

St. Luke the Evangelist School Board Meeting Minutes April 28, 2015

Call to Order

The regular meeting of the School Board was called to order at 7:06 p.m. at the St. Anne's by President Marie Ott.

Members present: Kayla Curran, Travis Funseth, Dennelle Hogan, Marie Ott, Licia Petit, Donna Townsend

Members absent: Kayla Crann

Staff present: Tonya Eaton, Fr. Larry Hoffmann

Visitor present: Margery Pierce

Approval of Agenda

Tonya added two items: uniforms and Donald's updates on supplies; Kayla added an item as a question about the website. Travis motioned to approve the agenda. Donna seconded the motion. All approved motion.

Approval of Minutes from Prior Meeting

Changes were made via email. Kayla Crann motioned to approve the March meeting minutes as edited. Dennelle seconded the motion. All approved motion.

Discussion Items

Finance Council budget update: Tonya updated the school's itemized budget based on dollars provided by the finance committee. Donna motioned to approve the revised budget. Travis seconded the motion. All approved motion.

Hiring updates and teacher benefits: Tonya has offered three contracts and they've accepted: one kindergarten, one first grade teacher and one third grade teacher. K - Susan Battani; 1st - Morgan Krapfl; 3rd - Holly Madison. As far as numbers: Kindergarten – 15 kids; 1st – 5 kids; 2nd – 6 kids; 3rd – 7 kids. Tonya will keep interviewing and looking for a second grade teacher. The group discussed benefits, including 2 personal days (with carryover allowed, 4 day max), 10 sick days with rollover (Diocese), 2 professional development days (with no carryover). Dennelle motioned to approve the benefits. Donna seconded the motion. All approved motion.

School calendar: Tonya passed around the school year calendar, including the start date, Christmas and spring breaks and final day of school. Donna approved the school calendar as presented. Licia seconded the motion. All approved motion.

Uniforms: All logoed items are in stock and ready to be ordered. Parents will be advised to order in June during their sale, which includes free shipping to the school. They'll send one size of everything for K-3 in May, along with size charts, and Donna will set up fittings. Donald's will take all orders, instead of through the school. Tonya reported back on parishioner feedback.

Teachers manual: The board reviewed and made changes to the manual. Equal Opportunity Employer and bereavement wording will be reviewed with the diocese and with other companies and schools.

Marketing/recruitment: Tonya said there's one more student coming from Omaha – a girl for third grade. Marketing and recruiting continues to happen at OLIH and in the community. The board will start looking for someone to help with the school website.

Mission/vision statement: This wording will be sent to the board for review: “Our mission is to create a Catholic identity with high academic expectations. We will provide a caring, safe and respectful environment. We will develop our students by ensuring that the teachings and values of Jesus Christ are integrated in all aspects of school life. We will serve as partners in the formation of life-learners and living witnesses of Christ by leading lives of faith and stewardship.”

The board will email vision statement ideas before the next meeting.

Suggestions for new secretary: Tabled for next time. The board will start brainstorming ideas for Amy's replacement and discuss over email.

Reports

Tonya: Tonya emailed her report to the board before the meeting. She has been attending committee meetings and recruiting students.

Building/Equipment Committee: The building and equipment committee meeting is tomorrow night. Tonya said the rooms have been named after saints, and she shared those names.

Items for Future Meetings: board vision and document storage

Action items

All will draft the vision statement and route to the board over email.

Tonya will continue promotions to help increase enrollment.

Marie will send agenda for approval before next meeting.

Next Meeting

Next regular meeting is scheduled for May 26 at 7 p.m. at St. Anne's.

Adjournment

Meeting was adjourned at 9:01 p.m. with a motion by Dennelle and a second by Licia. All approved motion.

Minutes submitted by: Amy Kort