

St. Luke the Evangelist School Board Meeting Minutes

April 25, 2017

Call to Order

The regular meeting of the School Board was called to order at 7:00 p.m. at St Luke the Evangelist Catholic Church by President Licia Pettit.

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

Member absent: Shawn Althaus and Dennelle Hogan

Staff present: Tonya Eaton, Father Larry Hoffmann

Visitors present: Bob Lickteig, Susan Grebasch, Morgan Krapfl

Approval of Minutes from Prior Meeting

Minutes approved prior to meeting

Approval of Agenda

Agenda approved.

Teacher Report

Morgan Krapfl, 1st grade teacher at St Luke's, told the board about her time at the NCEA (National Catholic Educators Association) Conference in St. Louis. She described it as being an enriching experience and she enjoyed being with so many other Catholic School teachers. A highlight was the opening Mass with the entire group. She became interested in the concept of inclusive schools – including students with special needs. She is grateful to the Family School Association for funding the trip.

Reports

Board Efficiency

Licia described ways the board can use meeting time more efficiently. Reports will be submitted before the meeting via Google Docs now instead of orally at the meeting. Agenda items will be kept to pre-set time limits. Guests are always welcome at meetings to listen and observe, but may not contribute to discussion unless they are on the agenda.

Phase II Building Committee

Bob Lickteig joined the meeting to discuss the status of Phase II. Four architects have responded to St. Luke's requests for proposals for the planned 24 room facility. The Phase II Committee will review these at the next meeting.

The Ankeny School District is selling two portable classrooms. Bob and Fr Larry have looked at them and found them to be in good condition. They are 24x72 ft and 24x68 feet. They are selling them for a great price, as Bob has priced many to know the going rate. They have heat and air conditioning and he has figured the hauling and installation costs into the total price of \$84,000. The potential site on the property for these was discussed. They would be located west of the gym, south of the 4th grade classrooms.

The board had discussion on the purchase of these portable classrooms. As we are expanding more quickly than we will be able to complete our new building, the measure is necessary. Other options were explored, including renting space off-site, but it would be better to keep our students all on campus. The portable classrooms are larger than our current ones. The board voted to support the Phase II Committee's decision to purchase the portable classrooms.

Principal

NCEA was a great time with other Catholic school administrators. She enjoyed talking with colleagues from across the US. Some of the thoughts she brought back to the board: Every decision the board makes needs to be with our mission statement in mind. Our mission statement should be short and clear and even the students should know it. She's going to work on it and how our school can be more mission driven.

Tonya has started interviews for our open 1st and 4th grade teaching positions. She has 7 interviews scheduled and will inform everyone when staffing decisions are made.

Finance

Licia proposed syncing our calendar with Finance Council so that FC knows dates, such as when the budgets will be submitted and when school registration is happening.

FSA

Susan Grebasch attended on behalf of the Family School Association. Registration for the Bike Walk Run is underway. Teacher Appreciation week is coming up. Jamie Clyde is our new Secretary. We are still looking for a Treasurer. Many summer activities are being planned.

Marketing

The new Marketing Subcommittee had its first meeting. The group worked on identifying target audiences. Action items: a brochure was published and distributed to all Our Lady's Little Learners families. The group suggests publishing a social calendar with FSA to communicate all social events to our current families to promote bonding among our families. The committee is exploring creating yard signs to put the yards of new students this fall the night before the first day of school. Kelly Royal is working with Father to plan a weekend Mass led by St. Luke School students. This would promote visibility of the school within the parish.

Discussion Items

Whole Grade/Subject Acceleration

Acceleration needs to be data driven and a team decision. Standardized test scores and teacher recommendations to be used. The guidelines were approved for the handbook.

Daily Processes

Change to handbook: students not in before school care are allowed to enter the building at 7:55am.

Governing Board Policies

The board revision is changed from every year to every two years.

Board Meeting Date and Time

The date (4th Tuesday of the month) will be unchanged; the start time is moved to 6:30pm beginning in May.

Future Voting Items

Mission Vision statements, class birthday invitations, health info handbook.

Next Meeting

Next regular meeting is scheduled for May 23 at 6:30pm.

Adjournment

Meeting was adjourned at 9:01 p.m.

Minutes submitted by: Margery Pierce