an initiative called “Step out to Serve,” focused on highlighting and encouraging all summer service work between Memorial Day and Labor Day for middle school and high school families. At Our Lady of Victory, we already do a parish summer mission project which is designed to give young and old an opportunity to serve together right here in the Quad Cities. This year we partnered with Habitat for Humanity to rebuild a deck for an elderly member of the community, and we undertook to plant a shady, soil retentive garden for Joe Janeczko, a disabled parishioner, who was losing soil in his front yard to erosion. Both projects were completed successfully, but unfortunately this year many of the youth who signed up to participate ended up not being available.

I attended the Quad City COAD (Community Organizations Active in Disasters) meetings at the QC Community Foundation for much of the summer. Now that the flood waters have finally receded back to their banks, the Long Term Recovery Committee discussed granting about \$50,000 to Habitat to be used in projects to help homeowners clean up and repair damages from the flood, and Habitat has reached out to us to potentially provide volunteers to help in some housing cleanup projects. I think there may be enough energy around service at OLV to try a more consistent partnership with Habitat or other local non-profits to offer more service opportunities.

Generations of Faith:

We’ve had a few more people express interest in attending NCYC, so we’re now at a total of 36 attendees.

Fr. Jake and I are working through a discipleship training curriculum with other members of the diocese offered by Eric Gallagher. The training focuses on how to further develop a discipleship focused youth ministry and parish.

Upcoming August events for youth include a West Lake cookout and outdoor movie at JFK on August 9th, a day at the Bettplex to celebrate the Assumption on August 15th, and our end of summer bash on August 28th.

I have invited parents who have helped with MS ministry in the past, or who have expressed interest in MS ministry and how we can better meet youth needs in the future, to join me on August 14th, from 5-6:30pm in the youth room to talk about how we’ve been doing ministry, and what we can do to better meet those needs.

Confirmation Coordinator’s Report:

Revisioning Confirmation: The visioning process for Confirmation we are using comes from the Center for Ministry Development (CMD), and training in it was part of my certification process for youth ministry. We met twice in May to work on this process. We continued to delve into the topic of core purpose, and have also begun looking to the future and developing a large, audacious goal for this ministry. We discerned the following core values

for the Confirmation preparation ministry at OLV: Love of the faith, transformational relationship with God, developing faith-filled relationships, and sharing God's gifts through service. We also discerned the following core purpose to the ministry: God desires a relationship with each of us as His children. Preparing for Confirmation helps Christians discern and develop this relationship to fully live the grace of the Sacrament throughout their lives. Using this core ideology we have begun goal setting and strategic planning for the future of confirmation preparation at OLV.

Holy Fire: The biggest change in how we approached Confirmation preparation last year was with the replacement of the 7th grade NET retreat with the Holy Fire Chicago conference. We want to continue offering Holy Fire as a school field trip and confirmation retreat next year, and so Chad, Jen, and I decided to look into the Chicago Friday option. We have booked two buses for Chicago in the Fall, and will be joining up with other local parishes to attend the trip and keep costs low, including Prince of Peace in Clinton, and Sts. Mary and Mathias in Muscatine. The date this year will be October 18th. Cost \$35

NET retreat for 8th grade this year will be October 8th, from 4:30pm to 8:30pm.

We have set Confirmation meetings for 7th and 8th grade parents on September 5th at 6 and 7pm respectively. At that time, I plan to have details for parents on service projects, important dates, etc. for their planning purposes, as well as more information and sign-ups for Holy Fire and the NET retreat.

Confirmation has a new date of April 25th, 2020, at 10:30am. The bishop's office requested the change due to a new meeting for the USCCB. They offered only two potential make up dates in April.

4. PASTOR'S NOTES (Fr. Jake G.)

- a. N/A

5. COMMITTEE REPORTS AND COMMUNICATIONS

Note: Prior year members are listed for reference. Action item is to fill committees.

- a. Generations of Faith Committee (Vacant: to be filled, Julaine, John)
 - i. n/a
 - ii. Potential September meeting
- b. Finance Committee (Chad S., Peter, Lisa, Luke)
 - i. n/a
- c. Nominating Committee (All board members)
 - i. n/a
- d. Policy Committee (Chad S., Luke, Tom)
 - i. n/a
- e. Strategic Planning Committee (Chad S., Chris, Ann)
 - i. n/a
- f. School Improvement Advisory Committee (Chad S., Lisa, Ann, John)
 - i. n/a
- g. Market/Public Relations Committee (Chad S., Julaine, Tom, Chad H.)
 - i. n/a
- h. Grant Writing Committee (Chad S., Chris)
 - i. n/a
- i. Parish Council (rotating per schedule) 4th Tuesday of each month 7:00 pm

August 27 – Tom
September 24 – Julaine
October 22 – John
November 26 – Lisa
January 28 – Chris

February 25 – Ann
March 24 – Lucas
April 28 – Chad H.
May 26 – Peter
June 23 – Tom

- j. Finance Council Rep (Peter)
 - i. Geothermal system is still losing pressure needs attention
 - ii. Discussion of creating a committee for the Gala
 - k. Home & School Association
 - i. One board opening remains: Treasurer
 - ii. Outgoing president met with incoming members
 - iii. Co-Presidents
 - l. Band and Music Boosters
 - i. n/a
 - m. Assumption High School Rep. (Matt Henning)
 - i. n/a
 - n. Scott County Catholic School Advisory Board Rep, 2nd Monday every other month (September 9, November 11, January 13, March 9, May 11)
@ St. Vincent (Chad, Peter)
 - i. This board may or may not continue
 - o. Ad Hoc Committees
 - i. HVAC Funding Committee-Suspended for now
 - ii. Teacher Support Committee (Peter, John, Chris)
 - 1. Created today
6. UNFINISHED BUSINESS
7. NEW BUSINESS
- a. ITEMS FOR BOARD ACTION
 - i. Committee member selections including Parish Council meeting representatives
 - 1. All dates have been filled
 - ii. Policy 543.1 Honor Roll & Grading Scale: Revise to remove foreign language from the list of specials
 - 1. Motion (as written)
 - 2. 2nd
 - 3. Passed
 - iii. With kindergarten class sizes about 22-23 students, we are within our 21-24 guidelines for aides in both rooms and because of staff changes and meeting some enrollment targets, funding exists to increase aide time, particularly in kindergarten
 - 1. Motion – authorize increased aide time, particularly in kindergarten.
 - a. Motion
 - b. 2nd
 - c. All in Favor Passes
 - iv. Ad hoc committee to determine how it and our community can better support teachers, especially the upper grade teachers. Known as: Teacher Support Committee
 - 1. Motion (as written)
 - 2. 2nd

3. All in Favor Passes
- v. Authorize Chad to offer a stipend beyond base employee contract in pursuit of acquiring a school consoler.
 1. Motion (as written)
 2. 2nd
 3. All in Favor Passes
- vi. Official termination of Julie Bauer and Tylor Strodtman BOEE licensed staff members 2019-20 contracts
 1. Motion (as written)
 2. 2nd
 3. All in Favor Passes
- b. Parish Picnic on Saturday, September 21: Board volunteers needed to serve drinks (water, lemonade, iced tea)
 - i. Potential time slots: 5:15–6:30pm, 6:30-7:45/8:00pm
 - ii. Two people/shift; ok if one is 7th-8th grader or high schooler
8. COMMENTS FROM AUDIENCE and OPEN FORUM
 - a. October 19-20 Ministry Fair
 - i. Mr. Van Speybroeck will be heading this up
 - ii. Planning meeting September 9 at 7:00 PM
 - b. Vision 2020
 - i. Presenting to Parish Council this month
 - c. At parent meetings inform parents about parish events and how to sign up
9. CLOSING PRAYER
10. CLOSED SESSION: Staff discussion

BOE Meeting Schedule: 1st Tuesday of each month at 6:30 pm (except as noted)

August 6	February 4
September 3	March 3
October 1	April 7
November 5	May 5
December 3	June 2
January 7	July no meeting