

<b>Leadership</b>		<b>IOWA CORE OUTCOME</b>			<b>Implementation</b>
<b>Alignment</b>		<b>Community</b>			<b>Characteristics of Effective Instruction</b>
		<b>Professional Development</b>			
<b>K- 24</b>	<b>Gr.1- 26</b>	<b>Gr.2- 30</b>	<b>Gr.3- 13</b>		<b>Gr.4- 22</b>
<b>Gr.5- 28</b>	<b>Gr.6- 17</b>	<b>Gr.7- 24</b>	<b>Gr. 8- 19</b>		<b>NC - 15</b>
<b>QPPS STANDARD RATIOS:</b>	<b>3 yr. olds 1:8</b>	<b>4 yr. olds 1:12</b>	<b>5 yr. olds 1:15</b>		

## St. Patrick Catholic School Board

**Date:** Tuesday, February 7, 2012

**Time:** 7:00 pm

**Place:** Deery Family Library

**Call meeting to order:** Dan Corrigan

**Opening prayer:** Sr. Marilou

**Roll Call:** Dan Corrigan

**Approval of last month's minutes**

**Call for motion to approve agenda**

**Inservice:** Leaders' GRAM-V6, N07-2011-12

**New Business:**

1. 2012/2013 School Budget - John

Review/approve CSB Finance Committee recommendations:

- \* Parish School Account - Teacher salaries, tuition rate, parish subsidy request, discounts
- \* Principals Account - Registration fee
- \* Bus ridership fees
- \* Preschool - Registration and program fees
- \* Potential changes in 2013-2014 budget prep approach per 2013-2014 Budget Prep

Reference Proposed 2012-2013 School Budget Detail Summary, located at end of this agenda.

Details regarding these recommendations will be forwarded ASAP

2. New Administrator salary (5 mins) - Dan

3. Campaign Update (5 min) - brief update on directional meeting with chairpersons - Mike

4. Discuss adding an August meeting to the normal CSB meeting schedule - John

5. Discuss moving new CSB member Orientation date forward from September to June or July - John

6. Second reading of the Teacher Representative Policy.

7. Discuss practice of current number of readings prior to policy approval.

8. Snow make-up date

9. Appropriate current staffing - Archdiocesan policy # 4111.22

10. Culture / Job Satisfaction Survey Results (15 min.) - 1) Summary feedback from Mrs. Schmidt and Sister Marilou on dialogue and reaction from faculty and staff and 2) Determine any actions to be taken as a result of the survey information. - Mike

**Committee Reports:**

**Teachers Report** - Pam Schmitt - See Teacher report following Principal's report

Parish Council, FFC, SIAC (2/14/12, 3/27/12, 5/8/12), Finance, Maintenance, CVCS Rep, Recruitment; STO Liaison  
Garth Cornish ([cornishgarthd@johndeere.com](mailto:cornishgarthd@johndeere.com))

**Closing Prayer:** Sr. Marilou

**Next Meeting:** Tuesday, March 6, 2012

**2011-12 Prayer Leader schedule:**

September 6, 2011 - K. Anderson (2009-12)

October 4, 2011 - D. Corrigan (2010-13)

November 1, 2011 - G. Cunningham (2009-12)

December 6, 2011 - J. Demmer (2011-14)

January 3, 2012 - M. Hulme (2011-14)

February 7, 2012 - Sr. M. Irons

March 6, 2012 - D. Kremer (2009-12)

April 3, 2012 - Fr Colter

May 1, 2012 - K. Anderson (2009-12)

June 5, 2012 - D. Corrigan (2010-13)

*The board does not meet in July or August*

**Catholic School Board Committees**

Parish Council

Dan Corrigan (2013)

CVCS

Katie Anderson (2012)

Maintenance

Gene Cunningham (2012)

CSI Advisory Committee

Diane Kremer (2012)

Finance

John Demmer (2014)

Mike Hulme (2014)

Philip Bash

Faith Formation Committee

Gene Cunningham (2012)

Marketing & Recruiting Committee.

Mike Hulme (2014)

Teacher Representative

Pam Schmitt (2014)

## **SR. MARILOU'S FEBRUARY 2012 PRINCIPAL'S REPORT**

### **Spiritual:**

Kickoff for Catholic Schools Week Masses went smoothly thanks to all the adults (Marsha Nichols, Mary Citta, Susie Sigwarth, Meg Sernett, parish song leaders and ushers) who assisted the students in fulfilling the liturgical roles for the four Masses. A special thanks to Alex & Kelsey Bernt, alumni, who spoke of their excellent PS-12 Catholic school experiences. It was impressive and heart warming to hear the Bernts share their excellent academic and faith formation foundation.

Kudos to Mrs. Schmitt and our student council for planning and participating in Mass roles on Tuesday, January 31 when Laura Dobson was presented the 2012 Outstanding Volunteer award. Thanks to Miss Smith the student Mass music and cantors were awesome. As a school we are so blessed to have so many teacher like Mrs. Schmitt and Miss Smith who go the extra mile when special events need coordinators. I want to thank the whole Catholic Schools Week Committee for the hours given to planning this week so it is memorable for the students. Committee members are Mrs. Stone (chair), Miss Smith, Mrs. Kjeldsen, Meg Sernett, Susie Sigwarth, Mrs. Lind, Mrs. Gross, Miss Liechty, Mrs. Steinfadt and myself.

The metro Mass on Wednesday, February 1, 2012 was another Spirit filled highlight for students and staff. It was impressive to view the Columbus gym filled with respectful, young students, pastors and staff from the Waterloo Catholic Schools. I enjoyed visiting with many St. Patrick School alumni that now call Columbus their home.

On Tuesday, February 7, the Community of Faith Committee gathers to plan the faculty Lenten renewal and student activities for the season. As in past years teachers will prepare mini Lenten renewals for their students in addition to the all school activities. As a faculty we continue to discuss Witness articles.

### **Professional Development:**

On Friday, February 10, Mrs. Gross, Gr. 5/6 teacher, has offered to inservice Gr. 4-8 teachers sharing many math strategies she has utilized while teaching math for many years. After Mrs. Gross' presentation the math teachers will spend the rest of the morning creating math centers and or reviewing resources and websites that Mrs. Gross shared. This day is the second of four professional development days devoted to math.

In the afternoon teachers will complete the "first pass through" on the Iowa Curriculum Assessment check list. Teachers "check off" whatever was taught the first semester in core areas. In late November 2011 we completed the K-9 math check off. Unfortunately music and the foreign language assessment check off is not online yet. On February 10 the specialist have individual plans to meet their professional needs. Miss Smith will observe Mr. Hanson of Waverly Shell Rock to learn of his jr-high music successes while Mrs. Lind will visit Columbus staff for art and technology tips. Mrs. Steinfadt visits Shell Rock middle school/high school to learn more about their 1:1 initiative. Miss Liechty is attending a Spanish conference as her professional development piece.

Another of our goals this year is to study professional learning communities (plc). This past week teachers met in grade level groups to discuss Becky DuFour's article "[We Need More Time to Collaborate](#)". Teachers brainstormed how they might meet to plan and assess curriculum while using our current Wed. 1:30 dismissal times or try to schedule late starts in next year's schedule. More articles on collaborative team planning and assessment reviews will be utilized by the faculty in the upcoming month. Mrs. DuFour is a nationally known author and speaker on implementing professional learning communities. I purchased one of her texts for faculty study this year.

### **Other:**

I have visited with all bus drivers over the new commercial driver's rule of not using a cell phone nor texting while driving our school bus.

Thank you notes were sent last week to those fifteen individuals or families who ear marked specific dollars from STO for St. Patrick School.

I was pleased that seventeen families toured school on Monday, January 30 as part of our open house to promote our school. Our student and PR Committee tour guides were excellent sources of information for these new families.

**Spiritual:**

- Lenten Renewal for faculty will be on February 15. The committee is meeting to plan on February 7.

**Academics**

- Unit A - Grade 2 students are having Jeff Kennedy, a meteorologist, visit on February 6, for science, and grade 1 is working on the human body skeletal system.
- Unit B - In religion classes, visiting speakers gave presentations on the Buddhist, Hindu, and Muslim faiths. In February, Wartburg students will be working with Unit B students to help them prepare a monologue from the point of view of a famous North Easterner.
- Unit C - In February, the students will have a visit from Nikitha Kaparathi's parents to talk about Hinduism and India. The students are also completing Taco Book Reports and preparing for the Math Bee.
- Unit D - Students are active in A World in Motion (AWIM), Junior Achievement(JA), and Constitutional Convention this quarter. Community volunteers from different fields facilitate lessons for JA and AWIM, and Wartburg students are assisting students with research and preparations for a mock Constitutional Convention.
- Unit E - The class celebrated Day 100 on January 26, and the unit is planning for the Kindergarten informational meeting in February.
- Music - Unit A visited the Western Home in January, and Kindergarten will be going in February.

**Ongoing**

- St. Patrick School Culture/ Job Satisfaction Survey - Sr. Marilou and Pam presented the summary of the St. Patrick School Culture/ Job Satisfaction Survey to the faculty on Wednesday, January 11, 2012. Each unit spent time brainstorming ideas for improving the weakest areas. The next step will be to revisit the brainstorming ideas and make a plan for any selected actions.
- Uniform Policy - At this time, there is no proposal for uniform changes.

**Questions**

1. No new questions at this time.

**St Patrick School Budget Items**  
(For Consideration/Discussion Prior to 2013-2014 Budget Preparation)

1. Revise Parishioner tuition to a graduated scale based on family income - something like the St Cecilia model:
  - Up to \$40,000
  - \$40,000 - \$60,000
  - \$60,000 - \$80,000
  - \$80,000 - \$100,000
  - \$100,000 - \$120,000
  - Over \$120,000
  
2. Revise tuition rate structure from multiple children discount rates to a single, per-child rate
  
3. Eliminate the Principals Account - combine income and expenses with the Parish School Account:
  - Registration fee would need to be "blended" into tuition - this change needs to be well communicated in advance so the impact that this would have on tuition rates is well understood by all Parents
  - Several line items would need to be added to Parish School expenses to cover line item expenses from the current Principal's Account (textbooks, administration, instruction equipment, office equipment, library, etc)

## Proposed 2012- 2013 St Patrick School Budget Details

(Parish School, Principal and Pre-School Accounts)

### Teacher Salaries:

- \$500 Base Increase (from \$23,500 to \$24,000)
- Average of 4.7% increase (3.4% to 9.8%)

### K-8:

#### Tuition:

##### Parishioner:

- + 1%:
  - 1st child - from \$2,016 to \$2,040
  - 2nd child - from \$1,812 to \$1,836
  - 3rd child - from \$1,500 to \$1,512

##### Non-Parishioner:

- No change - remains @ \$4,140 per child

#### Registration Fee:

- + \$5 (from \$130 to \$135 per child)

### Staff Salaries:

Average of 4.7% increase (same as Teachers) based on Archdiocesan benchmark comparison

### Marketing / PR Director Salary:

- For 2011-2012 the position was:
  - Added after budget approval; expense was tracked as a variance
  - Budgeted at \$500/mo for 8 mos.
- For 2012-2013 the proposed position is:
  - Added to Parish School expenses
  - Revised from an 8 mo position to a 10 mo position
  - Increased by 2%

Total annual position cost increased from \$4,000 to \$5,100

### Parish Subsidy Request:

- \$490,656 - Decrease from \$506,000 in 2011-2012
- Included a \$4,000 draw down deposit into Parish School income from Parish School Fund balance

### Pre-School:

#### Program Fees:

- 3 year olds - Increase of 2.2% (up \$18, from \$810 to \$828 annually)
- 4 year olds - Increase of 2.4% (up \$27 from \$1,125 to \$1,152 annually)
- 5 year olds - Increase of 1.8% (up \$27 from \$1,485 to \$1,512 annually)

#### Registration Fee:

- + \$5 (from \$130 to \$135 per child)

## Personnel

### Staff Reduction\* (*Most recent review: March 6, 2010*)

*Policy adopted: May 8, 1982, Revised: December 6, 1986 (Archdiocesan Board of Education)*

*Revised: March 6, 2010 (Archdiocesan Faith Formation Commission and Archdiocesan Catholic School Board)*

- a. \*Policy 4111.22 is only applicable to those staff members who sign an annual Archdiocesan Model Contract as a Catholic School Administrator, Faith Formation Leader, or Catholic School Teacher. It applies to staff positions which are being eliminated completely, being reduced, or increased in the amount of time (e.g., one (1.0) FTE to .5 FTE or .6 FTE to .8 FTE).
- b. Throughout this policy including the retention criteria and procedures the commission/board chairperson or designee assumes the role of the “administrator” if this administrator’s position is being considered for reduction.

When a staff reduction is necessary, every effort must be made to retain those staff members who contribute most to the quality faith formation and education for program participants in accord with the ideals/practices/competencies outlined in Archdiocesan policies and the *Mission Statement of the Educational Apostolate* of the Archdiocese of Dubuque.

Seniority is considered only when all other factors are comparable.

The commission/board/administrator exercises professional judgment in deciding which staff members are to be retained and which are to be released.

The local commission/board confirms or rejects the selection(s) for non-renewal due to staff reduction as presented by the administrator/chair. In the case of rejection, another selection is made and presented. The commission/board approves the staff member to be released and gives notice that no contract will be offered.

### Retention Criteria

*Regulation adopted: May 8, 1982; Revised: Sept. 14, 1986; December 6, 2003 (Archdiocesan Board of Education)*

*Revised: March 6, 2010 (Archdiocesan Faith Formation Commission and Archdiocesan Catholic School Board)*

Quality faith formation and education for program participants is provided by excellent staff who are professional, competent, committed, and cooperative. Therefore, whenever an increase or decrease in staff is necessary, staff are hired/retained who most effectively contribute to the best possible faith formation and education for program participants.

Accordingly, when a staff reduction is necessary, each staff member’s contribution to the excellence of the program is reviewed by the administrator/board. Though the rights of staff members are respected, the rights of program participants to quality faith formation and education receive first consideration.

The following are used as criteria in determining which staff members are to be retained:

1. **Supports and promotes the mission of Catholic faith formation and education** - Which staff members demonstrate the greatest understanding and support for the Mission Statement of the Educational Apostolate of the Archdiocese of Dubuque and the mission statement/purpose for the program(s) the staff person is contracted for?
2. **Competencies** - Which staff members demonstrate the greatest level of competency as defined by the appropriate AFFC and ACSB policy listing qualities and competencies: 4111.4a - Qualities for Teachers, 4111.4b - Qualities for Principals or 4111.4c - Qualities and Competencies of Faith Formation Leaders?
3. **Abilities and Willingness** - Which of the present staff members demonstrate the willingness and ability to make the necessary adjustments to provide an excellent program(s)? Which of the administrators/teachers considered would contribute significantly in revised positions/levels within the school?
4. **Certification and Credentials** - Does the staff person hold the required certification and/or licensure required for the position(s)? Do the staff member's credentials contribute significantly to the program?
5. **Seniority** - If all other factors are comparable, which staff member has seniority?

The administrator identifies staff to be recommended for reduction based upon the criteria listed in policy 4111.22. The selection is acted upon by the commission/board which then strives to provide notice in time for the staff member(s) to apply for other positions.

## Procedures

*Regulation adopted: April 1984, Revised: December 6, 1986; December 2, 1989, March 6, 2004 (Archdiocesan Board of Education)*

*Revised: March 6, 2010 (Archdiocesan Faith Formation Commission and Archdiocesan Catholic School Board)*

The following procedures are outlined for use in implementing board policy and regulation AFFC & ACSB 4111.22. All references to days herein are calendar days.

### September - February

1. The local commission/board shall decide no later than its February meeting whether staff reductions will be necessary for the following academic/program year. The local commission/board may act before its February meeting if it has sufficient information and desire to act. A motion indicating that staff reductions will occur is to be made no later than the February meeting, and is to be entered into the official commission/board minutes.

### March or the next regular commission/board meeting after item 1 above

2. In the event that there will be reduction(s), the administrator is to bring to the next commission/board meeting the name(s) of the staff member(s) he/she plans to recommend for nonrenewal of contract due to staff reduction. Recommendations of the administrator are to be made in accord with guidelines given in AFFC & ACSB 4111.22. The commission/board receives the name(s) in executive session but takes no action.
3. After the commission/board meeting noted in item 2 above but prior to the meeting noted in item 4 below the administrator shall provide notice at the same time:
  - a. To all contracted staff holding the same model contract (Faith Formation Leader Contract, Catholic School Administrator Contract, or Catholic School Teacher Contract) that staff

reduction has been proposed and approved by the commission/board; the name(s) of those being considered for reduction are not part of this notification.

- b. To the staff member(s) who are being recommended for reduction. This latter notice (item 3b) shall be in writing and shall be delivered personally to the staff member(s) or sent by registered or certified mail within three (3) calendar days of the commission/board meeting. The staff member(s) shall also be advised in this letter that their position is being considered for reduction and of their right to appear before the commission/board in executive session at its next meeting (item 4 below) during which the commission/board will make its final decision on staff reduction.

#### April (before April 14)

4. At the meeting following the meeting noted in item 2 above the administrator, recommends in executive session, the staff person(s) for nonrenewal of contract due to staff reduction. The staff member(s) being recommended for nonrenewal may address the board individually in executive session if they have requested the opportunity. The board shall act upon the recommendations of the administrator in open session. A special meeting of the board may be required if its regular meeting would not be held before April 14.

#### April /May

5. The staff member(s) whose contract(s) will not be renewed due to staff reduction shall be advised of that fact before April 14. Notice shall be in writing delivered personally or by registered or certified mail.
6. Should openings occur in the program/school after the procedures above, the staff member(s) whose contract(s) have not been renewed may apply along with other applicants. The board acting on recommendations of its administrator, shall in its sole discretion determine to whom the contract(s) shall be given.