

## **St. Luke the Evangelist School Board Meeting Minutes October 24, 2017**

### **Call to Order**

The regular meeting of the School Board was called to order following prayer at 6:34 p.m. at St Luke the Evangelist Catholic Church by President Licia Pettit.

Members present: Licia Pettit, Amy Thompson, Anna Schaffer, Kelly Royal, Shawn Althaus, Katherine Rafferty, Scott Ciochetto

Members absent: None

Staff present: Father Larry Hoffmann, Father Adam Westphal, Principal Tonya Eaton

Visitors present: Susan Grebasch

### **Approval of Minutes from Prior Meeting**

Minutes approved prior to meeting via email.

### **Approval of Agenda**

Agenda approved.

### **Board Procedure**

Our new members, Anna Schaffer and Scott Ciochetto were duly installed. All members recited the Code of Ethics for Catholic School Board Members. An election for executive officers was held. Amy nominated Licia for president. This was seconded by Shawn and the motion carried. Licia nominated Amy as Vice President. Katherine seconded and the motion carried.

### **Open Forum**

5<sup>th</sup> grade teacher Linda Dvorak on the importance of numbers, particularly pertaining to teacher salaries as an investment in our children's future. She then detailed some of what is going on in her class. The 5<sup>th</sup> graders are heading to Living History Farms this fall to augment their projects and research on Native Americans. They will also learn about canning and food preservation. The class will go again in the spring and do a full-day immersion program in the one room schoolhouse. The 5<sup>th</sup> grade unit on Native Americans has included constructing small scale authentic models of tipis, longhouses and cradle boards using only natural elements. The 5<sup>th</sup> graders also cleaned out the parish garden and harvested the seeds which they will plant next spring.

### **Executive Session**

The board went in to a closed executive session at 6:55pm and exited closed session at 7:45pm.

### **Reports**

#### **Principal**

Report submitted by Tonya Eaton.

Discussion: MOVE Magazine is a new publication focused on activities for families in the Des Moines area. It has been donated to our students. Tonya asked board members to look over copies to ensure they think it would be beneficial for our students. Our current enrollment is 120 students.

### **Finance**

No report submitted.

Scott offered to be the captain of the Finance Committee. The budget is ahead and we are doing well financially. Many families prepay tuition which helps our numbers this time of year.

### **Marketing**

Report submitted by Kelly.

Discussion: The next student-led weekend Mass will be on November 12<sup>th</sup>, followed by an Open House at the school.

### **Policy**

No report submitted.

Discussion: Our board constitution was changed to reflect that board members are selected by the pastors and the principal instead of a parish-wide election. Some cleaning up needs to be done on our Google Docs as some items are still owned by former board members. The admissions policy was revisited. Consideration of opening a 2<sup>nd</sup> section in a particular grade will be made by May each year depending on number of names on the waiting list for the grade.

### **Family School Association**

Report submitted by Anna Schaffer

Discussion: None.

### **Phase II Building Committee**

Report submitted by Licia Pettit

Discussion: None.

### Discussion Items

#### **Salary Scale**

The board voted for a 5% increase for the teacher salary scale beginning next school year. Additional ways to increase teacher pay and other incentives were discussed.

#### **Mission/Vision Statement**

The board decided this item needs a separate meeting devoted to it. Board members will find a date that works to meet.

#### **Next Meeting**

Next regular meeting will be held November 28<sup>th</sup> at 6:30pm.

#### **Adjournment**

After prayer, the meeting was adjourned at 9:54 p.m.

Minutes submitted by: Margery Pierce

## Committee Reports

### MARKETING

We gained another member, Nicol Jones to our Marketing Committee.

We hope that you saw that the Ankeny Register published some photos from our **Meals from the Heartland** event on Tuesday, October 17th. <http://www.desmoinesregister.com/gallery/news/local/community/2017/10/20/16-photos-students-pack-meals-at-st-lukes-in-ankeny/106833090/>

**Student Led Mass:** The next student led mass will be held on Sunday, November 12<sup>th</sup> at 10:30am mass. Vicki & Maureen have been working on details. Marie & Cari are unable to help with music that day, so other options are being explored. A sign up genius was sent out for mass roles. Grade level requirements will be listed with each role, along with any other specific requirements for the role. Practice time/date is listed on the sign up genius. We will have donuts in the gym following the mass.

**Open House:** The open house will be held following the student led mass on Sunday, November 12<sup>th</sup>. Nicol is working on a flyer/invitation to the open house that will be directly mailed to all families at St. Lukes/OLIH/Assumption/All Saints/St. Mary's that have a child that will be kindergarten age for next fall. Tonya is getting us contact information for these families. Chrissy will send Nicol the school logo and photos to use on the flyer. The flyer will highlight things that differentiate us from other Ankeny schools. Tonya wants to see the flyer before it goes out, so Nicol will send to Chrissy once she has it completed, and Chrissy will run it by Tonya. We want the flyer to be in color. Looking into what our cheapest option is for getting these printed.

This flyer will also be sent home with all St. Lukes/OLIH K-5 RE students and all OLLL students. Margery will get the flyers to RE & preschool.

Information about the open house will also go into bulletins. Vicki is writing up the info for the bulletin and Margery will get it to the appropriate churches. Tracy is going to contact the Catholic Mirror/Catholic Radio/ to get information about our open house to them for advertising. Margery will post information about the open house on our Facebook pages.

Current kindergarten families will be asked (it was on their volunteer sheets) to provide refreshments for the open house. These refreshments will be in the hallway, as donuts will be in the gym after mass.

**Looking Ahead:** We discussed the possibility of trying to do some sort of advertisement for the school before registration time out of our marketing budget. Tracy has researched information on prices. Our next marketing meeting is October 26th @ 6:30pm at St. Luke's.

### BUILDING

Building Committee update:

The proposed draft plans for additional parish and educational spaces will be unveiled at the masses this weekend (Oct. 20-21). The plans will be rolled out in the fashion of "for this much money, this is what we can build; for this much money, this is what we can build, and so on." On average, classroom sizes will be greater than our current classrooms. The original cafeteria/gym will be used. Meeting space will be added on to the East side of the current administrative offices. It is proposed that this meeting space will be able to double as extra seating for masses, as the space will open up directly to our current worship space. Please stop by the gym after mass to see and hear about this progress.

A survey went out this week to all current St. Luke school families. It was a one question survey with the purpose of finding out names and dates of Kindergarten entry of upcoming siblings of current students. The survey closes tomorrow (Friday). I promoted the survey by saying the names of the upcoming siblings would be put into a drawing and someone would win a prize. I will be responsible for the prize. :) I thought it would be a good idea to mail a St. Luke postcard to each upcoming sibling sometime in the near future. Just letting them know that we are thinking of them, planning for them, and praying for them. Maybe each school board member could write a handful of postcards. Many hands make light work. :)

#### FAMILY SCHOOL ASSOCIATION

Mrs. Eaton gave updates on the new flagpole that has been placed at the front of the school and the cement footholds that have been poured for the mobile classrooms. She also spoke about the upcoming guest speaker, Coach Sloth. He is an author and will be presenting and reading to the students on Oct 5th. He does not charge for his presentation, but will have his books available for purchase.

Ms. Krutsinger (2nd grade teacher) visited to speak about the STEM activities that the students have been working on. She had examples of cars they had built using everyday items and explained the different lessons they were learning through the process.

We discussed upcoming events, such as the Pasta Dinner, and it was shared that the classrooms would put together baskets for the silent auction. K and 1st are to donate "Rainy Day" activities and 2nd-5th are to donate Art Projects. The donated items will be collected in the office.

Oct 27th will be the Halloween classroom parties and Trunk or Treat. The sign-up genius is still available for those that would like to host a trunk.

Nov 12th will be the school led mass and a sign-up genius has gone out for students to choose how they would like to participate. There will be an open house after the 10:30am mass that day. The marketing committee is working on pushing this information out to the community.