

**ST. LUKE THE EVANGELIST
CATHOLIC SCHOOL BOARD MEETING
Meeting Minutes
August 16, 2016**

1. **Opening Activities** (5 minutes)
 - a. Call to Order – Licia at 7:03
 - b. Prayer – Travis (this will rotate each time)
 - c. Roll Call – Licia
 - i. Present: Shawn, Licia, Tonya, Fr. Larry, Travis, Kayla Crann
 - ii. Absent: Amy, Kayla Curran, Dennelle
 - iii. Guest: Chad Schmitz
 - d. Call for Additional Agenda Items – All members
 - e. Approval of Agenda – All members
 - i. Travis moved to approve, Kayla seconded, all in favor
 - f. Approval of Prior Month Minutes – All members (via email)
2. **Open Forum** (non-Board member presents information to the board)
3. **Reports**
 - a. Report from Tonya
 - i. Back to School Night (Parents) August 22 (time?)
 1. At 6:30
 2. All staff will be there
 3. Board member will be present and greet everyone (Licia will do this)
 - ii. School supply drop off (Students) August 23 (time?)
 1. No need for a board member to be there
 2. At 4-6 pm
 3. Unsure about root beer floats with Knights and FSA
 - iii. First day of school August 25
 - iv. Treats for teachers
 1. Board to bring food on Thursday, Aug 18th - breakfast and snack food
 - v. P.E. teacher additional time (.3)
 1. Discussed hours, master schedule, and scenarios. Tonya will find the best way to handle this situation with our blessing
 - b. Committee Updates
 - i. Finance
 1. Budget was approved and all is looking good
 - ii. Policy
 1. Nothing new to report, nothing to approve
 2. Dr. Bondy sent information regarding the need to be using Tuition Contracts and a Tuition management committee, beginning next year
 - iii. Marketing/Recruitment (OLIH)
 1. Still taking phone calls
 2. Tonya will speak at masses in September
4. **Discussion Items**
 - a. Approve handbook

- i. Discussion about approval through e-mail, decided that it was approved with the changes discussed through e-mail.
 - ii. Need to observe if the Diocese requires a code to be in the handbook
 - b. Review committees/How can we best help Tonya?
 - i. Committees: Policy, Finance, Marketing, FSA, Other?
 - ii. Purpose--committees report to school board
 - 1. Wait to begin committees until we have our new board members
 - 2. We, as a board, are here to serve Tonya, we are her extra hands
 - 3. Catholic School Boards tend to be more involved than in the public system - through research, doing the dirty work
 - 4. Good to discuss this with the new board in September
 - c. Website paid professional vs. Tonya/Margery Pierce/Mike Gatzke
 - i. Needs to be addressed by a committee with ideas - so we will hold off on this for now
 - ii. The website is free, but a person/committee to direct what goes on there is needed
 - iii. Idea suggested of using Coach J, if she ends up at .3 time, to go through the website to find things that need updating, adding pictures, etc.
 - d. School Board Elections---4 candidates for 3 positions
 - i. Flier will be in bulletin Sat. 21st/Sun. 22
 - ii. Voting at mass will be Sat. 27/Sun. 28
 - 1. Kayla Crann and Shawn will count ballots
 - e. Ministry Fair
 - i. August 20-21---school board booth---Licia & others?
 - 1. Tonya will be here on Saturday, hopefully on Sunday. Licia will be there on Sunday. Shawn might be there for Saturday.
- 5. **Items for Future Meetings**
 - Need to figure out our goals and strategic plan
 - Committees needed for Tonya

Closing Prayer – Glory Be

- 6. **Next Meeting: September 27** 2016 at St. Luke's at 7:00
- 7. **Adjournment** – Licia at 7:57