

**ST. LUKE THE EVANGELIST
CATHOLIC SCHOOL BOARD MEETING
Meeting Minutes
November 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** (5 minutes)
 - a. Call to Order — Anna Schaffer
 - b. [Prayer](#)
 - c. Roll Call – Anna Schaffer
 - i. Voting Members - Katie Garrett, Nate Newman, David Niedergeses, Steve Pins, Meghan Rupiper, Anna Schaffer, Joe Schmidlein
 - ii. Voting Members Absent – Sam Knezevic
 - 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, Steve Pins seconded. Approved by all members present.

2. **Open Forum** (non-Board member presents information to the board)
 - a. Mrs. Battani – PBIS
 - i. Provided update on the Positive Behavioral Interventions and Supports (PBIS) program.
 - ii. Program offers an incentive for students to be safe, responsible and Christ like in school. They are issued tickets that may be turned in for rewards.
 - iii. Reward options vary based on grade level. Upper grade students don't have actual tickets but are issued a punch card.
 - iv. Classes can receive Longhorn Bucks for various parties as well.
 - v. St. Luke's is one of few schools (public or private) moving into Tier 2 training. This level involves the teachers working with individual students that have had office referrals. This will be after the first of the year.

3. **Reports** (reports received following at the end)
 - a. Administrative Report – Principal Hade – attached below
 - b. Extra-Curricular Programming – Steve Pins
 - i. Sign up form will be in the folders for upcoming activities.
 - ii. Working on debate. If we aren't ready to join the upcoming January tournament, we can always skip and join later ones. Principal Hade sending interest form to parents as well as still looking for someone to run the program.
 - c. Capital Campaign & Building - Father Halbur
 - i. The Plus One finance mailing will be going out.
 - ii. Father planning on quarterly updates to the parish on the building status as well as twice yearly financial updates.
 - d. Floor plan presentation
 - i. Presented blueprints of the Phase 2 building campaign which will offer six classrooms and meeting rooms on the office area. Will be creating a floor plan poster to be available to the parish.
 - e. Technology Captain - David Niedergeses
 - i. Technology outline available for review and open for comments.
 - f. Grant Captains – David Niedergeses/Joe Schmidlein

- i. Have purchase grant software and are working on finding programs to apply to.
 - ii. Many grants needs a specific item or cause in which to apply the money. Father and Principal Hade will work on a list of priorities/causes/asks to share at the December meeting. Misty welcomes any ideas on projects.
 - g. Finance Captain – In Discussion Items
 - h. Policy/Handbook Captain - Katherine
 - i. New tuition registration policies approved from last meeting were added.
 - i. SIAC Captain – Nate Newman/Meghan Rupiper
 - i. Updated certain key items. This will change with each meeting.
 - j. Family School Association Captain - Anna Schaffer – attached below
- 4. Discussion Items (7:10)**
 - a. Key takeaways from Strategic Planning meeting with Dr. Deegan
 - i. Meeting held at St. Luke’s with Diocese representatives.
 - ii. Working on bringing bishop up-to-speed on the status of the group.
 - iii. There are seven focus groups that are meeting and welcome participants.
 - iv. Want to eventually get tuition and teach pay equal across the diocese but no timetable of implementation.
 - v. Focused on balancing tuition, fundraising and Catholic Tuition Organization (CTO).
 - b. Home school parent meeting
 - i. Want to reach out to Home Schoolers/School of Mary to open up communication.
 - ii. Want to learn anything we can help them with?
 - iii. Anna will reach out to them to see if they have a regular meeting that St. Luke’s could attend.
 - c. 2020-2021 budget review
 - i. As of the meeting, 83 registered for 2020-21 of which 16 were incoming Kindergartners.
 - ii. Goal of 222 students.
 - iii. Ideally get to where the tuition covers the teacher salaries and increases and then all other revenue (before/after school, lunch, etc.) covers support staff and other expenses.
 - iv. Board wants to see overall budget numbers versus just broken out to see total balance/deficit.
 - v. Principal Hade will update and send out to the board before the December meeting where they will vote on tuition and teacher salaries.
 - d. Review parent survey results and formulate response
 - i. Just under 60 responses received.
 - ii. Board working to review information and formulate data and responses into a form to share with parents. Timing TBD.
 - iii. Board members are to review and provide comments to Dave.
- 5. Introduction of New Items – None.**
- 6. Fr. Ken’s Comments**
 - a. Tri-Council meetings are scheduled for the next year.
 - b. Father is working on a possible transition follow-up survey to the parish.
- 7. Executive Session**
 - i. Members went into Executive Session at 8:46 pm.
 - ii. Members exited Executive Session at 9:12 pm.
- 8. Closing Prayer**
- 9. Adjournment by Anna Schaffer at 9:13 pm**
- 10. Next Meeting: December 17th at 6:30 pm (moved from December 24th)**

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

The School Board met on Tuesday, November 26, 2019 and received an update on the PBIS program from Mrs. Battani.

Discussion centered on upcoming extra-curricular activities and grant money applications. Parent survey responses were initially reviewed. The board will work on gathering the responses and getting out results to the parents in the near future. In 2020-2021 budget discussion, the board asked Principal Hade for more details and information to review before their December meeting. At that time, they will vote on next year's tuition and teacher salaries.

The next meeting is Tuesday, December 17, 2019 at 6:30 pm (moved up from December 24th).

Reports

Administrative attached

Extracurricular

1. I am still working on getting the last few lists from the principals of other schools as to what programming they have, when they do it, if/how much they charge, etc.
 - a. I am hoping to have this project completed by the December meeting
2. Battle of the Books report from Joanne Gara
 - a. Interested parties should have received an email with teams already, although the teams need to be re-worked. We will have 6 or 7 teams and one middle school team. The book list was also attached. We will have our larger group meeting Monday December 9th in the gym at 6pm. Kids can begin reading the books if they haven't already. Renee will be ordering additional ribbons, lanyards, etc.
3. Chess Club report from Jamie and Shani Wahl
 - a. We just wrapped up a 3 week practice session with the small group from last year in preparation of the tournament this past weekend. The kids from St. Luke that participated in the tournament include Alex Dunn, Eli Oberreuter, Gabe Niedergeses, Jaxson Beal, and Harper Wahl. Was very proud of the kids and how they represented themselves and St. Luke at the tournament. I've inquired about St. Luke hosting the next parochial tournament in the Spring. More details to come...and still need to make sure it's OK with appropriate staff. We'll begin our St. Luke Chess Club after Christmas break. Sign up sheet will be going out in the next couple of weeks. Picture below is from this past week's tournament



4. Middle School Debate
 - a. Mrs. Hade will be talking to teachers to see if any of them would like to take on the coaching/preparing for competition.
 - b. If a middle school teacher is willing to do it, this could be something that can be coached/practiced during school hours.
 - c. Tournament Dates:
 - i. Tuesday Jan 28
 - ii. Tuesday Feb 25
 - iii. Tuesday March 24
 - iv. Thursday April 16
5. Geography Bee

- a. Mrs. Hade has emailed the 4th-7th grade teachers, and will be sending them information to send to parents for the preliminary test that will be given on December.
- 6. Spanish Club
 - a. See Mrs. Hade's report
- 7. Boys Basketball
 - a. Open Gym started in late October
 - i. All boys grades 4-7 welcome to join
 - ii. Last two open gym dates: 1. 12/2/19 5:30-7pm 2. 12/16/19 5:30-7pm
 - iii. So far has averaged ½ dozen boys
 - b. The league director has arranged a meeting for the Athletic Directors on December 17th
 - i. Austin Oborny (St. Luke Athletic Director) will be attending
 - ii. The exact set up of the season will be finalized at this time
 - c. At this time we expect 1 boys basketball team formed from both 6th and 7th grade boys
 - d. Sign ups for Boys basketball
 - i. Open sign up from 12/6/19 – 12/13/19
 - e. Coaches for Boys basketball
 - i. Steve Pins
 - ii. Lee Eberhart
 - iii. Jordan Nelson
 - iv. Ben Ledyard
- 8. Longhorn Bootcamp
 - a. No updates at this time.

Technology:

The 5 year plan draft is complete for now. I have attached and plan on bringing paper copies. I recommend we review asynchronous and approve / distribute in December. Discussion during the meeting will likely not be necessary.

SLTE 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 and support the school community's STEM curricular and extracurricular programming. Over the next five years the technology committee will focus on building out the infrastructure and devices needed by the students and staff of a two section school.

Short Term Goals

Operating with up to two sections per grade level requires technology assets for 18 classrooms plus special classes, as well as staff computers and other needs. It is the goal of the committee to meet these basic requirements by maximizing the deployment of reasonably modern Chromebooks, PCs, iPads without over-provisioning smaller classes or unduly complicating maintenance efforts.

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)

Future Goals

Within the 5 year plan, the technology committee intends to make further provisions to support technology infrastructure, hardware, curricular, and extra-curricular goals. We intend to place them on the plan breakdown by the end of 2020, in conjunction with parish and school strategic planning.

Among the goals of the committee are:

- Technology coordinator part or full time staff member
- Extra-curricular programming / clubs including one or more of
 - code club
 - robotics club/first Lego league
- Enhanced art / maker / engineering / design space

5 - Year Vision Breakdown of Hardware Purchases

Year	Category	Hardware
2019-2020	Classroom Tech Office Phase I Building	MacBook for updating iPads Printer Additional security cameras / blindspots
2020-2021	Classroom Tech Phase II Building	Teacher computers (2, 4th + 8th) 4 Chromebooks (4th grade) 5 iPads (4th grade) 26 Chromebooks (5th grade) Projectors and Mounts (4) Document Cameras (4) Chromebook Cart + 25 Chromebook Phones (4) Wireless Access Points Network Switches/Fiber
2021-2022	Staff Tech	Teacher computer and administrator fee (1, 5th)
2022-2023	Staff Tech	Teacher computer and administrator fee (1, 6th)
2023-2024	Staff Tech	Teacher computer and administrator fee (1, 7th)
2024-2025	Staff Tech	Teacher computer and administrator fee (1, 8th)

Inventory of Software Costs

Category	Software	Notes
Administration	Lunch Program Planning Center	
Communication	BLOOMZ ConstantContact Licensing Domain and Website SeeSaw Shutterfly Sign-up Genius	
Discipline	SWISS-PBIS data, free currently,	Free
Infrastructure	Firewall Software Phone System & Annual Maintenance	Annual Fee
Instruction	Ed-Learning ST Math (cost per student) Think Central	Per Student
Productivity	Google Microsoft Security Systems Doors	

Grants

Prairie Meadows Betterment Grant application period begins January 2. We have many many projects in waiting that could benefit from this up-to-100K grant. It is extremely important that we agree on one from our priority goals.

FSA

New bylaws were voted on that aligned with new budget strategy. Budget will be planned for the following year after the Green Gala event in the current year, since that is the largest fundraiser.

Policy

Anna working on adding the new tuition policies to the current handbook and reposting on SLTE website.

November 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: 33
 - Third Grade: 31
 - Fourth Grade: 16
 - Fifth Grade: 14
 - Sixth Grade: 12
 - Seventh Grade: 7
 - Total Students: 177
- What is keeping us busy this month?
 - Pray:
 - Student led Masses
 - Morning and afternoon prayer
 - Student-led Mass for the open house
 - Spiritual Life planning St. Nicholas day and Catholic Schools week
 - Learn:
 - Being in classrooms
 - Walkthroughs providing feedback
 - Observations of teachers
 - Being a part of planning and/or PLC meetings
 - Meeting with teachers and parents
 - Monitoring progress monitoring of students
 - Talking with teachers about interventions of students who have not shown growth
 - Early Dismissal with Diocese
 - 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
 - Conferences were well attended- able to be a part of conferences for new teachers.
 - Administrator meeting/ Bootcamp
 - Administrators met with Dr. Ryan regarding CTO and contact legislators
 - Administrators met with business managers to walk through the budget process.
 - Ms. Pollpeter attending the Emergency Operations Plan meeting
 - Dowling Catholic with 5th-grade students
 - Strategic plan parent meeting
 - CYC Roadshow talked to students in 2-7th grade about camp
 - A team of teachers participating in Tier 2 training for PBIS
 - Serve:

- Preschool buddies- 6th and 7th grade students went to Our Lady's Little Learners to do an activity
 - Pulpit talks at OLIH to encourage families to come to the Open House
 - Mission Awareness day for postage to send Christmas boxes and Catholic Charities
- Success
 - Well attended conferences
 - Well attended open house
 - End of the trimester PBIS reward for all students

Other information:

Snow plans- A+ will continue with our snow removal. Father Ken and I have tossed around the idea of a snowblower, but don't know where it would be housed. Tom Judge is also a good resource. I will monitor the weather situation during the day and shovel the walks when necessary. If we get in a bind and A+ is not available we will look at other options. Families will be notified by 6:00 AM of a late start or cancellation of school. St. Luke's care will always open 1 hour prior to school starting on a late start day and will be open 2 hours after an early dismissal is called due to weather.

Advanced Ed -Dowling has provided dual enrollment information for students currently in 7th grade. This information includes cut scores that are to be used by principals to make a determination on who may qualify. If a student qualifies for dual enrollment, the student is invited to take the DCHS placement test. Based on the test results of that test the students may be offered enrollment in one or more classes. Classes would be either in the first or last class of the day and the student schedule would be individualized to meet their needs. Parents would be responsible for transporting to and from DCHS and there is no break on tuition from St. Luke's. The family would be responsible for paying for the class. I am still working on how this can look through Ankeny Schools.

Iowa Assessments have been sent to be scored. The hope is to have the results back by the first week of December.

Exit surveys - Surveys finalized, the exact process being worked by Misty and will be finalized after first of the year with Vicki

Food program update - not possible for this school year - will implement Fall 2020.

Service hours for Middle school - the official program will be rolled out by end of year. Teachers discussing retreat; likely to take place during Lent

Extracurriculars- Any sports offered at St. Luke's is considered PARISH and not just school. Boys basketball beginning soon - have offered to host games at SLTE - awaiting schedule. Girls may participate in basketball through Holy Trinity. Spanish Club full for K-1. 2nd and 3rd graders moved to 4-7 time slot.

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