

**ST. LUKE THE EVANGELIST  
CATHOLIC SCHOOL BOARD MEETING  
Meeting Minutes  
July 23, 2019 6:30 pm**

**Mission Statement**

The members of St. Luke the Evangelist's Catholic School, together with our parish, commit to serving the students by ensuring that the teachings and values of Jesus Christ are integrated in all aspects of school life. We will serve as partners in the formation of life-long learners and living witnesses of Christ by leading lives of faith and stewardship.

**1. Opening Activities**

- a. Call to Order at 6:32 pm - Licia Pettit
  - i. Voting Members Attending - Sam Knezevic, Nate Newman, David Niedergeses, Licia Pettit, Anna Schaffer, Joe Schmidlein
  - ii. Voting Members Absent – Kelly Royal
  - iii. Non-voting Members Attending – Principal Misty Hade, Father Ken Halbur, Secretary Susan Grebasch
- b. [Prayer for our meeting](#)
- c. Roll Call - Licia Pettit
- d. Introduction of Principal Misty Hade
- e. Call for Additional Agenda Items - All members
  - i. Addition of 2040/Strategic Planning
- f. Approval of Agenda - All members present approved the adjusted agenda.

**2. Open Forum (non-Board member presents information to the board)**

- a. Staff member – no report

**3. Reports (reports following at the end)**

- a. Administrative Report – Principal Hade
  - i. Verbal report of activities this time but future will be written and submitted
  - ii. School supply lists have been posted on the school website. The paper requirement has been removed. The parish will now order in bulk every quarter to six months as needed. There may be a small fee added to parent's FACTS account to cover.
  - iii. Before & After School:
    1. Registration materials will be going out shortly to start getting an idea of numbers.
    2. Have not hired a director yet – still reviewing finances/budget.
    3. Before and after school will be offered on early-out days as well as in-service days.
  - iv. Lunch - looking at state and federal subsidies for lunch, vendors, ways to cut costs.
  - v. Spanish – still working on. May become an extra-curricular option.
  - vi. 6<sup>th</sup> & 7<sup>th</sup> grade curriculum – 6<sup>th</sup> will teach math and technology to both 6 & 7, 7<sup>th</sup> will teach religion and language arts to 6 & 7. Both grades will have their own homeroom and teach their own science and social studies.
  - vii. School Day:
    1. 8:10 am – dismissal to rooms
    2. 8:15 am – pledge of allegiance, announcements and birthdays done over intercom.
    3. 3:10 pm – announcements and prayer
    4. 3:15 pm – dismissal

- viii. Drop Off/Pick Up:
  - 1. Last names A-L will use the North side
  - 2. Last names M-Z and third parties will use South side.
  - 3. More information and map will be sent out.
- ix. Continuing to meet with families for enrollment.
- x. Working on setting up PowerSchool enrollment – more information to follow.
- xi. Early dismissal release time – all early out days will dismiss at 12:30 pm
- b. Extra-Curricular Programming – Anna Schaffer – no questions
- c. Capital Campaign & Building – Father Ken Halbur
  - i. Father Ken has not met with the building committee yet but plans to soon.
  - ii. Do know that contracts are being looked at by the committee.
  - iii. There is discussion about a possible land swap/sell. The Parish currently sits on 35 acres with the additional 120 owned by the Des Moines Diocese/Mercy Hospital. They are looking to sell part of their portion. Currently St. Luke parish land butts up to the future extension of 13<sup>th</sup> Street heading west, so we would be responsible for the cost of extending 13<sup>th</sup>. If we either swap land with the potential buyers of the land or swap a little of our land by 13<sup>th</sup> for a little land possibly west of our current footprint. Still working out details and options. Prefer not to sell any land if possible. Plan to have permits applied for with Ankeny by September 1.
- d. Technology – David Niedergeses – no questions. David will be connecting with Principal Hade and Father Ken on future needs. Father Ken asked to be involved on the committee as well.
- e. Grants – David Niedergeses – no questions
- f. Finance - Sam Knezevic – no questions at this time; further discussion to be held later under Discussion Items.
- g. Policy/Handbook – Licia Pettit – no questions at this time; further discussion to be held later under Discussion Items.
- h. “2040” – TBD – further discussion to be held later under Discussion Items.
- f. Family School Association – Anna Schaffer – no questions

#### 4. Discussion Items

- a. [Student-Family Handbook](#) approval
  - i. Electronics subheading includes the exclusion of personal communication devices
  - ii. Diocesan policies merged into handbook
  - iii. Dave Niedergeses motioned for approval, Sam Knezevic seconded.
  - iv. All members present approved the 2019-2020 Student Handbook
- b. [St. Luke the Evangelist Personnel Policies](#) approval
  - i. Reviewed some typos and missing information
  - ii. Nate Newman motioned for approval, Dave Niedergeses seconded.
  - iii. All members present approved the 2019-2020 St. Luke the Evangelist Personnel Policies Handbook.
- c. [Admission Policy](#)
  - i. In current section C – removed the deadline date of December 31 for families to be registered in the parish. All members present approved the removal of the date in section C.
  - ii. Joe Schmidlein motioned for approval, Sam Knezevic seconded.
  - iii. In current section D – preference of registrations was changed under #4 from St. Luke’s parishioners to Parishioners of an Ankeny Catholic Parish with subset 1 to be date of school registration.
  - iv. Joe Schmidlein motioned for approval, Sam Knezevic seconded.
  - v. All members present approved the change in language.

- d. Executive Session – went into session at 8:09 pm and resumed general session at 8:41 pm.
- e. 2040/Strategic Planning
  - i. Nate Newman will head up this group and will work on a new name to more encompass strategic planning.
  - ii. Principal Hade mentioned a program that the school will be working on in conjunction with this idea/possibly merge together – School Improvement Advisory Committee (SIAC) which includes visioning and includes the school, parishioners and others possibly outside the parish/school.
- f. Budget
  - i. Have all staff salaries been added in? Yes, placeholders were built into the budget that was passed last month so should be very close on actual numbers, including a placeholder for Spanish.
    - 1. Spanish
  - ii. Do we an idea about benefits election – numbers were estimated but won't have actuals until selected by staff.
  - iii. Expense booking—are we changing the way we record expenses (exact salaries, tuition income)
    - 1. Diocese does cash accounting – bills are done in the month paid.
    - 2. Would like to do accrual accounting – pay in the month incurred, not necessarily when they are due. But that would put us out of sync with the diocese so sticking with current plans.
  - iv. State subsidies for lunch
    - 1. Principal Hade and Father Ken are looking at state and federal programs.
    - 2. If/when these are approved, more communication will be provided.
    - 3. Requirement of these programs would be that if using the kitchen at least one person would need to be Safe Serve Certified. The parish is looking into this training and possibly bringing it on-site so several people can be certified at once.
    - 4. August 1 – Principal Hade has invited a nutritionist to come out, meet and do a walk through.

## 5. Introduction of New Items

- a. Vice President and changing bylaws
  - i. Has been unwritten rule for the vice president to roll up into the president role upon the president's term completion.
  - ii. Wanting to open it up to all on the board.
  - iii. No changes needed since the bylaws only state that the all members with at least one year of their term remaining are eligible for any office.
- b. Pastor Comments
  - i. This will be a standing agenda item going forward.
  - ii. Announcement has come out about the naming of a new bishop.
  - iii. Father Ken discussed his role with the school.
    - 1. Principal Hade and he will be meeting regularly – at least once a week.
    - 2. He likes to walk the school hallways, especially at lunchtime to see and talk with the kids.
    - 3. In his previous positions has done a "Father Fridays" where he takes turns teaching a class, especially religion classes.
    - 4. He plans to be very active in the school.

## 6. Is there anything we would like to share in the bulletin?

The St. Luke School Board met on Tuesday, July 23, 2019 welcoming Principal Hade and Father Halbur to their first official meetings. Reports included updates from the principal on school supply lists, before and after

school care, drop off/pick up locations and updates to the 6<sup>th</sup> & 7<sup>th</sup> grade teachers' curriculum. The capital campaign/building status was provided. The board also approved final versions of the 2019-2020 Student-Family Handbook, Personnel Policies and admission policy. Future initiatives include solidifying the strategic planning committee as well as moving to a subsidized school lunch program.

7. **Closing Prayer**

8. **Adjournment** – Licia Pettit

- a. Dave Niedergeses motioned for adjournment, Sam Knezevic seconded.
- b. All members present approved.
- c. Meeting adjourned at 9:20 pm

9. **Next Meeting:** Tuesday, Aug. 27, 2019, 6:30 pm

## Reports

**Policy Report:** None. Both handbooks are ready for approval.

**Technology Committee:** No Update.

**Grant Committee:** Grant cycles / due dates will start hitting this fall. I'd like to staff the committee (FSA volunteer? teacher liaison?) and set some goals set and ask if any of the new board members are interested in participating.

## FSA

- No July meeting - no updates to report
- Aug meeting being held at Fenders Brewery to encourage greater attendance and kick off the year
- Bike Walk Run is only major fundraiser without a date set for school calendar. I asked Tiffany Otto and she said she was told the new administration should decide and mentioned there was consideration of holding at a different time of year.

## Extra-Curriculars

- Sent another email to Timothy Scheaff requesting Debate info on 7/19 - haven't received reply
- Confirmed that Jamie Wahl will again offer Chess Club this year from 9-10:30am on Saturdays for 3rd-7th graders. Will need to determine which room is best and reserve (was in Art Room last year). This would run for 8 weeks from 1/11-2/29, concluding with a tournament on 3/7. My recommendation would be to take 2/22 off since it is a 4-day weekend. Therefore, they would only meet 7 times in that 8-week period before the tournament. We cannot extend on either end due to Christmas and Spring Break. We can use same registration form from last year (attached) and send it home in early Dec for registration by 12/17.
- Briefed Misty on Kate Ledyard's bootcamp idea and talked to Kate about setting up a meeting with Misty to discuss further.



SLTE Chess Club  
Registration Form -

**(printout below)**

## St. Luke the Evangelist School Chess Club – Winter 2020

**WHO: Open to all students grades 3<sup>rd</sup> - 7<sup>th</sup> (All skill levels welcome!)**

**WHAT:** Have fun learning how to play chess and/or building on your existing skills through lessons and by playing against other students.

**WHERE:** St. Luke's School

**WHEN:** Saturdays, Jan 11<sup>th</sup> – Feb 29<sup>th</sup> from 9:00am – 10:30am

Please note, there is **NO SESSION on Feb 22<sup>nd</sup>**, due to a 4-day weekend.

**\*\*Tournament will be held on Mar 7<sup>th</sup>\*\***

**If interested in joining, please complete the registration form below and return to the office no later than Tues, Dec 17<sup>th</sup>.**

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**SLTE Chess Club – Winter 2020 – Registration Form**

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Skill Level (circle one):    Beginner    Intermediate    Experienced

Parent Signature: \_\_\_\_\_