

**ST. LUKE THE EVANGELIST
CATHOLIC SCHOOL BOARD MEETING
Meeting Minutes
September 24, 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 (5 minutes)

- a. Call to Order at 6:30 pm — Anna Schaffer
- b. [Prayer](#)
- c. Roll Call – Anna Schaffer
 - i. Voting Members - Katie Garrett, Sam Knezevic, Nate Newman, David Niedergeses, Steve Pins, Meghan Rupiper, Anna Schaffer, Joe Schmidlein
 - ii. Voting Members Absent – None.
 - iii. 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 – Dave Niedergeses motioned for approval, Sam Knezevic seconded. Approved by all members present.

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

- a. None.

3. Reports (reports received following at the end)

- a. Administrative Report – Principal Hade – Attached below
 - i. Updated on Professional Learning Communities across Diocese. Working in teams with other schools to review student interaction and data in both math and literacy.
 - ii. Diocese monthly professional development days. Focusing on aligning religion, social studies and science across diocese so no gaps between schools. Principal Hade will update her board report after each monthly meeting.
 - iii. Board members need to start thinking on how many sections of Kindergarten will be offered next year and the cut-off number. Father mentioned that to breakeven on financials, usually about 16 students per class.
- b. Extra-Curricular Programming – Steve Pins – Attached below
- c. Capital Campaign & Building - Father Ken Halbur
 - i. Father will be providing a state of the parish in a couple of weeks to the parish both orally and written. More to come after Oxtoberfest.
- d. Technology – David Niedergeses – Attached below
- e. Grants – David Niedergeses/Joe Schmidlein – Attached below
 - i. Looking into programs GrantStation and Grantwatch. David and Joe will review and communicate to the board if worth engaging.
- f. Finance - Sam Knezevic – No report
- g. Policy/Handbook – Katherine Garrett – No report
- h. SIAC – Nate Newman/Meghan Rupiper – In Discussion Items

i. Family School Association (FSA) – Anna Schaffer – Attached below

4. Discussion Items (7:00)

- a. 5 Voice assessment results
 - i. Each board member took assessment and reviewed personality/leadership style results.
 - ii. Variety of results – allows for everyone to express their opinions and thoughts so that all angles are covered on a topic.
- b. 2019-2020 budget overview/update
 - i. Walkthrough of current budget and where we stand.
 - ii. Principal Hade is meeting and working with FSA on their budget for next year.
- c. Teacher salary plan
 - i. Diocese wants schools to get to 90% of the public school salaries in the next five years.
 - ii. Anna provided local salary comparisons. Will need to average 5.3% teacher increment to get to the 90% at St. Luke's.
 - iii. Anna provided possible scenarios and options over the next five years for the board to review and start to think about how best to reach that goal.
 - iv. Principal Hade will be gathering current salaries and information by December for the board to review and use to start formulae next year's budget numbers.
- d. Parent survey at conferences
 - i. Did one last year and were able to address some concerns expressed. Need to advertise the results to the parents.
 - ii. Do we do again? Same format?
 - iii. David and Nate will work on the survey for conferences and add some questions to help start measuring metrics. Will send a preview to the board members before the October meeting.
- e. School Improvement Advisory Committee (SIAC) Scorecard presentation
 - i. Introduction of document the board can use to measure areas that they want to pursue in meeting goals – both long and short.
 - ii. Chart uses objectives and measures, action items, responsible parties and dates.
 - iii. After initial set up, would use future meetings to just review and update. Living document that will change as goals are met/acted on.
 - iv. SIAC is specifically for schools but board would like to see Parish Council and Finance Committee do one as well since several items may overlap all three areas.
 - v. Board will review document and provide any feedback by Oct. 15. Nate and Meghan will start developing to present at future meetings.

5. Introduction of New Items – None.

6. Fr. Ken's Comments

- a. Oxtoberfest planning continues.
- b. Working on upcoming special blessings – ex. expectant mothers, pets, etc. Announced as they are scheduled.

7. Closing Prayer

8. Adjournment—Anna Schaffer

- a. Nate Newman motioned for adjournment, David Niedergeses seconded.
- b. All members presented approved.
- c. Meeting adjourned at 8:39 pm.

9. Next Meeting: Tuesday, October 22, 2019 at 6:30 pm

a. Important Dates:

- i. November 17th - Open House
- ii. December meeting moved from Dec. 24th to Dec. 17th at 6:30pm

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

The School Board called to order on Tuesday, September 24, 2019 with all members present. Updates were provided on current teacher professional development, extra-curricular programming and status of grants programs availability.

Discussion items centered on current budget status and possible options to increase teacher salaries in the next five years. For the next board meeting, the members will be working on an updated parent survey for conferences and reviewing a strategic planning document.

The next meeting is Tuesday, October 22 at 6:30 pm.

Reports

Administrative attached

Extracurricular

- Joanne Gara leading up Battle of the Books this year. Goal is to also have upper grade group this year and roll out to families by the end of the month.
- I have talked to Tim Scheaff at Dowling about Speech and Debate and he is putting together a packet that will be going out sometime this week.
- Left a voicemail with the Innovators Academy here in Ankeny, and have yet to hear back from them. I plan on stopping into their shop and hopefully talk with someone in the next week or so.
- I am going to set up a meeting with Misty Hade in the coming weeks to discuss her vision for extracurricular activities as well as what she has seen work/not work.
- I am going to get into contact with Austin Oborny to get a list of all sports that St. Luke's will have or at least have the option of doing this year as well as start dates, etc.
- I am going to be contacting many administrators as well as parents I know throughout the various Catholic Schools in the area to see what extracurriculars other schools offer, who runs those programs, etc.

Technology:

- Mrs. Hade is scheduling a kick off around Oct 3, details TBD.
- I'm reviewing a sample plan from St. Francis School and sharing ideas in advance.

Grants – (David provided a spreadsheet with updates on available grants and requirements.)

- No new grants on our radar.
- Next opportunities are Target Field Trip Grants (apps due Oct 1, teachers apply directly).
- Next major opportunity is Prairie Meadows Community Betterment Grants (up to 100K, apply January 2, 2020 – February 28, 2020).
- Joe Schmittlein will be joining as co-chair.

FSA

- Current FSA account balance is ~\$50K - plan is to present outlined budget for year at Oct meeting
- Request to share Parish news (Capital Campaign updates, etc) with all school families, so that those that are not St Luke parish members still receive
- Trunk or Treat - Oct 18th
- Green Par Tee raised \$16K
- Parents are encouraged to fill out online Volunteer Form if have not already done so
- Homeroom parents notified via email

September 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:
 - Student led Masses
 - Morning and afternoon prayer
 - Spiritual Life committee meeting to schedule the Rosary for October
 - Learn:
 - Being in classrooms
 - Walk throughs providing feedback
 - Observations of new teachers
 - Being a part of planning and/or PLC meetings
 - Completing FAST reading assessments
 - Looking at the data of the assessments
 - Our first early dismissal for the Diocese
 - Serve:
 - Father Ken led altar serving training for our 4th and 5th grade students
 - Mission Day for Alex's Lemonade Stand
- Success
 - Getting to know the students, parents, and teachers
 - Meeting with teachers and being a part of the learning conversation
 - Fire and Tornado drill complete
- Information
 - **Spanish-** I am working with Ms. Babcock to finalize plans for providing a Spanish program after school 2 days a week. Information will be coming out to families soon with the information and how to sign up.
 - **Planning for the future-** we need to set a number for 2 sections of Kindergarten.