

Meeting Minutes
St. Luke the Evangelist School Board
Sunday, December 15, 2013

CALL TO ORDER

The first meeting of the St. Luke the Evangelist School Board Meeting was held on December 15, 2013 at 4:30 pm. The meeting was led by Fr. Larry Hoffmann and attended by Licia Pettit, Kayla Curran, Travis Funseth, Donna Townsend, Marie Ott, Kayla Crann, and Dennelle Hogan.

AMENDMENTS TO THE AGENDA

There were no amendments.

AMENDMENTS TO MINUTES OF THE PREVIOUS MEETING

As this was the first meeting, there were no minutes from a previous meeting.

CURRENT MEETING ITEMS

- Review of Handouts from Dr. Gubbels, Role and Responsibilities of Board Members
- Copy of Draft of Constitution and By-Laws for St. Luke the Evangelist Catholic School Board
 - Fr. Larry passed out a packet containing the two items above. Members had brief discussion regarding packet information and asked initial questions they had.
 - Members are to review draft Constitution and make updates. Accepted changes will be sent to Diocesan School Office for Diocesan Superintendent approval.
- Review "Diocese of Des Moines Administrator Search Process" booklet
 - Job search for school Principal
 - Determined most contracts are signed in February/March.
 - Would like contract signed and in place no later than July 1, 2014.
 - Job posting should be in media ASAP (D. Hogan to mock up job description)
 - Discussed media sources: iareap.net, catholicjobs.com, Catholic Mirror, Diocese, Des Moines Register, Careerbuilder.com, Monster.com, etc
 - Should get postings out in surrounding states (Nebraska) as well
 - Use our radio time from January 13-17th to broadcast job opening
 - Search Committee
 - Board will serve as Search Committee
 - New email will be set up to receive applications (D. Hogan to monitor email)
 - Look into use of AppliTrack online system (K. Crann to research)
 - Revise Diocesan Application (add essay section to include questions related to philosophy of administration and philosophy of Catholic education)
 - Keep parishioners up to date via bulletin (L. Pettit to write summary for bulletin)
 - Work with church's Finance Committee on budget (D. Townsend to contact)

DATE OF NEXT MEETING: Monday, December 23, 2013 5:30 pm at St. Anne's

ACTION ITEMS FOR NEXT MEETING

- Approve changes to draft Constitution
- Election of board members (including Chairperson of Social Committee)
- Review and approve job posting mocked up by D. Hogan
- Determine media sources (and timing) to post job opening

Submitted by Marie Ott