

**ST. LUKE THE EVANGELIST
CATHOLIC SCHOOL BOARD MEETING**

**Meeting Minutes
October 22, 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 — Anna Schaffer
- b. [Prayer](#)
- c. Roll Call – Anna Schaffer
 - i. Voting Members - Katie Garrett, Sam Knezevic, Nate Newman (joined late), 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 – Joe Schmidlein motioned for approval, Dave Niedergeses seconded. Approved by all members present.

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

- a. Ms. Pollpeter, 4th grade teacher
 - i. Showcased Bible Verse Search – students created bible verses using Google Slides program.
 - ii. Students first found the verse in the bible. Then created a game with Google Slides – learning how to put together the program and linking the information within the presentation.
 - iii. Incorporated technology and religion together.

3. Reports (reports received following at the end)

- a. Administrative Report – Principal Hade – Attached below
- b. Extra-Curricular Programming – Steve Pins
 - i. Steve has contacted other principals at other schools and getting information and putting together what they are offering.
 - ii. Battle of the Books has been launched, including upper grades.
 - iii. Chess Club – Nov. 23 there will be a tournament with the participants from last year. After that, this winter will open new session to anyone interested. More information to come.
 - iv. Debate – still working with Dowling to implement.
 - v. Geography Bee will start for 4th grade and up. Principal Hade will provide more information in the future.
- c. Capital Campaign & Building - Father Halbur
 - i. Father reported after his “state of the parish” the weekend of Oct. 19-20, several people have indicated they will extend their pledges.
 - ii. Still hoping for April 1, 2020 groundbreaking
 - iii. Costs have increase, but with a spring start, won't have to pay for a winter covering of unfinished structures so that takes away some costs.
 - iv. Father and Principal Hade working on contingency plans for next year's classrooms depending on the state of constructions.
 - v. Father will provide building plans preview at the next School Board meeting – similar to what has been communicated with some minor changes.
- d. Technology Captain – David Niedergeses
 - i. Tech Committee and reviewed immediate and future needs.

- ii. Draft Tech Policy open for comments.
- e. Grant Captains – David Niedergeses/Joe Schmidlein
 - i. Both online grant programs – GrantStation and GrantWatch were discussed. Both have positives and negatives. Determined that we can use a non-profit program to get software at a discounted price so may be able to get both. Father will look at outside funding to help alleviate the costs. Dave and Joe will work on setting up and comeback to next meeting with some research and updates.
- f. Finance Captain - Sam Knezevic
 - i. Sam sent out year-to-date actuals to the committee.
 - ii. Kitchen – found out that we don't have to have everyone be safe certified to work in the kitchen. Still will work to get several in the parish certified though.
 - iii. A warming station is being donated. This will help with having extra lines for serving
 - iv. Government funding and subsidies – a representative from the program visited the school and provided input and what needed to be done to meet program standards.
 - v. Principal Hade is working through the details. Hope to possibly implement this spring, if not, definitely Fall 2020.
 - vi. Budget – Principal Hade and Father working on the information needed and will bring to the Board meeting in November with numbers to input into the 2020-2021 preliminary budget.
- g. Policy/Handbook Captain – Katie Garrett
 - i. No report, no changes at this time
- h. SIAC Captain – Nate Newman/Meghan Rupiper – In Discussion Items
- i. Family School Association Captain - Anna Schaffer – Attached below

4. Discussion Items

- a. Parent survey questions for conferences
 - i. Dave provided a draft Feedback Survey to committee ahead of time to review.
 - ii. Updated to include questions used in the Diocesan surveys which are designed to see how well we are doing.
 - iii. Board worked on wording. Will make changes and send out to the parents electronically and provide option for paper format.
- b. SIAC Scorecard review. Items to add to the scorecard:
 - i. The Balance Scorecard was updated since the last meeting. Nate and Meghan met with Principal Hade and edited, added, and created measures related to excellence in education and faith formation. Also added targets and key due dates in most of the identified areas.
 - ii. Safety measures (Winter weather/ALICE Training)
 - 1. Include ALICE Training (Active Shooter Response Training & Solutions) – online module can be done in Spring/Summer and in-house training done for staff before school starts in 2020.
 - 2. Weather issues – address winter weather procedures
 - iii. Technology
 - iv. Advanced Ed for upper grades
 - 1. Advanced education or dual enrollment for upper grades – other schools have options – anything we can add?
 - 2. Principal Hade working with both Dowling and Ankeny School Districts to see if we can provide something.
 - 3. Typically classes covered are math, science, social studies and English/language arts.
 - 4. Principal Hade will update at the November Board meeting with options available for advanced grades.
- c. Exit process for teachers and families
 - i. Currently don't have a formal written process at this time.
 - ii. Exit interviews for families leaving the school – usually done by a School Board member.
 - iii. Staff exits are done by Father or the Principal.
 - iv. The Diocese has a template. Principal Hade will gather. Joe and Meghan also have examples and the three of them will work on drafting a process to share with the Board at a future meeting.
- d. Policy on tuition collection
 - i. Currently no policy so need to set up one.
 - ii. Principal Hade had examples and the board was comfortable with her putting together something.
 - iii. Require collection of electronic tuition payment and also if fall behind in collection.

- iv. First reading tonight of requirement that all families be enrolled in the school's preferred electronic tuition management system as well as the late tuition policy.
- v. After minutes are published, if anyone has comments, please contact a School Board member, Principal Hade or Father before November 12. Board will then send around for electronic vote after November 12, for final approval so that it is ready when 2020-2021 registration opens up on November 17 and the new process will be implemented.
- vi. Policy is attached for comments and review.

5. Introduction of New Items – None.

6. Fr. Ken's Comments

- a. Wanted to emphasize that the building project is multipurpose – used by the school, RE and parish, not just one segment.

7. Executive Session

- a. Members went into Executive Session at 8:36 pm.
- b. Members exited Executive Session at 9:47 pm.

8. Closing Prayer

9. Adjournment—Anna Schaffer

- a. All members presented approved.
- b. Meeting adjourned at 9:48 pm.

10. Next Meeting: November 26, 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, October 23, 2019 with all members present and accounted.

Fourth grade teacher, Ms. Pollpeter, presented a program her students created integrating technology and the bible. Reports were also presented on current extra-curricular programs being researched and possibly implemented this year. The technology committee drafted a policy in which they are welcoming comments. It can be found on the school website under the school board minutes. Finances were presented and work on next year's budget will begin in November.

Discussion centered on a parent survey, updating the board's balance scorecard and advanced education for upper classes. Principal Hade and Father Halbur are be drafting up a formal process for exit interviews for families and teachers.

Policies are drafted on electronic tuition enrollment and tuition collection. These are available for review and comment on the school board website. Comments are due by November 12.

Father Halbur updated the board on the status of the building project, along with plans being working on for next year for school and parish room use.

The next meeting is Tuesday, November 26 at 6:30 pm.

Reports

Administrative attached

Extracurricular

Recap on Bootcamp from Kate Ledyard - Longhorn bootcamp was a tremendous success. At first the kids were definitely not prepared for the hard work they were about to do but by the end we were in a wonderful routine and many of them truly enjoyed the hard work! There were a few kids who were not ready for it but they seemed to adapt and improve each time. The duration was perfect, just long enough to get some good work in and keep their interest. Location was good, the wind was not helpful on some days. Having access to the black top was key as the kids complained that the grass was too scratchy to be in... for pushups and any other floor type work. Weather only became an issue a few times and we survived minus one class we had to cancel because of rain. Parents were very supportive and encouraging which was wonderful because there were some scrapes and scratches from cement and grass and of course lots of soreness.

I am currently talking with Misty about continuing through the winter one day a week in the hopes of using the gym with after cares permission. She is getting back to me regarding that.

My plan is also to start back up again for outdoors in the spring when the weather allows!

Technology:

Draft Technology 5 Year Plan is available for comment & suggestions. Technology purchase schedule is fairly accurate. See Attached.

Grants

I'll be able to speak to a recommendation of grant station and/or grant watch. It would also be a valuable use of time to discuss briefly what large scale projects / goals would be viable candidates for the Prairie Meadows Community Betterment Grant. <https://www.prairiemeadows.com/about-us/grant-programs>. IE Technology purchases, maker space design/engineering equipment and programming, multi-purpose sports field, storage capability.

FSA

- FSA still working on their budget - no numbers shared
- St Luke Feast Day classroom parties and Trunk or Treat 10/18
- Will be providing meals to teachers for Conferences
- Book Fair sign up available - open during conferences and mass that weekend
- Gala planning meeting held 10/13

Technology Committee 5-Year Plan

The goal of the technology committee is to become more financially transparent with all stakeholders while replacing and upgrading existing technologies. Over the next five years the technology committee will focus on replacing and upgrading the infrastructure as well as devices for students and staff.

Upgrading our infrastructure will allow our technology coordinator more control over the system leading to fewer calls for support at a high hourly rate. Ultimately, our goal is to upgrade all of the switches and access points within 3 years. This would lead to consistent, reliable internet throughout the campus that is six times faster than it is currently. Replacing the current outdated staff laptops with Chromebooks will save time each year for our technology coordinator updating the devices. These devices are also much more cost effective than laptops. Finally, we plan to replace the computer labs with Chromebooks and/or Chromebook carts. This will save time, financial resources, and space.

This will be done in three phases each year:

1. Inventory and Budget Proposal Phase (Fall - Winter)
2. Grant Writing Phase (Winter - Spring)
3. Purchasing of New Devices/ Implementation of Initiatives Phase (Spring - Summer)

5 - Year Vision Breakdown of Hardware Purchases

2019 - 2020

- Replace staff laptops with Chromebooks
- Continue to upgrade our wireless infrastructure by purchasing 2 switches and reconfiguring main level server room
- Replace Lab B with mobile carts & new Chromebooks - Contingent on Grant \$

2020 - 2021

- Finish upgrade of our wireless infrastructure by purchasing 4 switches
- Replace 6 sets of iPads

2021 - 2022

- Replace all access points across parish and school to complete wireless infrastructure upgrade
- Replace 6 sets of iPads

2022 - 2023

- Replace/upgrade projectors in classrooms with interactive whiteboards

2023 - 2024

- Replace staff Chromebooks
- Replace Lab A Chromebooks

St. Luke the Evangelist Catholic School

Board of Education

BUSINESS PROCEDURES

School Tuition

Late Tuition

It shall be the policy of the St. Luke the Evangelist Board of education that if any tuition payment is delinquent, registration will not be accepted for the following year, and that all tuition payments must be current in order to maintain registration status for the following year, unless there are special circumstances, approved by the Administrator and the Pastor.

Policy Adopted: October

St. Luke the Evangelist
Board of Education

BUSINESS PROCEDURES

School Tuition and Fees

Payment

It shall be the policy of the St. Luke the Evangelist Board of Education that all families must be enrolled in our Electronic Tuition Management System. School Tuition and Fees must be paid electronically either annually, bi-annually, or monthly through the Electronic Tuition Management System.

Policy Adopted: 10/31/19

October 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
 - Rosary- in the church and in the garden
 - Prayer service on October 2
 - Spiritual Life planning Advent prayer services
 - Learn:
 - Being in classrooms
 - Walkthroughs providing feedback
 - Observations of teachers
 - Being a part of planning and/or PLC meetings
 - Meeting with teachers and parents
 - Completing FAST Reading and Math assessments
 - Looking at the data of the assessments
 - Setting up progress monitoring
 - Working with Mrs. Knutson to rework reading support groups
 - Early Dismissal with Diocese
 - 1st one- K-5 met to discuss the plan for the year. Working on aligning Religion, Social Studies, and Science.
 - Developing KUD (Know, Understand, and Do) for each grade level
 - Developing common assessments for each grade level and standard
 - Each grade is broken up into either Religion, Science, or Social Studies
 - Science- learning about the new science standards
 - Social Studies- learning about the new social studies standards
 - Religion- working on KUD
 - Conference sign up sent to families
 - Finishing state and Diocesan reports
 - Mrs. Euchner and Ms. Pollpeter observing literacy at Rock Creek
 - Serve:
 - Meals from the Heartland- Kindergarten through 7th grade participated
 - Oxtoberfest- helped with kids games
 - Preschool buddies- 6th and 7th grade students went to Our Lady's Little Learners to do an activity, give them a prayer card, and invite them to Trunk-or-Treat

- Faith Families- Door decorating to celebrate St. Luke's Feast Day on October 18th
 - Faith families consist of 15 mixed grade-level groups. These groups will meet periodically throughout the year to do different activities. The goal is to provide another positive experience for students to connect with staff members.
 - St. Luke/ All Saints Celebrations
 - Success
 - First Technology meeting to look at needs/ wants and our 5 year plan
 - First SIAC meeting to look at the Scoreboard
 - Connecting Kids and Culture- received funding for 1st - 5th grade students to experience art and culture learning experiences during the school year. The funds will help off-set costs of bussing for these experiences
 - Ms. Babcock applied for a grant through Iowa State University and received additional engineering materials to us in 2nd grade. This was available to student teachers who were a part of the TRINECT group, which focused on teaching engineering to students.
 - Becoming a registered site for 5-2-1-0 Healthy Choices. Can work toward Bronze, Silver, or Gold recognition.
 - Working with All Kids Healthy CATCH on using a \$250.00 grant to work toward the recognition level
 - Information
 - Here are some topics covered so far in technology. Resources being used to engage kids abcya.com, k5tech.net and typetastic.com

Grade	Topics Covered
K	-Technology Etiquette/rules and expectations -Trackpad use -Button identification (volume, backspace, space, etc.)
1	-Technology Etiquette/rules and expectations -Internet Safety -Identifying forms of technology (iPads, Laptops, Computers, Monitors, etc.) -Trackpad control
2	-Technology Etiquette/rules and expectations -Internet Safety -Index Finger Typing
3	-Technology Etiquette/rules and expectations -Homerow typing -Index Finger Typing
4	-Internet Research (finding reliable sources) -Typing -Shortcuts
5	-How to read a webpage -Typing home row, upper row, lower row -Shortcuts -Terminology Project Presentation (google slides)

6th and 7th grade are both spending the beginning of class each day working on their typing skills. We have also been working on the different ways the Google applications (docs, slides, sheets) can be used. Right now we are working on how to create a stop-motion animation on Google Slides.