

# **St. Luke the Evangelist School Board Meeting Minutes May 22, 2018**

## **Call to Order**

The regular meeting of the School Board was called to order following prayer at 6:32 p.m. at St Luke the Evangelist Catholic Church by President Licia Pettit.

Members present: Anna Schaffer, Kelly Royal and Licia Pettit

Members absent: Amy Thompson, Katherine Rafferty, Scott Ciochetto and Shawn Althaus

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

Visitors present: Susan Grebasch

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

Minutes approved prior to meeting via email.

## **Approval of Agenda**

Agenda approved as submitted.

## **Reports**

### **Principal**

Report submitted by Tonya Eaton.

Discussion: The diocese is working on forming a strategic plan for all schools. A kick-off meeting was held and the final plan will be presented in 2019. It is being discussed that resources will be shared across all diocesan schools and instructional coaches will be used by multiple schools. We are currently at 153 registered students for the 2018-2019 school year with two more students planning to register this week. A committee shall be formed to implement three extracurricular activities for next year. The individuals who coordinated Chess Club are not available next year. The ideas considered include Battle of the Books, Chess Club, Coding Club and Robotics Club.

### **Finance**

No report submitted

Discussion: The budget will be reexamined to designate funds for marketing.

### **Marketing**

Report submitted by Kelly Royal.

Discussion: None

### **Policy**

No report submitted.

Discussion: None

### **Family School Association**

No report submitted.

Discussion: None.

## Discussion Items

### **Building Phase II**

Board members met in the Narthex where they could review the schematic and video of the proposed building addition. The pros and cons of the space known as the Multipurpose Room in the plans were discussed. This area could be a designated storm shelter as well as a space for the youth group to meet, a space for speakers to address a large group and for theatrics.

### **Whole Life Curriculum**

Are the points in this curriculum already being covered in our current health and religion studies? Some are reluctant to add to the teacher workload, but perhaps this would be a welcome resource for the teachers to supplement our existing curriculums. This could be taught as just a once monthly item, or taught only during October (Right to Life month). It would ensure our kids get exposed to teachings about respecting all life and would set our school apart from public schools in this manner. Board members need to be ready to offer a recommendation on this at the June meeting.

### **New School Board Members Candidates**

Father Adam is drafting a letter to be published asking for candidates for school board. New members will begin attending meetings in July, to become familiar with the board, and will start voting in September. Packets will be created for each new member that will contain the school board constitution, by-laws, minutes of prior meetings, the budget, committee descriptions and things to review online.

### **Handbooks**

Final proposal needed by next meeting. Licia and Amy will meet to discuss the handbooks and will schedule a time with Tonya to go over them.

### **Technology**

We will be receiving some grants slated for technology and other grants are pending. Mrs. Eaton is considering going 1 to 1 with devices next year in the upper grades. This would mean a Chromebook for each student, as is done in the public schools and some of the Catholic ones. Also, the funds will be used to purchase more iPads in the younger grades, and computers for the new teachers. Board discussion included that we need to clarify what do we want technology to be like at St. Luke's. Mrs. Eaton will inquire as to what technology proficiency is expected of incoming freshman at Dowling. We may need to find a board member that can focus on these issues.

### **Fee Letter**

A letter informing parents about the fee increase will go out this week.

### **Exit Interviews**

The School board will not be conducting exit interviews with either staff or families that are leaving our school. The priest or principal will take care of it. A set of exit questions needs to be created. Mrs. Eaton will ask Dr. Bonday if there is a protocol for this or a set of already approved questions. Perhaps an email survey would work best. Father Adam will do exit interviews for staff.

### **New Items**

- Satisfaction Survey to returning families. Licia will write the questions, Mrs. Eaton will approve.
- Communication from teachers to families will be kept consistent next year through the class Shutterfly pages.

## **Action Items**

- Graduate profile.
- Anna and Mrs. Eaton will work on traffic flow pattern for drop off/pick up next year.

## **Next Meeting**

Next regular meeting will be held June 26 at 6:30pm.

## **Adjournment**

After prayer, the meeting was adjourned at 8:59pm.

Minutes submitted by: Margery Pierce

## *Committee Reports*

### **MARKETING**

- Vicki Gilloley has accepted the Parish Coordinator role and will continue to leverage the marketing momentum we've created.
- Fr. Adam and Vicki have been working on a commercial that will play during Summerfest, submitted to the Chamber last week. Next promotional push will be the Ankeny Young Professionals Summer Bash, June 23rd, which we are also a paid sponsor.
- We are working to add key words to the metadata on our website.
- We are finalizing the FAQ sheet to post on our website as well as include in our printed packets.
- The next student led mass in July 8th, to celebrate Fr. Larry's retirement.
- New idea brought forth is to host a S'More event to market to "move in" and prospective families over the summer. Come learn "S'More about St. Luke's. We are in the planning stages, targeting June 29th and would promote the event in upcoming print advertisement opportunities.
- Next meeting, June 7th, 7pm.

### **FAMILY SCHOOL ASSOCIATION**

- Campaign team held Dialogue Event during meeting
  - Only a few questions surrounding what will be built if goal amount not raised, how many classrooms there will be and if mobile classrooms will still be needed
  - Afterwards, FSA discussed giving a pledge as FSA. (Possibly \$5K/yr)
- Storage Rack was purchased from FSA funds for lunchroom to meet growing needs
- Discussed ways to make new teachers feel welcome next fall (help moving into their classrooms, etc)
  - Question was asked if we have a mentoring program for new teachers
- Vote was held on by-laws and passed
- Update on summer events:
  - Popsicles in the park 6/19
  - School picnic 7/26
  - Mrs. Eaton reads 8/8
- Next meeting is June 4th - there will not be a July meeting

Lastly, I know Margery has posted a few times on the Parent's Facebook page about the "Wait Until 8th" pledge where parents delay giving smartphones to their kids so I brought it up at the meeting. I was hoping we could do something like this as a school since we are a small, close community. However, there was not support for it and the conversation changed more to what our school policy is on cell phones. Our handbook is clear on the use of cellphones being prohibited during school so I don't believe any further action is needed.

**FINANCE**

No report submitted.

**POLICY**

No report submitted.