

St. Luke The Evangelist Catholic Church
School Council Meeting Minutes
June 24, 2014

Call to Order

The regular meeting of the St. Luke The Evangelist Catholic Church School Board was called to order at 7:05 p.m. on June 24, 2014, at St. Anne's by the Fields Episcopal Church by President Marie Ott.

Members present: Kayla Crann, Kayla Curran, Travis Funseth, Dennelle Hogan, Marie Ott, Licia Pettit, Donna Townsend.

Staff present: Fr. Larry Hoffmann, Sally Nicholson

Approval of Agenda

There were no amendments. Motion by Kayla Crann to approve the June 24, 2014 agenda as submitted. Second by Fr. Larry Hoffmann. All approved motion.

Approval of Minutes from Prior Meeting

There were no amendments. Motion by Donna to approve the May 27, 2014 meeting minutes as submitted. Second by Kayla Curran. All approved motion.

Open Forum

Discussed subcommittees and their role. Determined that the role of a subcommittee member is to gather information and report back to Board for final decision and vote. Decision was made to allow for votes via email if a speedy response was needed, in lieu of having a special meeting. Include something in the email subject line to identify that the email needs a speedy response (ex: "Response needed by x date" or "Vote needed").

The members of the School Board are advisors to the Principal. Their vote does not need to be used by Principal, but members can ask for reasons why it wasn't used if the situation arises.

Discussion Items

Constitution and by-laws: Revisions to the constitution and by-laws were made by Board members. Document will be updated and sent to all Board members prior to next meeting. Approval will be documented at next meeting.

Admission Policy: Discussion around priority for students to be admitted into the school. A draft policy was prepared prior to the meeting. Additional thoughts discussed were as follows: (1) Making a priority in the first year based on *parish* enrollment date. This would ensure that those members who have been here since the beginning would have a spot in the school and help to deter people from joining the parish only days before school registration. (2) Prioritizing sibling admission. (3) Definition of what makes a parishioner an "active" member.

A second draft of the admission policy will be prepared and sent out to Board members for revisions and continued discussion to take place at special meeting in July.

Discussed the need for a Policy subcommittee to research and write upcoming policies. Subcommittee will consist of Travis, Licia, and Kayla Curran.

Reports

Principal: Sally shared the Gantt Chart she created, outlining what she plan to accomplish through September 2015.

She shared there are conflicting opinions on technology (computer lab vs. laptops, etc). The final decision needs to be in line with the view of the Diocese. There is an employee with the Diocese that is willing to meet with the Board to help with their vision. It was decided that the building subcommittee could meet with her and present to Board.

In the next few weeks/months, Sally plans to work on the school website and meeting with families. To accomplish these items, she needs decisions made by the Board on the following subjects as soon as possible: Admission Policy (Policy), Tuition (Finance), and Basic Dress Code (Policy). Subcommittees in parenthesis will address these subjects and report back to Board.

Building/Equipment Committee: Dennelle shared that a rough budget has been presented to the Building Committee on what is needed for furniture. Technology still needs refinement. No purchasing will be made in the near future, but needed list to ensure furniture was within budget.

Marketing: Licia reported that St. Luke's school will have a spot in the Summerfest Parade. There will be a school bus and those walking will pass out color wheels and postcards with information.

Discussed "STEM", "STEAM", and "STREAM" methods of teaching as a way for this school to stand out. Sally is willing to learn more about these methods and potentially utilize in future years, but doesn't feel proper time or energy would be dedicated to those methods during startup of the school with the other conflicting priorities out there.

In order to properly market the school the Marketing Committee needs School Board to make decisions on the following items: school colors, uniform, Admission Policy, and tuition. Board will work on preparing a polling activity for the parishioners to get input on school colors and decision will be made by Board. Other items are addressed above in Principal report.

Ideas were shared about potential discounts and incentives that could be done for tuition: pay with auto withdrawal, pay entire portion up front, early admission, etc. Finance subcommittee will consider these when making budget.

Action items

- **Licia Pettit** to ask marketing committee for a motion to have an official subcommittee created that reports to the School Board.
- **Marie** to email Paul to determine if sending monthly minutes meets requirement for “Board update” at the Parish Council meeting.
- **Marie** to make revisions to Constitution and by-laws and send to Board.
- **All members** to review Constitution and by-laws and be prepared for approval at next regular meeting.
- **Travis** to prepare draft of Admission Policy and send to Marie Ott and Sally Nicholson for first review.
- **Kayla Curran** to prepare Doodle calendar for July special meeting regarding Admission Policy.
- **Dennelle, Kayla Crann, and Kayla Curran** to meet with Diocese technology contact and present their vision to Board.
- **Dennelle** to create a polling activity for the parishioners to get input on school colors

Next Meeting

- No regular meeting scheduled for July. A special meeting to discuss Admission Policy will be held on July 16th at 7:00 pm at St. Anne’s.
- Next regular meeting is scheduled for August 26th at 7:00 pm at St. Anne’s.

Adjournment

Meeting was adjourned at 9:15 p.m. with a motion by Donna Townsend and a second by Kayla Curran. All approved motion.

Minutes submitted by: Marie Ott