

St. Luke the Evangelist School Board Meeting Minutes December 19, 2017

Call to Order

The regular meeting of the School Board was called to order following prayer at 6:30 p.m. at St Luke the Evangelist Catholic Church by President Licia Pettit.

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

Members absent: None

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

Visitors present: Susan Grebasch, Jennifer Krutsinger

Approval of Minutes from Prior Meeting

Minutes approved prior to meeting via email.

Approval of Agenda

Agenda approved.

Open Forum

Ms Jennifer Krutsinger, 2nd grade teacher at St Luke's discussed her class this year. The 2nd graders are doing STEM challenges each Friday. These are hands-on math and science projects. Ms Krutsinger described one where the kids had cotton balls, glue and one index card and had to build an igloo that could withstand 'wind' (an electric fan). Ms Krustinger really enjoys teaching science and encouraging her students to think critically and work together.

Reports

Principal

Report submitted by Tonya Eaton.

Discussion: None.

Finance

No report submitted.

Discussion: None

Marketing

Report submitted by Kelly.

Discussion: We need to know which students have opted out of appearing in any social media/website posts.

Policy

No report submitted.

Discussion: Amy and Katherine worked on creating a vaping policy. They researched other school's policies and will include it under the 'substances' subhead. If we are going campus wide with this, the policy needs to go through Parish Council. Does it need to be modified for parish and non-school events? The Policy Committee will work on this further and propose new language in January.

Family School Association

Report submitted by Anna

Discussion: At the last FSA meeting, different ideas for teacher Christmas gifts were discussed. One was establishing a new fee at the beginning of the year from families that would then be dispersed evenly to teachers and staff at Christmas. Would this alleviate a task for parents or just be a nuisance cost? The board was not responsive to adding the fee.

Phase II Building Committee

No Report

Discussion: Carpet is going into the classrooms. The portables are almost ready. Library and band, possibly music will be moving in.

Discussion Items

Budget

Scott and Tonya did a rough budget to present to Finance Council this week. They ran the budget with different projected student enrollment numbers. Discussed beginning a summer care program to help parents with childcare needs, bring in revenue and utilize the building in the summer. This program would need a director. Anna will research other programs and report back in January. Board discussed altering the Book Fee assessed at the beginning of the year to be a Book and Technology Fee and increasing the amount. This will also be discussed in January. The meeting to approve the final budget will be February 1st at 6:30pm.

Middle School

A subcommittee of staff and parents met earlier this month to discuss middle school at St Luke's. At present time, the subcommittee, called SIAC (School Improvement Advisory Committee), recommends that we not use the term 'middle school' to refer to the upper grades at St Luke's. We have a K-8 building and we have many favorable aspects to staying united as a K-8 building instead of trying to bifurcate into elementary and middle school at this stage. SIAC discussed leadership opportunities for our older kids as well as curriculum and activities. There will be a meeting for 4th and 5th grade parents coming up soon to answer any questions.

Catholic Schools Week

Ms Pollpeter, 4th grade teacher, is organizing our Catholic Schools Week plans for the last week in January. Marketing Committee will look into asking parents to speak during Masses that weekend about why they have chosen Catholic Schools.

Catholic Sex Education

A curriculum is being piloted in other schools that we may want to consider. We will have a presentation on it in February and a deeper discussion in March on how we want to approach this. Board members are favorable on a sex education approach that implements the Theology of the Body teaching.

Graduate Profiles

The board reviewed sample Graduate Profiles – summaries of what we would like to see in graduates of St Luke’s School.

Mission/Vision Statement

Board reviewed our current statements and further work needs to be done to make them more concise. What is the mission of the school? We would like to have a one sentence statement. Father Adam will take this to the three councils (Finance, Parish and School Board).

Next Meeting

Next regular meeting will be held January 23rd at 6:30pm.

Adjournment

After prayer, the meeting was adjourned at 8:31 p.m.

Minutes submitted by: Margery Pierce

Committee Reports

MARKETING

Marketing Committee Meeting Notes from 12/7/17

Present: Margery Pierce, Chrissy Eberhart, Tracy Deutmeyer, Vicky Gilloley, Kelly Royal.

Kick-off Heartstring Campaign with “Christ in Daily Life” theme. We will each take an activity/theme and gather some pictures/videos, write copy and send to Margery to post on Facebook throughout the month of December. We discussed posting on Sunday/Wednesday posts with the hashtag #whyStLukes. One video a week, one picture post a week.

December at St. Luke’s

- Lighting Advent Candle (Kelly)
- Decorations in the classroom (Margery)
- Kid’s decorating the tree (Margery)
- Classroom parties (Kelly)
- Christmas program (Vicki)
- Lunch room (Tracy and Fr. Adam)

Concerns: 1. Be aware of families and parents who have opted out of allowing their child’s picture to be used. Since registration, are there any other families who do not give consent?

Action item: Chrissy getting a list of parents with privacy concerns from Tonya.

Do we want to create a central location for photos and videos that have been reviewed (ensuring students who are not allowed to be used are not in the photos)? For example, box.com.

Other:

On the table, looking at doing an email campaign using list of parishioners and those who attended the open house.

Nicol is working on identifying items that need updating on the web site. Would she like any help with combing through the website?

Making realtors aware of St. Luke's

Action item: Kelly to identify Catholic Realtors, contact them and ask if they would give a brochure to new clients. Get the brochures to these realtors.

Action item: All to look at real estate sites and make sure St. Luke's School is showing up. For example, zillow.com.

Catholic Schools Week - the marketing committee has been asked to identify a school parent to speak about the school at all masses. We talked about asking the Ledyards and Beth Troyer.

1st of the New Year - We talked about adding man power. Trying to ask individuals directly as opposed to a mass email asking if anyone wants to join the marketing committee.

- Identify someone who could lead student-led mass.

- Campaign videos, social media advertising.

- *Action item:* identify individuals who may want to join our committee. Also, identify someone who will coordinate next student-led mass.

FAMILY SCHOOL ASSOCIATION

FSA Meeting Recap: 12/4/17

- Mrs. Battani visited to speak about how well Operation Shoebox went. The Kindergarteners collected enough supplies to fill 26 shoeboxes for those in need. She also spoke about ST Math, a software program that the students are able to use this year due to a STEM grant that we received. Mrs. Battani is very happy with it and thinks it is teaching great problem solving skills to the students. If we want to continue with the program next year, we will need to find a way to pay for it. She did not know the exact cost, but thought it would be around \$3,000. Also, the current program is only for K-5, so we would need to come up with the funds for the 6-8 version as well. Another need for next year that Mrs. Battani mentioned is an additional cart filled with 25 Chromebooks.
- We discussed the issue of students' photos being posted on the Facebook page without their parents' consent and that others may share more publicly from that point. This is a hard topic to navigate as we want to promote the school, but also ensure our students' safety. I don't believe a conclusion was reached, but we did discuss perhaps drafting a letter that parents would sign stating they would not share other children's photos outside of the closed Facebook group page.
- The date for next year's Green Par-Tee golf outing has been set for Sep 29th, 2018. If you know of any major conflicts for that date, please let FSA know as soon as possible as advertising will begin soon.
- The Gala committee was still looking for a timeshare in Orlando to auction off if anyone has connections. They already have Disney World tickets. Also, Mrs. Battani suggested an idea of

selling black and white class pictures for \$20 each. The teachers are receiving \$50 Amazon gift cards to assist them with creating their class project to be auctioned off.

- The new approval process for FSA funds is that everything will be funneled through Val Wellendorf. You must have approval from her in writing prior to an expense if you want it reimbursed. They are trying to streamline printing and work through one company, Purcell Printing in Urbandale. Jenifer prefers to pay the vendor directly if possible.
- FSA approved the donation for the Teacher Christmas gifts. We will discuss how to handle future gifts at the Feb or Mar meeting.