

St. Luke the Evangelist School Board Meeting Minutes May 26, 2015

Call to Order

The regular meeting of the School Board was called to order at 7:02 p.m. at the St. Anne's by President Marie Ott.

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

Staff present: Tonya Eaton

Visitor present: Margery Pierce

Approval of Agenda

Donna motioned to approve the agenda. Kayla Crann seconded the motion. All approved motion.

Approval of Minutes from Prior Meeting

Changes were made via email. Licia motioned to approve the April meeting minutes as edited. Kayla Crann seconded the motion. All approved motion.

Discussion Items

Introduce new secretary: Margery Pierce is the new school board secretary and will begin in June. Kayla Crann motioned to approve Margery as the new board secretary. Travis seconded the motion. All approved motion.

Marketing/recruitment update: Tonya said 37 students are enrolled to start this fall. K – 15; 1st – 7; 2nd – 5; 3rd – 9 students enrolled.

Mission and vision statements: Marie recited the mission and vision statements. Travis motioned to approve the mission statement. Kayla Curran seconded the motion. All approved motion. Donna motioned to approve the vision statement. Licia seconded the motion. All approved motion.

Bereavement policy: Licia and Marie shared examples of policies they gathered from both corporations and school systems. Donna will research and draft a policy for the board to review next month. Dennelle motioned to table this item until next month. Travis seconded the motion. All approved motion.

Textbook update: Tonya said they'd be choosing textbooks next week, after talking with her staff. She's looking at Go Math, Fusion Science and Journeys, as many schools and dioceses use these.

Long-term storage for policies: We'll keep using Google Docs for electronic copies, and also keep a printed version of the polices in a binder for easy reference. Kayla Crann will work on determining storage options and bring ideas back to the meeting next month.

Website help: Tonya said the new school secretary, Sue, might be able to help and tell Mike what to update on the website.

Tuition policy for additional children: The board will research reduced tuition for the fourth child and beyond for next month's meeting. Donna motioned to table this topic until next month. Kayla Crann seconded the motion. All approved motion.

Uniforms: A parent expressed concern over the pant and shirt colors. Donna said Donald's, the supplier, already has stock printed and ready for shirts, so it will be difficult to change the three-year-contract. Donald's is offering 20% off and free shipping on purchases in June. Donald's offers a one-year guarantee on defective material, and pants are fade-resistant. The trade-in will be promoted with Donald's, but the policy will remain as-is. Try on and sizing dates are June 1-2 at St. Anne's and June 27-28 at the new building. Marie will email back the concerned parent.

Reports

Tonya: Tonya hired a second grade teacher, along with Physical Education. She'll be offering the music position this week after contacting references. Tonya emailed her report to the board before the meeting and has been attending committee meetings and recruiting students. Tonya is proposing moving the end date up to May 27 instead of June 2, as most other Catholic schools are ending in May. Travis motioned to move the last day of school to May 27. Kayla Curran seconded the motion. All approved motion.

Finance: Tonya shared the updated budget with a \$10,000 Catholic Foundation of SW Iowa grant.

Items for Future Meetings: home and school meeting – looking for a board volunteer to attend the next meeting June 16; bereavement policy; tuition policy for additional students

Action items

Kayla Crann will work on determining storage options and bring ideas back to the meeting next month.

Marie will email back the concerned parent about uniforms.

Tonya will continue promotions to help increase enrollment.

Marie will send agenda for approval before next meeting.

Next Meeting

Next regular meeting is scheduled for June 23 at 7 p.m. at St. Anne's.

Adjournment

Meeting was adjourned at 8:54 p.m. with a motion by Licia and a second by Dennelle. All approved motion.

Minutes submitted by: Amy Kort