

St. Luke the Evangelist School Board Meeting Minutes Dec. 17, 2014

Call to Order

The regular meeting of the School Board was called to order at 7:05 p.m. at St. Luke's rectory by President Marie Ott.

Members present: Kayla Crann, Travis Funseth, Marie Ott, Licia Pettit, Donna Townsend

Members absent: Kayla Curran, Dennelle Hogan

Staff present: Tonya Eaton, Dr. Gubbels, Fr. Larry Hoffmann

Approval of Agenda

Two items were added to the agenda: executive session and Donald's updates. Kayla Crann motioned to approve the revised agenda. Donna seconded the motion. All approved motion.

Approval of Minutes from Prior Meeting

Changes were made via email. Licia motioned to approve the November meeting minutes as edited. Travis seconded the motion. All approved motion.

Discussion Items

Hiring of Principal: Marie announced the proposal to offer the school principal position to Tonya. Donna motioned to offer the principal position to Tonya. Kayla Crann seconded the motion. All approved motion.

Uniforms:

Donald's reworked the colors on the school uniform logo and Donna distributed new logo samples. The colors were a closer match to the parish logo but Donna is requesting one more try to get the magenta a closer match. Goal is to have two logoed fleece samples ready for registration day. Donald's has sent a full size range of fleece samples to be used for sizing purpose at the school registration. Fleece samples to be logoed will be available for ordering and purchase at registration on Jan. 20.

Reports

Tonya: Handouts will be made and available after upcoming masses that include total costs for St. Luke's school tuition and fees. The registration process has been mapped out, including a detailed plan for inclement weather on Jan. 20 (makeup day is following Thursday at 8:30 a.m.). Tonya will check with Fr. Steve Orr regarding announcement regarding tuition and fees at OLIH masses. Board members are encouraged to attend one of the masses to support Tonya.

Tonya is also contacting all families regarding future school enrollment and has more home visits scheduled for January. The group discussed contacting Catholic Radio and Catholic Mirror with a new school press release, along with Polk City Square newsletter and Ankeny Press Citizen.

The group also discussed the multi-child discount. Kayla Crann moved to change tuition to include a multi-child tuition discount. Licia seconded the motion. All approved motion.

Building/Equipment Committee: The window panes are in and the Knights of Columbus are donating all flags, crucifixes, and the flag pole for the new school.

Marketing: The school website is live and the Little Longhorns will have a “Silly Supper” in January.

Policy: The constitution and by-laws have been signed.

Action items

Marie will write the registration announcement for bulletin.

Kayla Crann will announce new principal Saturday night at mass.

Marie will announce new principal at Sunday mass.

Tonya will check with Fr. Steve Orr regarding announcement regarding tuition and fees at OLIH masses.

Marie will send agenda for approval before next meeting.

Next Meeting

Next regular meeting is scheduled for Jan. 27 at 7 p.m. at St. Anne’s.

Adjournment

Meeting was adjourned at 8:50 p.m. with a motion by Kayla Crann and a second by Licia. All approved motion.

Minutes submitted by: Amy Kort