

# St. Luke the Evangelist School Board Meeting Minutes

## June 23, 2015

### Call to Order

The regular meeting of the School Board was called to order at 7:05 p.m. at St Luke the Evangelist Catholic Church by President Marie Ott.

Members present: Kayla Crann, Kayla Curran, Marie Ott, Licia Petit, Donna Townsend

Members absent: Travis Funseth, Dennelle Hogan

Staff present: Tonya Eaton, Fr. Larry Hoffmann

### Approval of Agenda

Donna moved to add uniforms, Kayla Curran seconded. Tonya asked to add Target Redcard. Licia motioned to approve the agenda. Kayla Curran seconded the motion. All approved motion.

### Approval of Minutes from Prior Meeting

Minutes approved.

### Discussion Items

Marketing/recruitment update: One new student enrolled, another withdrew due to the distance to travel to the school from the child's home. Tonya has tours scheduled with a potential of 5 new students this week. Many families toured during Saturday's open house. A number of families expressed interest for next year.

Bereavement policy for staff: Thanks to Donna for her work on this. Kayla Crann moved to approve the policy, Fr. Larry seconded. The motion passed.

ALICE Training: (Alert Lockdown Inform Counter Evacuate) The Ankeny Police Department will assist in training our teachers in this method for handling school intruders.

PBIS or equivalent behavior system: Pros and Cons of PBIS (Positive Behavioral Intervention Supports) were discussed. Tonya plans on using the Character Counts system with Bible based Gospel supports. She will write the details of the system up for distribution to parents on Back to School night.

Handbooks: The handbooks are complete and ready for the board to review. Tonya will email them out and put them on Google Drive. The board is to have all reviews done by the July meeting date.

Board Elections: Elections for the two school board vacancies will be held in September. Candidates must be St. Luke parish members. Marie will write an ad for the bulletin. Fr. Larry suggested advertising the open positions during the August ministry fair as well.

July Meeting: Leave it on the calendar, Marie will notify if it isn't needed.

Uniforms: Parents were invited to bring students to try on the sample sizes. Donna said this was well attended and will host another opportunity for trying-on later this month. The board thanked Donna for her hard work on uniforms. It is hoped that Home and School will develop a committee to take over uniforms. Donna will continue to be a resource person as well as a contact with Donalds.

## **Reports**

Tonya: Still in the process of hiring a music teacher, should be done shortly. St. Luke's is now eligible to be designated on Target's Redcard. This is an easy way to make money for the parish. Tonya will ask Sue to do a bulletin insert advertising the Redcard to parishioners as well as other easy, free ways to help the school. Textbooks have been chosen. The school will use Go Math for Mathematics, Journeys for Language Arts, Finding God for Religion and a modified version of Houghton Mifflin for Science.

Home and School: The Executive Board is in place and has already planned three activities for students and parents this summer. Licia attended the last meeting and plans to continue attending as a board representative.

Building and Equipment: Everything is in place in the classrooms. Raptor system will be up and running in July when the staff badges will go live.

Marketing: Meg Schon and Margery Pierce are keeping up the school Facebook page. There is now a Twitter page as well. The Des Moines register is doing an article on the school this week.

**Items for Future Meetings:** Tuition policy

### **Action items**

**Marie** will write up an ad for the bulletin regarding school board elections.

**Tonya** will have Sue do a bulletin insert on easy ways to help the school raise funds.

**Marie** will send agenda for approval before next meeting.

### **Next Meeting**

Next regular meeting is scheduled for July 28th at 7 p.m. at St. Luke's.

### **Adjournment**

Meeting was adjourned at 8:50 p.m.

Minutes submitted by: Margery Pierce