

**St. Luke The Evangelist Catholic Church**  
School Board Special Meeting Minutes  
August 10, 2014

**Call to Order**

The special meeting of the St. Luke The Evangelist Catholic Church School Board was called to order at 6:05 p.m. on August 10, 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

Special guest present: Dr. Luvern Gubbels

**Discussion Items**

- Parishioner at OLIH has offered his help as needed while the Board is seeking a new Principal. He has administration background. No interest in becoming Principal, but can help with tasks as assigned.
- Open Principal position
  - Discuss new situation with our previous candidates in hopes they would be interested in our position starting in January.
  - Consider having a consultant on payroll to keep working on list of tasks before Principal is hired
- Work to do while Principal position is open:
  - Approve Constitution (in process)
  - Work on tuition/fees (in process)
  - Parish Assistance on tuition (in process)
  - Gather list of parishioners with children ages 5-8 as of 9/15/15
  - Uniform/colors (in process)
  - Logo (in process)
  - School Mission Statement
  - Marketing (after church, coffee, etc)
  - Student Handbook
  - Policies (in process)
  - Parent/Teacher organization set-up and by-laws
  - Job descriptions (teachers, counselors, etc)
- Committee expansion
  - Need to have all school related committees report up through Board so items are approved
  - Should not have staff members as head of committees
  - Put blurb in bulletin about needing volunteers to work on committees
- Potentially start having a speaker during announcements at church to update Board's progress and completed items.

**Action items**

- **Fr. Larry** to talk with previous candidates about interest in filling our open position
- **Fr. Larry** to talk with staff about not heading committees and ultimately reporting up through Board
- **Kayla Curran** to write bulletin blurb for subcommittee positions

**Next Meeting**

- Next regular meeting is scheduled for August 26<sup>th</sup> at 7:00 pm at St. Anne's.

**Adjournment**

Meeting was adjourned at 7:40 p.m.

Minutes submitted by: Marie Ott