

## **St. Luke the Evangelist School Board Meeting Minutes November 14, 2016**

### **Call to Order**

The regular meeting of the School Board was called to order at 7:03 p.m. at St Luke the Evangelist Catholic Church by President Licia Pettit.

Members present: Licia Pettit, Amy Thompson, Shawn Althaus, Kelly Royal, Kayla Crann, and Katherine Rafferty

Members absent: Dennelle Hogan

Staff present: Tonya Eaton, Father Larry Hoffmann

Visitors present: None

### **Approval of Agenda**

Agenda approved.

### **Approval of Minutes from Prior Meeting**

Minutes approved prior to meeting.

### **Review of Board Protocol**

Licia reviewed protocol regarding visitors to board meetings and official guests. Visitors may attend any meeting, but are not allowed to address the board or contribute to discussion. Official guests may present to the board and board members may ask questions, but the board will not discuss the matters presented until a later date.

### **Reports**

#### **Tonya**

Starting in January, St. Luke's School will have a chess club for 2<sup>nd</sup> – 4<sup>th</sup> graders. The game will be taught to those who don't know how to play.

#### **Finance Committee**

The first draft of the 2017-2018 budget is complete.

#### **Policy**

No report

#### **Marketing/Recruitment**

Our Lady's Little Learners Open House will be November 20<sup>th</sup>.

#### **Building**

Licia attended the Phase II meeting. The needs of the parish are still being assessed, but the focus looks to be the new school building. Licia sent an email to the Board Building Subcommittee to do data gathering on needs and wants in the new school building – starting with the ideal scenario – which will

be tailored to our funding. Kelly reported on the parents thoughts on Phase II as expressed at the last Family School Association meeting. Parents are concerned that Phase II isn't moving fast enough. Kelly proposed involving more parents in the process. Licia thinks the Board Building Subcommittee needs to take the lead. Parents can build a wishlist for the new building and give it to Kayla who is willing to be the liaison between the subcommittee and parents. Kayla is willing to give specific tasks to parents who want to help with the subcommittee legwork. Licia said that the Phase II committee members do have a sense of urgency. Their next meeting is the 2<sup>nd</sup> Wednesday in December.

### **Family School Association**

Kelly reported that the FSA discussed the need for a professional makeover of our school website. FSA is willing to partner with the parish to hire this done and help with the cost.

The Longhorns Open golf event netted \$1800. The North Pole Village concession stand netted \$2000.

Trunk or Treat was a great success – a nice event for both school and parish families.

The first annual Green Gala is set for February 11<sup>th</sup>.

### Discussion Items

#### **Admissions Policy**

The policy shall rearrange the priority order to put children of employees above siblings of current students. Kayla moved to pass this motion, Kelly seconded. The motion passed with 5 in favor and one opposed.

The policy shall now define 'St Luke's families' as those who are registered parishioners by December 31<sup>st</sup> prior to the registration date for purposes of admission priority. Those who register in the parish on January 1<sup>st</sup> or after shall be categorized in the next level of admission priority, which also includes those belonging to other Catholic parishes. Non-Catholic families are on the next level of admission priority. As many of our current families are from a variety of parishes around central Iowa, we are no longer offering OLIH parishioners priority over members of other Catholic parishes. However we continue to nurture the special relationship between the OLLL preschool program and our school. Approval of these changes to the admissions policy was motioned by Kelly, seconded by Katherine. Motion passed with five in favor and one opposed.

#### **Budget**

The draft of the proposed budget for next school year is completed. The school is in good financial shape and next year's subsidy from the parish is set to be substantially less than years prior. The budget includes the addition of a guidance counselor, a reading teacher and another associate. Katherine motioned to approve the draft budget to be presented to the Finance Council, Kayla seconded, all approved.

Tonya showed proposed budgets with incremental tuition increases. The board discussed and voted on a tuition increase for the 2017-2018 school year of \$25 per year per student. Shawn motioned to approve the increase, Kayla seconded, all approved.

#### **Enrollment**

The principal advised that current school enrollment is 93.

#### **Future Voting**

Emergency Procedure and Uniform policies will be introduced at the December meeting, voted up on January.

**Next Meeting**

Next regular meeting is scheduled for December 20<sup>th</sup> at 7pm.

**Adjournment**

Meeting was adjourned at 9:14 p.m.

Minutes submitted by: Margery Pierce