

St. Luke the Evangelist School Board Meeting Minutes

Jan. 27, 2015

Call to Order

The regular meeting of the School Board was called to order at 7:01 p.m. at St. Luke's rectory by President Marie Ott.

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

Staff present: Tonya Eaton, Dr. Gubbels, Fr. Larry Hoffmann

Approval of Agenda

Dennelle motioned to approve the agenda. Donna seconded the motion. All approved motion.

Approval of Minutes from Prior Meeting

Changes were made via email. Donna motioned to approve the December meeting minutes as edited. Travis seconded the motion. All approved motion.

Discussion Items

Registration and recruitment: Registration opened at 8:30 a.m. on Jan. 20, 2015. Several students registered on the first day, and Tonya will continue to recruit new students. Board members will also help hang flyers.

School improvement advisory committee (SIAC): Tonya explained how this is a required (State of Iowa), data-driven subcommittee of the board to receive accreditation. They'll meet three times a year with an agenda and minutes. The group would include a principal, board member, teacher, parent and older student (7-8th grade). The board will approve the committee members and they'll meet to come up with recommendations for the school, which will be based on assessments. Tonya will bring a suggested list of names next month. Dr. Gubbels said the diocese recommends a safety committee, and can use someone from the school.

Recruitment process for staffing: Teacher job descriptions have been completed. Openings will be posted online through TeachIowa the week of Feb. 9 and close in early March. She'll include information on if a position might be combined with another one – physical education, art, etc. Tonya will talk to area schools and personal contacts/those who have expressed interest about employment.

Board reading material and February approvals: Marie said there will be a lot of materials coming for board approval in February. Marie will email everyone links to the documents and Kayla Crann will post on Google docs to track all changes. The crisis plan document will be removed from the list, and the salary scale will be added. Tonya will work with Marie when documents are finished, and then will route for review.

Reports

Tonya: has attended building/equipment committee meetings, and met with the diocese about the curriculum. She's also led the home and school meetings, recruited technology volunteers and will be recruiting board members for next year. Tonya will be on Catholic Radio tomorrow morning at 7:15. Her accreditation visit went well, and will provide them the SIAC names, along with the list of the teachers to complete accreditation. Then it will go to the State Board for approvals. Board members are encouraged to sign up for the ESA email newsletter. Tonya will attend Education Day at the Capital on March 3.

Building/Equipment Committee: Classroom colors have been chosen: repose gray for the main hallways and three of the walls in the classrooms. Whiteboard backgrounds will be: grades K-2 wood violet; grades 3-5 secure blue; grades 6-8: inland green. Hunter green will be on the inside of the doors in the classrooms. Floors will be a polished cement gray.

Marketing: Little Longhorns will have a “Silly Supper” on Jan. 30 so parents can meet other parents.

Finance: Donna passed along information on the state reps to Father.

Uniform: The board approved the school logo and colors. The Donald’s website is up and running for students, including notes for required or optional uniform items. Logoed fleeces are being sold at weekend masses and available to try on. Prices range from \$30-\$35.

Policy: Travis will report back at the next meeting about the admissions policy, especially as it relates to OLIH.

Items for Future Meetings: teacher salary ranges; SIAC suggestion for members; school accreditation presentation; determine interview committee for teachers

Action items

Tonya will continue promotions to help increase enrollment.

Tonya will talk to area schools and personal contacts/those who have expressed interest about teacher employment.

Marie will email everyone links to documents for review once Tonya is finished drafting.

Marie will send agenda for approval before next meeting.

Tonya will bring a suggested list of names for SIAC to the next meeting.

Travis will report back at the next meeting about the admissions policy, especially as it relates to OLIH.

All will help promote the school and hang flyers.

Next Meeting

Next regular meeting is scheduled for Feb. 24 at 7 p.m. at St. Anne’s.

Adjournment

Meeting was adjourned at 8:34 p.m. with a motion by Dennelle and a second by Kayla Crann. All approved motion.

Minutes submitted by: Amy Kort