

St. Luke the Evangelist School Board Meeting Minutes
June 26, 2018

Call to Order

The regular meeting of the School Board was called to order following prayer at 6:39 p.m. at St. Luke the Evangelist Catholic Church by President Licia Pettit.

Members present – Anna Schaffer, Kelly Royal, Licia Pettit, Amy Thompson, Katherine Rafferty, Scott Ciochetto and Shawn Althaus.

Staff Present – Principal Tonya Eaton, Father Larry Hoffman, Father Adam Westphal.

Approval of Minutes from Prior Meeting

Minutes approved prior to meeting via email.

Approval of Agenda

Agenda approved with addition of Marketing to the Report section – written report will be submitted after the meeting.

Reports

Capital Campaign & Building

No report submitted

Discussion - Close to \$1.3 million raised to date (not including Lamberti match). Fathers and Principal Eaton are meeting with outside companies in regards to donations.

Principal

Report submitted by Tonya Eaton.

Discussion – The Des Moines Diocese provided a report of their key findings for the Diocesan Strategic Plan. It is available for review. Most of the findings will now go to committees to work on and present their plans for implementation in the fall. Hope to implement in spring 2019.

Technology – Principal Eaton is starting to work and formulate vision along with faculty input.

Finance

Report submitted by Scott Ciochetto.

Starting to work and look at the budget. Will be comparing current numbers to last year as well as projected for next.

Marketing

Report submitted after meeting by Kelly Royal.

Discussion - Student-led mass to be held at 8:30 am on Sunday, July 8th.

Now that Vicki Guilloley has been hired as Parish Growth Coordinator, all marketing ideas should be funneled through her for coordination. She will be visiting Church and School committees to introduce herself, her goals, etc.

Executive Session

Called from 7:12 p.m. to 7:37 p.m.

Policy

Report submitted by ?? or not submitted??

Discussion covered in Discussion Items.

Family School Association

Report submitted by Anna Schaffer.

Discussion – Vacation Bible School was a great success. They are still short about \$500 in unpaid registration money. If all is collected, VBS will come out just about even/little ahead. Ambassador program is going well

Discussion Items

Handbooks

There are two separate books – one for Students/Family and one for Staff. Members of the School Board reviewed them and focused on inconsistencies and mis-matches. Everyone voted to approve the Student/Family handbook except Father Adam and Scott Ciochetto since they had not had time to review.

In the Teacher/Staff version – Amy Thompson recommended some changes. All voted to approve the Teacher/Staff handbook except Father Adam and Scott Ciochetto since they had not had time to review.

Whole Life Supplemental Curriculum

Principal Eaton reported that St. Francis Catholic School does use it throughout the year in their curriculum. The School Board voted to recommend that the Principal encourage the use of the Whole Life Supplemental Curriculum in the upcoming school year and engage available resources. All approved.

School Board Candidates

As of the meeting, no one has yet applied. The School Board will reach out to potential candidates. The Board was also encouraged to give thought about who will take over the role of President and Vice-President. That will be voted on at a future meeting from the eligible candidates.

Extra-Curricular Programming Committee

Principal Eaton introduced a new program she received – Rounded Minds. It is done after school and includes Spanish immersion. It was decided for her to talk with the Ankeny School District and get their recommendation. It was determined that the following programs will be offered next year – Battle of the Minds, Chess and Coding. Anna Schaffer will work as the School Board Liaison for the Extra-Curricular Programming Committee.

Test Scores

Principal Eaton provided the results of tests done during the 2017-2018 school year. They include the Iowa Assessment for grades 2-5 and the Assessment of Catholic Religious Education (ACRE) for grade 5. In IA Assessment, St. Luke's results beat out the average for the region (Area Education Agency), as well as the state (both private and public) in reading proficiency, math and science. In ACRE, this determines the knowledge of catechism and opinion/morality, faith knowledge. St. Luke's beat the national average. Principal Eaton will be working with Parish Growth Coordinator, Vicki Guilloley, to include this information in marketing materials.

Exit Interviews

For families leaving before 8th grade – the Diocese has a form that we can use. Work will begin on a form to send to families when the families graduate out at 8th grade. For staff, this becomes a personnel issue, so School Board members cannot be in the exit interviews. They are currently not mandatory. Discussion was also on if the exit interview could be done in writing versus in person. The School Board discussed developing a satisfaction survey to send to currently enrolled families. Focused on what was the goal of the survey and when to send it. Was it a general survey or going deeper to gain data? In the end, it was determined to create a survey that will find out what went well and what didn't work. Kelly and Licia will develop to send as well as work on a more in-depth survey to send at the end of first trimester.

New Items

Office Opening - Jenifer Mulcahy, bookkeeper, has left as of June 26. They are interviewing and working with the Diocese to process HR/payroll. Father Adam is working to make sure at least two people know how to do office processes in order to keep the office going.

First Viewing – Updated wording – Student Search Policy. Needs a second viewing at the next board meeting and then voted at the one after that. Asked that all members review and if any concerns or discussion needed, that will be done at the next board meeting.

Catechesis of the Good Shepherd – going to be offered to 3-6 year olds in the parish. It can be offered up to age 12. Is there interest offering it in the school? It cannot be the main religion program but can supplement. Recommendation was to see how it goes the first year with the 3-6 year olds and then can review and possibly incorporate next year.

Action Items

- Graduate profile – where to start? Recommended to hold off until the Diocese finishes its Strategic Plan.

Next Meeting

Next regular meeting will be held July 24, 2018 at 6:30 p.m.

Adjournment

After prayer, the meeting was adjourned at 9:19 p.m.

Minutes submitted by Susan Grebasch

Committee Reports

MARKETING

FAMILY SCHOOL ASSOCIATION

FINANCE

POLICY