

St. Luke the Evangelist School Board Meeting Minutes November 24, 2015

Call to Order

The regular meeting of the School Board was called to order at 7:08 p.m. at St Luke the Evangelist Catholic Church by President Licia Pettit.

Members present: Kayla Crann, Kayla Curran, Licia Pettit, Amy Thompson, Dennelle Hogan, Travis Funseth

Members absent: Shawn Althaus

Staff present: Tonya Eaton

Visitors present: Denise Mulcahy, Director of Teaching and Learning, Catholic Schools

Approval of Agenda

Agenda approved.

Approval of Minutes from Prior Meeting

Minutes approved.

Discussion Items

Principal Evaluation: Denise Mulcahy from the diocesan Catholic Schools Office explained the principal evaluation process and passed out forms for each board member to fill out regarding our principal's performance. The forms are to be mailed back to her office by December 11th.

Family School Association: Margery Pierce served as FSA representative and updated the board on the FSA's activities. Nearly \$1400 was raised at the Santa's North Pole Village concession stand. Parishioners were extremely generous in donating baked goods for this event. A spirit night was held at Chick-fil-A in October with great attendance and FSA is hosting another event at Panera restaurant on December 3rd wherein a percentage of proceeds will be given back to the school. The Thirty-One fundraiser is still accepting online orders. An open house was held for families with children registered at Our Lady's Little Learners on November 14th. Fourteen families attended and showed enthusiasm for the prospect of enrolling their children. Many other fundraising and community-building ideas are being discussed as well.

Summit on Church Administration: Amy Thompson attended the summit as our representative. Some ideas she brought back included keeping a school board with diverse members, and conducting a yearly survey on school status. Many marketing strategies were discussed such as holding an open house for local real estate agents as well as dropping off school information packets to popular agents and local developers. Amy suggested we revisit the topic of enrolling the school in the Ankeny Chamber of Commerce to build awareness of the school locally. She says the Ankeny Chamber is strong and she thinks it would be beneficial. The board discussed enrolling and holding a ribbon cutting ceremony near the time of school registration in January.

Marketing: New signs and brochures are being made. Susan Battani (kindergarten teacher) and Tonya will be attending the Our Lady's Little Learners kindergarten readiness parent meeting. There is about \$1,000 left in the budget. Amy has a connection with a Clear Channel agent who is willing to donate electronic billboard time to the school. Amy and Margery will coordinate the billboard. Some St. Luke's school and church car clings have been sold and this is seen as a great way to market ourselves. Margery will try to coordinate selling the car clings after Mass this coming weekend.

Registration: Tonya had questions on our admissions policy and how it will work during this year's registration. The board answered her questions, reviewed the policy and found it sound as it stands. The suggestion was made that in the future the date for registration should be publicized up to a year in advance. Notices and emails will be sent to OLLL, St. Luke's families, All Saints, St. Mary's and OLIH families as well as the parish bulletins and websites regarding registration dates and procedures. Current families will enroll by January 22nd, while other families can register beginning January 26th.

Playground: The playground subcommittee has met and had a lengthy consultation with representatives from the Ankeny School District who gave good information on the process and the contractors to use. Surface and drainage costs plus playground costs have the estimate for the job at between \$50-60,000. More information will be available at our next meeting.

Before and After school care: The position is still open at this time despite being advertised. Tonya has a couple of leads.

Lunch Program: Unfortunately our cafeteria supervisor, Jenny Bell, is unable to do the manual labor involved in the job due to a deteriorating medical condition. Tonya has hired another employee to run the kitchen under Jenny's supervision. The new person will start December 7th. Jenny is still planning menus at this time.

Art Room: Beginning next year, the Art Room will be located in the farthest room at the end of the hall on the north side. This way it will not have to be moved again for a number of years and the sunlight will not fade the art.

Classroom size, furniture: There have been some concerns about the size of the classroom when we reach our capacity of 25 students per room. The suggestion was made to change our cap to 24 students so we don't need to purchase and find room for another table in the lower grades and this will make for even numbers. Our cap is already lower than public schools and we need to keep budgetary concerns in mind if lowering the cap. Tonya has a budget of \$25,000 for furniture right now and plans to buy ahead.

Visitor Parking: Currently we have no visitor parking, which may seem unwelcoming to those coming to our facility. Should we designate visitor parking or just ask staff to not park in the spaces closest to the door? Tonya and Father will discuss.

School Board Christmas Party: A party in January (a pre-registration party!) seems a better idea than doing it in December. Issue tabled for next meeting.

Strategic Planning: Tonya asked that some effort be put into creating a long-term strategic plan for the school.

Committees: Tonya has been working with the finance committee. Will be doing more in the near-term.

December meeting: The meeting date was moved.

Next Meeting

Next regular meeting is scheduled for December 15th at 7 p.m. at St. Luke's.

Adjournment

Meeting was adjourned at 9:30 p.m.

Minutes submitted by: Margery Pierce