

**ST. LUKE THE EVANGELIST  
CATHOLIC SCHOOL BOARD MEETING  
Meeting Minutes (Zoom Meeting)  
May 26, 2020 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](#)
  - 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. Non-voting Members Attending – Principal Misty Hade, Father Ken Halbur, Secretary Susan Grebasch
  - d. Call for Additional Agenda Items – All members
    - i. Two items requested by Anna Schaffer – Parent Survey and Other Parish Billing
  - e. Approval of Agenda – All members
    - i. Joe Schmidlein motioned for approval, Sam Knezevic seconded. Amended agenda approved by all members present.
2. Open Forum (non-Board member presents information to the board)
  - a. N/A
3. Reports
  - a. Administrative Report – Principal Hade – no questions
  - b. Extra-Curricular Programming - Steve Pins
    - i. Working on setting up an extra-curricular fair in the fall.
  - c. Capital Campaign & Building - Father Ken
    - i. Capital Campaign - nothing new; regular payments coming in.
    - ii. Building - Joe and Father are working with a contractor to get a bid to review by early next week. May not have to put in city requested storm shelter due to religious institution exemption. Will know more about that in the next week.
  - d. Technology Captain – David Niedergeses – no update.
  - e. Grant Captains – David Niedergeses/Joe Schmidlein
    - i. Principal Hade reported updates from Delta Dental and Prairie Meadows.
    - ii. Delta Dental awarded St. Luke's a refillable water bottle water station. This will replace the one in the school hallway.
    - iii. Prairie Meadows grant – Prairie Meadows has decided they are not providing any awards this year.
  - f. Finance Captain – Sam Knezevic
    - i. Father reported Parish tithing doing well for February through April.
    - ii. Enrollment for 2020-2021 – currently at 198
  - g. Policy/Handbook Captain – Katherine Garrett - working on adding Healthy Kids Wellness policy from the diocese. (see more information in Discussion Items).
  - h. SIAC Captain – Nate Newman/Meghan Rupiper – se Discussion Items.
  - i. Family School Association Captain – Anna Schaffer – no report since no meeting.
4. Discussion Items
  - a. Scorecard review/callouts

- i. Working on putting together a flyer/info to put on internet to highlight accomplishments.
    - ii. Will also be able to run as paper flyer for prospective tours and provide to other parishes.
  - b. Wellness Plan - Healthy Kids
    - i. 2010 Healthy Kids Act passed by State of Iowa. In June 2014, Iowa Code required schools to adopt a Wellness Policy.
    - ii. St. Luke's Wellness Committee has created a policy – biggest change is having non-food treats.
    - iii. Nutrition section will be added on the school website.
    - iv. We will be following the National School Lunch Program. Menus will now have general nutrition content and serving sizes.
    - v. Will be offering choices at lunch and may look at limiting offering of chocolate milk.
    - vi. Lunch volunteers working more than one day a week will need to go through basic training done by the cook before the start of school. More information to follow on that closer to start date.
    - vii. Drink/Snack Policy questions
      - i. Holiday Parties – will be changed to make it an option to purchase treats through the school. See how it goes this next school year and see if the option will continue in the future.
      - ii. Principal Hade will provide a recommended treats list.
      - iii. Items can be store bought – no homemade items
      - iv. Allergies – the recommended items list will be cognizant of those that have allergies and accommodate for that. If parents want to bring in something different, need to contact the teacher to confirm it is ok for that classroom.
    - viii. This meeting will count as first reading of the Wellness Policy. Principal Hade will update and when the policy book is ready for review that will be the second reading. Parents can provide input at any time.
    - ix. Motion to approve Wellness Policy as amended as first reading – motion by Joe Schmidlein, approved by David Niedergeses, all members present approved.
  - c. Campus to Cloud draft handbook
    - i. Principal Hade working on Return to Learn plan required by State Department of Education by July 1. This covers all classroom scenarios from in building learning to online learning and combinations in between. Once this is completed and submitted, it will be shared with the parents.
    - ii. Still planning to start on August 26, 2020.
    - iii. Final say on when/how the school operates will depend on information from Governor Reynolds, Diocese of Des Moines as well as Father Halbur and input from various parish committees.
    - iv. Ms. Pollpeter and Mrs. Hardekopf are working on the safety plans for the school based on CDC, State and Public Health Department guidelines. They will provide to the School Board and parents when completed.
    - v. Hope to implement safety plans and test during the upcoming Summer Camps/tutoring sessions
  - d. Return to Learn plan - due to the state July 1
  - e. Guidance Counselor position
    - i. Position not currently posted but feel we need to fulfill. Our current budget level does have the money to fund it.
    - ii. Feel it is necessary to help address the social and emotional piece for students, staff and parents.
    - iii. Principal Hade will look at the budget numbers again and see if we can find money to hire.

- iv. Board agreed that it is an important position to fill.
5. Introduction of New Items
    - a. Parent Survey – want to cover items specifically related to distance learning feedback.
      - i. Diocese is working on a survey but not sure of when that will be going out.
      - ii. School board will take the fall survey we used and add distance learning questions to it. Will have ready to go out in the Thursday, March 28 school newsletter. Replies will be requested by June 1.
    - b. Other Parish Billing
      - i. Question on tuition for non-catholic students. Will look at increasing the price for next year but decided to keep cost as is since already published but to let the parents know there will be an increase next year.
      - ii. Discussion centered on offering those families a multi-student discount as we do for current catholic families.
      - iii. Decided to bill other parishes at the same time as our current parish families receive their bill rather than doing it at the start of the school year. Outside parishes will be charged \$3400 per student.
      - iv. Motion by Joe, second by Sam to provide same multi-family discount to non-catholic students as we currently offer for catholic students.
  6. Fr. Ken's Comments
    - a. Tri-council meeting will be pushed back to mid-June in hopes of doing an in-person meeting at the church.
    - b. Knights of Columbus are going to do a drive-thru in mid-June
    - c. There is an opening on the Dowling School Board. If anyone is interested in more information, contact Father or Principal Hade.
    - d. Welcome to Sam's new daughter.
  7. Adjournment—Anna
    - a. Motion to adjourn at 8:36 pm. Steve motioned, Joe second. All approved.
  8. Closing Prayer
  9. Next Meeting: June 23rd
    - a. June and July meetings – usually take one meeting off. Depending on the agendas, will determine if June is held or skipped and moved to July. More information will come out closer to the June 23 meeting.

## **Principal's Report**

### **May 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.

- What is keeping us busy this month?
  - Pray:
    - Mass each week online with Father Ken

- Learn:
  - Administrator meetings
  - Department of Education meetings
  - Zoom classroom meetings
  - Staff meetings
- Success
  - New hires
  - Finishing 9 weeks of distance learning
  - Retirement Parade

**Other information:**

I have been working on a “Campus to Cloud” handbook. Please know that it is still in draft form. [Campus to Cloud](#) I welcome any feedback on the document.

The wellness committee has also been working on the Wellness Policy that must be implemented in the fall. This is a Diocesan policy that was to be done in 2015. Here is a draft of the policy and guidelines.

[Wellness Policy](#) [Drink/Snack Guidelines](#)

I have been working with our safety team to develop a plan for returning to school. The plan will have several phases and will be shared with families when complete. Part of the plan is the social-emotional health of students and staff. This is something that we need to make sure is a part of our school when we begin in August.

Summer tutoring- we will be able to hire our teachers for tutoring this summer. The goal is to put together information for families that are interested by the first of June. The service will be free of charge since teachers will be paid from our Title I funds through Ankeny Schools.