

**St. LUKE THE EVANGELIST  
CATHOLIC SCHOOL BOARD MEETING  
Meeting Minutes  
August 26, 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 6:30 pm – Anna Schaffer
- b. [Prayer for our meeting](#)
- c. Roll Call
  - ii. Voting Members - Katherine Garrett, Sam Knezevic, Nate Newman, David Niedergeses, Licia Pettit, Steve Pins, Meghan Rupiper, Anna Schaffer
  - iii. Voting Members Absent – Kelly Royal, Joe Schmidlein,
  - iv. Non-voting Members Attending – Principal Misty Hade, Father Ken Halbur, Secretary Susan Grebasch
- d. Call for Additional Agenda Items – All members
  - i. No additional items added.
- e. Approval of Agenda – All members
  - i. Approval of agenda as listed – approved by all members present.
- f. Installment of new members present – Katherine Garrett, Nate Newman, Steve Pins, Meghan Rupiper
  - i. <https://docs.google.com/document/d/13pns84if8TcMT5m9XmsV1TlyWJHfz7cYzYdyZlfApls>
  - ii. Joe Schmidlein was not present but will be installed at next meeting.
  - iii. Father noticed that the oath refers to religious education – decided by board to invite Religious Education Coordinator to update at future meetings as needed in reference to religious education topics.

**2. Open Forum** (non-Board member presents information to the board) – None.

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

- a. Administrative Report – Principal Hade – Attached below
  - i. Addition comment that Ankeny has approved Weigel St. as a School Zone. Yellow school signs will be installed. No flashing lights at this time.
- b. Extra-Curricular Programming – Anna Schaffer – No Report
- c. Capital Campaign & Building – Father Ken Halbur
  - i. Provided an update on the building status.
- d. Technology – David Niedergeses

- i. This year's needs are set but there is an immediate need for a MacBook Pro newer than 2012 to update the school iPads in the future.
  - ii. Looking at next year – depends on new construction needs.
  - iii. Setting up and meeting with Tech Committee to work on five-year plan
- e. Grants – David Niedergeses
  - i. Looking for grants for the new year. Anyone know of any leads, please send them to David.
- f. Finance – Sam Knezevic – No Report
- g. Policy/Handbook – Licia Pettit
  - i. Holding off on posting the most updated Student Family Handbook until it can be transferred to the School Board President Google account from Licia's account.
- h. "2040"/SIAC/Grants – Nate Newman
  - i. No report at this time but starting to gather information on mission, vision, goals.
- i. Family School Association Captain – Anna Schaffer – No Report

#### 4. Discussion Items

- a. 2019-20 Goals for School Board
  - i. Targeted number for enrollment
    - i. Currently 177 enrolled
    - ii. Work with Marketing on recruitment strategies, how done, process, brainstorm new ideas.
    - iii. Also look at exit strategies.
    - iv. Stretch goal is 60 new students for next year. Will probably budget at a little lower number (probably 40) but still work toward 60.
  - ii. Teacher salary targets in regards to Diocese Strategic Plan
    - i. Diocese plan is to try and get to 90% of the public school salaries in the next five years.
    - ii. Principal Hade and Anna will work to get area salaries (Ankeny region) to start comparison.
    - iii. Will be further discussion over the year.
  - iii. Tuition set no later than January 9
    - i. Father would like to include required fees into the tuition since these are paid for anyway, not optional.
    - ii. This will help more people as they apply for Catholic Tuition Organization (CTO) Assistance. CTO sees the larger price cost – they don't see fees. More applications to CTO also benefit us as a parish.
    - iii. With the inclusion of fees, this will be a greater marketing effort to help people understand they are still paying a lower tuition but still getting greater benefit.
    - iv. If anyone needs assistance or has trouble paying for tuition, please contact Father Halbur or Principal Hade. They can always see what options may be available.
- b. Return to Learn and Return to Play – Nate Newman

- i. Effective July 1, 2019 a new law was enacted regarding contact sports and head injuries.
- ii. Focuses on what happens when student athlete is hurt on or off field and how to return to play safely. Not rush them in but now slow down their process either.
- iii. Keys parts:
  - i. School district needs to provide information on concussions to parents as well report incidents.
  - ii. Parents need to sign and return forms that they have received.
  - iii. During the games, making sure parents and coach notice symptoms.
  - iv. There will be an appointed person at the school to oversee the policy and work with anyone injured.
  - v. Documents are being prepared starting with Dowling's as the framework and will be sent to the current 6<sup>th</sup> and 7<sup>th</sup> grade. 5<sup>th</sup> grade will receive in the spring in preparation for spring activities.
  - vi. Will also become part of St. Luke's Wellness Policy being developed.
- iv. Motion to add Return to Learn, Return to Play as an addendum to the Student Handbook Policy – Licia Petti motioned for approval, Sam Knezevic seconded. All members present approved the addition.
- c. Vice President appointment
  - i. Sam Knezevic approved as Vice President.
- d. Terms Ending
  - i. Appreciation expressed to Licia Pettit for her six years of service on the School Board as well as Kelly Royal's three years.

## **5. Introduction of New Items – None.**

## **6. Father Ken's Comments**

- a. Working with Principal Hade on a long-term (15 year) strategic plan for the building. Looking at the needs for the future.
- a. Creating a "wish list" for anyone that may wish to donate to St. Luke's and looking for ideas on specific needs. If anyone sees a need or has ideas – no matter how small or large, serious or frivolous, please send to Father.
- b. 13<sup>th</sup> St./Land Update – working with the Diocese on a land swap. Hopefully only 1-2 acres that will cover the closing costs. Area will be designated for housing, light residential commercial business and 10% has to be for parks.
- c. Tri-Council Meetings – will continue but Father needs to determine timing/frequency. He will meet with Parish Council and look at setting dates for the over the next year.

## **7. Closing Prayer**

## **8. Adjournment – Anna Schaffer**

- a. Licia Pettet motioned for adjournment, Dave Niedergeses seconded.
- b. All members present approved.
- c. Meeting adjourned at 7:40 pm

## **9. Next Meeting: Tuesday, September 24, 2019 at 6:30 pm.**

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

The St. Luke School Board called to order on Tuesday, August 26, 2019. New members are Katherine Garrett, Nate Newman, Steve Pins, Meghan Rupiper and Joe Schmidlein. Current members continuing their service include David Niedergeses along with Anna Schaffer as president and Sam Knezevic elected as vice president. Appreciation expressed to Licia Pettit and Kelly Royal for their years of service on the board as they roll off.

Principal Hade said that Ankeny designated Weigel St. as a school zone with yellow school signs installed soon. Father updated on the Capital Campaign progress. Tech Committee will be starting to meet and look at future needs of the parish. Discussion also centered on the upcoming goals for the School Board and review the Diocese plan to get teacher salaries at 90% of the local area public school salaries in the next five years.

The school administration also wants to adjust the future tuition to include school fees, which helps families as they apply for tuition assistance. It was mentioned if anyone has concerns about paying tuition, please contact Father Halbur or Principal Hade to look at options.

A new law called Return to Learn, Return to Play, impacts our student athletes. If they suffer a concussion, this process covers how they are assessed and return to the playing field. More information is being developed and sent out later.

Father and Principal Hade are working on a long-term strategic plan for the building and Father is creating a "wish list." Contact Father with any ideas. Discussion also continues with the Diocese on the land covering the 13<sup>th</sup> St. extension.

The next meeting is Tuesday, September 24 at 6:30 pm.

## **Report**

Administrative Report Follows

## **August Board of Education Report**

### **St. Luke the Evangelist Catholic School~ Misty Hade**

#### **Mission and Core Values:**

We Pray~We Learn~We Serve

#### **Vision:**

St. Luke the Evangelist Catholic School is an inviting, positive community where ALL are respected, encouraged and challenged. As a family, we lead with a servant heart. We strive to build faith, academic, and emotional growth for each individual as a valued child of God.

- Enrollment Numbers: 2019-2020
  - Kindergarten: 27
  - First Grade: 37
  - Second Grade: 32
  - Third Grade: 31
  - Fourth Grade: 16
  - Fifth Grade: 14
  - Sixth Grade: 12
  - Seventh Grade: 7
  - Total Students: 176
- What is keeping us busy this month?
  - Pray:
    - Mass with Bishop Pates
    - Faith Journey session #1
    - Feast of the Assumption Mass
    - Prayer each morning we met as a staff
    - Prayer on the first day of school
  - Learn:
    - Being in classrooms
    - Writing a Vision
    - BOEE ethics presentation
    - Handbook information
    - PLC information
    - Communication information
    - Back-to-School night
    - School Emergency Operations Plan ready for BOE approval (Diocese approved)
    - Meet the Teacher/ School Supply Drop Off/ School Pictures
  - Serve:
    - First Mission Day will be for Project Hope
- Success
  - First day with staff
  - In-service week with staff
  - First day of school
- Information
  - **Spanish-** I wanted to provide you with information regarding where we are at with Spanish for the upcoming school year. As of right now we do not have a Spanish teacher. I am diligently working on options for the students. One option is to have an after school program for students. The other option would be to find a teacher in order for all students to be enriched in the language. My hope is to have a resolution by August 30th.
  - **Lunch Subsidy-** we will go through the process this year to implement in the 2020-2021 school year. Lunch prices will remain the same for this school year.