

# **St. Luke the Evangelist School Board Meeting Minutes**

## **May 23, 2017**

### **Call to Order**

The regular meeting of the School Board was called to order at 6:35 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, Denelle Hogan

Member absent: Shawn Althaus

Staff present: Father Larry Hoffmann

Staff excused: Tonya Eaton

Visitor present: Susan Grebasch

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

Minutes approved prior to meeting via email.

### **Approval of Agenda**

Agenda approved with the addition of Adoration.

### **Board Procedure**

All committees will submit monthly reports via the Google Docs form on the board Google page prior to meetings. Even if the committee has nothing to report, committee heads should fill out a form. This is to streamline meetings and use meeting time with utmost efficiency. These reports will not be included in meeting minutes, but are available to interested parties if a request is made to the committee head.

### **Reports**

#### **Phase II Building Committee**

Report submitted by Licia Pettit.

Discussion: Three proposals have been submitted and are available from the parish secretary.

#### **Principal**

Report submitted by Tonya Eaton.

Discussion: Tonya will use a few minutes during monthly board meetings to educate board members on school items such as testing procedures and curriculum. This will assist the board in its advisory role. The principal's evaluation was very positive in all areas. One suggestion is for the principal to delegate some of her additional duties to other staff as the school grows in enrollment.

#### **Finance**

No report submitted.

Discussion: Denelle and Tonya will create a calendar of budget deadlines to share with Parish Finance Council.

## **FSA**

No report submitted.

Discussion: Kelly Royal reported briefly on the success of the annual Bike Walk Run.

## **Marketing**

Report submitted by Kelly Royal.

Discussion: Review action items on report. The committee could use a couple more members. The committee has some new ideas to spread the word about St. Luke's and retain our families.

## Discussion Items

### **Handbook**

There are no issues with the General Rules in the student handbook.

The board discussed the best method to handle birthday invitations in class. This could be a nuisance for teachers, but very helpful to parents and promotes a congenial atmosphere in the school community. Board discussed revising the handbook to read that party invitations may only be brought to school when the entire class is invited and the teacher will best determine how to distribute them. The Policy committee will handle the revision.

Health info in the handbook is primarily dictated by the State of Iowa.

All board members are to review the Student and Teacher handbooks prior to the next meeting. No major changes are anticipated.

Any changes to the handbook will be voted on at the next meeting as will the approval of the handbook as a whole.

### **Adoration**

The Parish Liturgy Committee is developing additional Eucharistic Adoration time for the parish. Would the school like to be involved? The board determined this would be good for our students to participate in Adoration during school hours with some additional education for the student body on the purpose and method of Adoration. Likely this will be implemented in the fall after the Liturgy Committee has decided on the details.

### **Long-term and Short-term School Goals**

Board members brainstormed goals in the areas of STREAM, Learning Supports, Faith Formation, Development Kindergarten, Middle School and Technology.

### **Future Voting Items**

Approve teacher handbook, discuss sections for kindergarten in upcoming years, Mission/Vision Statement

### **Next Meeting**

Next regular meeting is scheduled for June 27 at 6:30pm.

### **Adjournment**

Meeting was adjourned at 8:20p.m.

Minutes submitted by: Margery Pierce