

St. Luke the Evangelist School Board Meeting Minutes

Feb. 24, 2015

Call to Order

The regular meeting of the School Board was called to order at 7:01 p.m. at the St. Anne's by Vice President Kayla Crann.

Members present: Kayla Crann, Kayla Curran, Travis Funseth, Dennelle Hogan, Donna Townsend

Members absent: Marie Ott, Licia Petit

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

Approval of Agenda

Donna motioned to approve the agenda. Dennelle seconded the motion. All approved motion.

Approval of Minutes from Prior Meeting

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

Discussion Items

Marketing and recruitment: Tonya will continue to recruit new students. Board members will also help hang flyers and recruit.

School accreditation presentation: Tonya shared her presentation with the board she gave to the Department of Education. After hiring teachers and forming SIAC, the department will approve accreditation in May.

School Improvement Committee (SIAC): Tonya shared the proposed SIAC member list. Kayla Curran motioned for Tonya to start contacting members on the list. Donna seconded the motion. All approved motion.

Interview committee: Tonya shared the proposed interview committee member list.

Teacher salary ranges: Tonya shared the proposed teacher salary schedule for 2015-2016. Donna motioned to approve the teacher salary ranges with minor edits. Travis seconded the motion. All approved motion.

Board reading material and approvals: Board members reviewed materials and made comments within the Google documents. "Elementary" will be renamed "lower" and "upper" elementary. Dennelle motioned to approve the school board document with minor edits. Travis seconded the motion. All approved motion. Dennelle motioned to approve the code of conduct with adding a space for a student to sign. Kayla Curran seconded the motion. All approved motion. Tonya will add "prices subject to change" to before and after school care document. Donna motioned to approve before and after care document. Dennelle seconded the motion. All approved motion.

Reports

Tonya: She continues to do home visits and meet with families, along with posting open positions online, attending committee meetings and applying for STEM grants. She and Fr. Larry also attend the Education

Day at the Capitol on March 3. A part-time nurse has been hired and will be shared with five other schools. Tonya will email her updates before the board meetings going forward.

Building/Equipment Committee: Classrooms and school hallways have been painted. She will meet with Storey Kenworthy to finalize finishings and layouts. They have a lifetime warranty. Tonya shared drawings with the board. Delivery in early June.

Marketing: Tonya has been working a lot with OLIH to recruit and inform staff and members about the school. Tonya will check to see how often the St. Luke's school spot is on Iowa Catholic radio. The next marketing committee meeting is March 3.

Policy: Travis reviewed the admission selection procedures policy with the group. The board made a minor change. Kayla Curran motioned to change wording to #5. Dennelle seconded the motion. All approved motion.

Items for Future Meetings: board mission statement/goals

Action items

Tonya will continue promotions to help increase enrollment.

Tonya will send a list of FAQs for the board to help with phone calls to interested members.

Marie will send agenda for approval before next meeting.

All will start helping Tonya make calls to potential interested families.

Next Meeting

Next regular meeting is scheduled for March 24 at 7 p.m. at St. Anne's.

Adjournment

Meeting was adjourned at 9:05 p.m. with a motion by Kayla Crann and a second by Travis. All approved motion.

Minutes submitted by: Amy Kort