

St. Luke the Evangelist School Board Meeting Minutes

October 23, 2018

Call to Order

The regular meeting of the School Board was called to order following prayer at 6:36 p.m. at St Luke the Evangelist Catholic Church by Licia Pettit.

Members present: Kelly Royal, Scott Ciochetto, Licia Pettit, David Niedergeses, Sam Knezevic, Katherine Rafferty

Member absent: Anna Schaffer

Staff present: Principal Tonya Eaton, Father Adam Westphal, Pam Kenkel, Emily Pollpeter, Vicki Gilloley

Visitors present: Susan Grebasch, Chrissy Eberhart

Approval of Minutes from Prior Meeting

Minutes approved prior to meeting via email.

Approval of Agenda

Two items were proposed to add to the agenda. Adding the FSA sponsored \$25 contribution to teacher gifts was motioned and approved, with one dissenting. Adding Teacher Dress Code was proposed prior to the meeting via email. There was a motion not to add it to the agenda. Two approved this motion, two abstained. The agenda was then approved.

Open Forum

Music teacher and band director Pam Kenkel spoke to the board. This is her third year at the school. The 6th grade band members played at the Dowling Homecoming football game this fall. The Christmas concert is coming up and the 5th and 6th grade bands will play at the All City Band Night in Des Moines this winter. Mrs Kenkel is using new percussion instruments in her class that were purchased via a grant last year.

Emily Pollpeter, 4th grade teacher spoke to the board. She passed out the Mass Missals created by her students in Faith Formation class. The students created pictorial Missals that can be used by parishioners and visitors. The students were learning the parts of the Mass during this assignment.

Reports

Extra-Curricular Activities

Report submitted by Anna Schaffer.

Discussion: All activities are staffed except Coding Club. There may be an after school Fitness Club starting this winter.

Technology

No report.

No discussion.

Administrator's Report

Report submitted by Tonya Eaton.

Discussion: Starting this fall, families leaving the school will be asked to participate in an exit interview to gain knowledge about their experience at St Luke's and reason for leaving.

Grants

New Subcommittee

Dave Neidergeses and Scott Ciochetto will head this subcommittee which will research and write grants for the school.

Finance

No report submitted.

Discussion: This month's budget was handed out.

Policy/Handbook

No report submitted.

Discussion: Two policies are in draft form: Visitor and Facility Use.

Family School Association

Report submitted by Anna Schaffer.

Discussion: None.

Discussion Items

Parent Survey

Anna Schaffer and Mrs Eaton are working on this and will disseminate to parents around conference time in November. Wording of the proposed questions will be emailed to the board.

Tuition Comparisons

Anna prepared a chart showing the tuition at all of the metro area Catholic elementary schools as well as the average tuition at Catholic elementary schools across the state and nation. St Luke's currently ranks as the least expensive tuition in the metro area, 20% below the state average and well below the national average. This information will help the board when it is time to discuss the budget and future tuition rates.

FSA Parent Contributions

FSA emailed school parents to let them know that they would be charged \$25 through the FACTS payment service to support teacher appreciation gifts. Father Adam believes the FSA, while following their by-laws, should have approached the board before making this decision. Scott Ciochetto opposes the addition of any fees to FACTS that aren't for services or school materials such as lunch and before/after school care unless the parents have an option to "opt out" from the fee. The board will vote on this fee to add to next year's budget. The board approved the \$25 fee to be charged through FACTS with parents having the option to decline the fee.

Budget

The school no longer has the \$40,000 grant from the county that was anticipated. This has altered our budget and created a shortfall. The board scheduled a separate budget meeting to discuss the budget at length.

In creating next year's budget, the board needs to remember extracurricular activities.

Standards and Benchmarks

The diocese has set standards and benchmarks for student learning in Faith Formation. The board discussed publishing these on our school website for current and prospective parents to see. Perhaps a link to the diocese's webpage on the issue would work better as then it would always be current, even if changes are made at the diocesan level.

Blackbird Proposal

At Masses last weekend, Father Adam told the parish about the proposal from Blackbird Investments to partner with the parish in building the Senior Living Facility. At this time, the next step in the process is to meet with the Bishop for approval to proceed.

NEW ITEMS

Drafts of the Visitor and Facility Use policies were presented to the board; discussion and voting will be held at the next meeting.

A motion was approved to create policy about students transferring out of St Luke's regarding access to social media, creative property and supplies as well as pro-rating any refunds of fees or tuition.

Next Meeting

Next regular meeting will be held November 27 at 6:30pm.

Adjournment

After prayer, the meeting was adjourned at 8:58pm.

Minutes submitted by: Margery Pierce, School Board Secretary

COMMITTEE REPORTS

Extra Curriculars:

Chess club is being led by Jamie Wahl and will run on Sat mornings from 9-10:30am Jan 12- Mar 2. This is for 3rd-6th graders. Students will have half an hour of instruction then play for the remaining hour. Registration will begin in early December.

We are still working on securing a volunteer to run our coding program. We were looking to do a 4 week session by the end of the year, then run a full 8 weeks in the Spring. The club would be limited to the first 15 students from 3rd-6th grade that sign up and would have a \$10 fee.

FSA:

- FSA balance will be approximately \$20K after the \$10K is given to cover school board expenses
- I do not believe this includes the amount raised by the Green Par-Tee, which was \$4,800
- Per Father's direction, FSA will work on deciding what to fund raise for, raise the money, then apply the money towards that to work down their balance and ensure clarity for all
- New software is being used for the auction at the Gala and was used at Oxtoberfest
- Trunk or treat is 10/26
- Book fair will be 11/3-11/8. We evidently had a very large, successful sale last year. If we are able to accomplish this again this year and show two large years in a row, we will qualify for a larger event/more title selections next year.
- Teacher conferences are Nov 6 and 8. FSA will cover one teacher meal and ask parents to sign up to bring food for the other meal.