

St. Luke the Evangelist School Board Meeting Minutes September 26th, 2018

Call to Order

The regular meeting of the School Board was called to order following prayer at 6:33 p.m. at St Luke the Evangelist Catholic Church by Licia Pettit.

Members present: Anna Schaffer, Kelly Royal, Scott Ciochetto, Licia Pettit, David Niedergeses, Sam Knezevic

Member absent: Katherine Rafferty

Staff present: Principal Tonya Eaton, Father Adam Westphal, Megan Euchner

Visitor present: Susan Grebasch

Approval of Minutes from Prior Meeting

Minutes approved prior to meeting via email.

New Members

New members David Niedergeses and Sam Knezevic were sworn in. School Board procedures and expectations were discussed.

Approval of Agenda

Scott Ciochetto proposed adding a reflection of what was accomplished in the last year by the school board and goals for the board in the coming year. Anna motioned to make the addition, Scott seconded.

Open Forum

Sixth grade science teacher Megan Euchner discussed the curriculum she is using in class. She is taking a more hands-on approach using labs and projects. The class will complete four modules; engineering, earth science, life science and chemistry, each module lasting four weeks. This curriculum is diocesan-wide.

Reports

Extra-Curricular Activities

Report submitted by Anna Schaffer.

Discussion: Kelly Royal reported that 21 students signed up to participate in Battle of the Books. Teams have been created and meetings will start in October.

Administrator's Report

Report submitted by Tonya Eaton.

Discussion: Current enrollment is 160 students. The Whole Life curriculum will begin at the school in October.

Finance

Report submitted by Scott Ciochetto

Discussion: Budget discrepancies are because of the differing enrollment numbers used by Scott and the bookkeeper.

Marketing

Report submitted by Kelly Royal.

Discussion: This subcommittee is no longer necessary as we now have a Parish Growth Coordinator on staff that will work with the Marketing Committee.

Policy

No report submitted.

Discussion: The committee will look at a couple of handbook updates noted by Susan.

Family School Association

Report submitted by Anna Schaffer.

Discussion: None.

New Subcommittee

A new subcommittee will be created to manage technology at the school. Mrs Eaton also suggested a subcommittee or a volunteer who will work on researching and writing grants.

Discussion Items

School Board

A vote was held to re-elect Licia Pettit as board President. Anna Schaffer will serve as Vice President with the understanding that she will step into the President role when Licia is finished. Mrs Eaton distributed School Board Handbooks to all members and discussed. The Diocesan handbook is on their website and overrules in all situations.

Reflection

What was accomplished by the board in the last year? Teaching staff were given a salary increase, tuition and fees were raised, a second kindergarten class was added, the tuition model for other parishes was changed, a guidance counselor was added, a reading resource teacher was added, Scott began working on the budget and a budget calendar was created to enable better communication with finance council. The Board became part of the Tri-Council, hired new office support staff and funded a marketing budget. The portable classrooms are in place and being used successfully.

What could the Board have done better last year? We did not get our Mission/Vision statement or graduate profile completed, but we likely need to have the diocesan strategic plan in order to do this. Due to trying to offset a significant increase in expenses without raising tuition at the same rate, the Board struggled with the budget and needs to improve the monthly budget review so we can better predict future needs. The Board did not get a plan in place for conducting exit interviews or family surveys.

Executive Session

The board entered Executive Session at 7:40pm and exited at 8:07pm.

Budget

A meeting was held with the FSA president about the money requested by the board from the FSA budget. FSA money will be used to pay line items in the school budget such as Mrs Eaton's conference, the teacher conference and student activities. FSA has its own budget and Fr Adam encouraged them to

zero out their budget every year, with the exception of the \$5,000 required by their by-laws to stay in the account. Father suggested each fundraiser be earmarked for specific expenditures. Sam suggested changing the budget to a profit/loss statement instead of a cashflow statement. Sam will be the new Finance Captain to engineer this change. There will be a separate budget meeting.

Meeting Room 1

Some parish groups have approached Father Adam about being able to use Meeting Room 1 during school hours. The board expressed concern that this may compromise school security as the school is locked down when in session. This will be discussed at Tri-Council and the Policy Committee will work on some verbiage pertaining to this issue.

Bulletin

The board will look at having a monthly paragraph in the parish bulleting highlighting board activity.

Fundraiser

Anna Schaffer presented an idea for a board-led fundraiser to raise \$10,000. The idea was tabled pending the budget meeting.

Next Meeting

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

Adjournment

After prayer, the meeting was adjourned at 9:52pm.

Minutes submitted by: Margery Pierce, School Board Secretary

COMMITTEE REPORTS

Extra Curriculars

- BATTLE OF THE BOOKS - Kelly Royal running program
 - School wide email sent
 - Registrations due 9/17 - perhaps Kelly can provide update at meeting on participation level
 - Students will form teams and begin reading
 - School and Diocese competitions to be held Feb/Mar
- CODING
 - No volunteers to run
 - Licia has potential lead, but would not be able to hold immediately after school as desired
 - Was targeted to run in Fall. Do we push back dates or eliminate and defer to Deacon Don's coding program?
- CHESS CLUB
 - Jamie Wahl willing to run if another volunteer will assist, but can only do Saturday mornings
 - Targeted for early Jan-early Mar

FSA

- Tonya showed parents some items that funding has been used for (library furniture, mobile smart board and science table), which was well received.
- Other recent expenditures:
 - 33 Chromebooks
 - 20 iPads for K & 1st
 - Google license
 - 6 desktop computers
 - ST Math access
 - \$200/teacher classroom startup gift
 - Kona ice truck at school picnic
 - Meals for teachers on 1st day back to work
- Fong's Pizza June fundraiser earned \$404
- Green Gala planning has begun
- Green ParTee golf outing registration closes 9/26; currently 65 golfers
- Restaurant nights have been planned for Sep-Nov
- Volunteers needed for Open House on Nov 11th
- Next FSA meeting is Monday, Oct 1st