

**St. LUKE THE EVANGELIST CATHOLIC  
SCHOOL BOARD MEETING**

Meeting Minutes  
June 25, 2019 7:30 pm

**Mission Statement**

The members of St. Luke the Evangelist's Catholic School, together with our parish, commit to serving the students by ensuring that the teachings and values of Jesus Christ are integrated in all aspects of school life. We will serve as partners in the formation of life-long learners and living witnesses of Christ by leading lives of faith and stewardship.

1. Opening Activities (5 minutes)
  - a. Call to Order - at 7:29 pm by Licia Pettit
  - b. Prayer for our meeting
  - c. Roll Call – Licia
    - Members Present – Licia Pettit, Anna Schaffer, Sam Knezevic, Dave Niedergeses, Kelly Royal
    - Members Absent – None
    - Staff Present – Incoming Principal Misty Hade, Father Adam Westphal
  - d. Introduction of Joe Schmidlein and Nate Newman – new School Board members. Granted full rights to vote due to Board being down members at this time and have official swearing in at July meeting.
  - e. Introduction of Principal Misty Hade
  - f. Call for Additional Agenda Items - All members
  - g. Approval of Agenda - All members approved as presented
2. Open Forum (non-Board member presents information to the board)
  - a. Staff member – None presented
3. Reports (questions about reports that have been emailed prior to the meeting) – Reports Attached
  - a. Extra-Curricular Programming – Anna – no questions
  - b. Capital Campaign & Building - Father Adam
    - After reviewing and updating capital campaign donations, determined that we collected more than originally thought but at the expense of tithing – attributed to misdirection of funds to the wrong account. All have been clarified now.
    - Design – the Building Committee, based on survey responses, voted to prioritize the school first, then parking, expand office/meeting space but not connect to the current buildings.
    - Working on developing new drawings based on prioritization.
  - c. Technology – David
    - Principal Hade working with Sara Hazel at St. Francis school or get Power School up and running. This will be available for all grades (K-7) starting in the 2019 school year. E-registration will be during drop off. This allows parents, student and teachers to communicate on the school curriculum and access school work/grades.
    - Dave is talking with ACS on the infrastructure needed for technology in the new school addition.
  - d. Grants- David – no questions
  - e. Finance – Sam – deferred until later discussion.
  - f. Policy/Handbook – Licia
    - Teacher handbook will be approved in July after looking at the Diocese handbook and incorporating any teacher pieces that may be necessary. Anna and Licia will work with Principal Hade on those incorporations.
  - g. "2040" – no update

h. Family School Association – Anna – no questions

4. Discussion Items (8:00)

a. Are we hiring a Before/After School Care Director? Need to decide on early out care

- Is in budget but haven't hired yet.
- Finance Council ok with us hiring at this time for a part-time position.
- Principal Hade will discuss with Father Ken Halbur on posting position.
- Principal Hade will also discuss with reach out to current before/after staff on availability.

b. Calendar---early out time needs clarification

- Discussion centered on establishing a set early-out time for all professional development Wednesdays and early-out days.
- Calendar changes:
  - Current professional development day listed as Oct. 21 should be Oct. 25.
  - Discussion centered on aligning our conference dates with Dowling.
- Decision on specific time and calendar changes were tabled until Principal Hade has time to discuss with staff regarding the timing. She will review and send to the School Board to review.

c. Student-Family Handbook

- Updates to several areas throughout the handbook to provide better clarification. Areas include:
  - Add table of contents
  - Out of School Suspension – appeal process – do we have one?
  - Follow 589L2 in Diocese Board Policy – same as due process
  - Chain of process – teacher, principal, pastor/school board, superintendent
  - Update Power School grades and access materials
  - Mass – possible move to Wednesday morning. Principal Hade awaiting answer from Father Halbur.
  - Electronics (personal communication devices) – tabled until further research.
  - Contraband – refer/add sections from Diocese handbook.
  - School Fleece Jackets – now can be worn in class. Board voted to change uniform code to allow school loged fleeces to be worn in class. All approved. Vicky Gilloley will send announcement to the parents.
  - Health forms for medication – only needs to be filled out by parents requesting service.
  - Media Center Fines – not currently assessing. Changed policy from fining for late to fining for lost/replacement.
  - Drop-off procedures – to be reviewed and updated.
  - Emergency procedures/notification system – Principal Hade and Ms. Pollpeter will meet in July and review, work on processes.
  - Principal Hade is going to review and board will review recommendations and update at future meeting.

d. Ensure Power School is accessible for parents – see notes in Reports above

- Contact, Sara Hazel
- Roll-out

e. Catholic Identity – concern has been expressed that we aren't "Catholic" enough. What are we lacking?

- Need to meet with families expressing concern and find out what they are looking for.
- School of Mary – <http://www.schoolofmarymontessori.com/>
  - Several parish families are using/enrolled.
  - Anything from this that we can pull and add to our curriculum
- Whole Life Curriculum
- School Board recommended last year it be made available to teachers this year.

f. Budget

- Presented to Financial Council the week of June 17.
- Reflects projected enrollment of 180 – currently at 175.
- \$70,000 deficit due to students un-enrolling.
- All cuts have been made at this point.
- Finance Council recommendation was to have School Board approve current budget presented and then Finance

Council will decide on any further subsidiary on top of the current \$130,000 already granted.

- To make up deficit, need to recruit and get more students.
- Call for Approval – 2019-2020 budget – all approved.

5. Introduction of New Items

a. Upcoming topics:

- Lunch cost increase?
  - Adding to July agenda.
  - There hasn't been one since school first opened.
  - School Board members to talk with parents before next meeting.
- Admission Policy – adding to July agenda to review.
- Add new members to website. Possibly photos but may do in the fall.

6. Is there anything we would like to share in the bulletin? – Addition of new board members.

- a. The St. Luke's School Board met in June with the addition of the new principal, Misty Hade and new members, Joe Schmidlein and Nate Newman. Discussion topics included reviewing the 2019-2020 school calendar to possibly align dates with Dowling Catholic High School and discussion on early out times. Fleece jackets were approved to wear in class and other student handbook items are being reviewed to meet Diocesan guidelines. Discussion also covered how to start increasing our Catholic identity. The 2019-2020 school budget was also approved. Upcoming topics next month will cover the cost of school lunch, admission policy and continuing review of the student handbook. The next meeting is scheduled for Tuesday, July 23 at 6:30 pm.

7. Closing Prayer

8. Adjournment – at 9:34 pm by Licia Pettit

9. Next Meeting: July 23, 2019 at 6:30 pm

Reports:

FSA

- Approx \$50K of 2018-2019 FSA funds were spent prior to June 30 fiscal year end
  - Items purchased:
    - Fountas and Pinnell Benchmark
    - ST Math
    - iPad Cart
    - Scoreboard
    - Portable Sink (2)
    - Teacher Computers (5)
    - Chromebooks (20)
    - Chromebook Bags (17)
    - Document Cameras (2)
    - iPads (10)
    - Projector (2)
    - Storage Cabinet (2)
    - Teacher Desk
    - Teacher Chair
    - Tables (8)
    - Book Shelves
    - Filing Cabinets
    - Reading Table
    - Reading Table Chairs (10)
    - Prayer Table
    - Classroom Set of Bibles (85)
    - Rain Coats (4)

- Megaphones (2)
- Volleyball Stand, Pads and Score Keeper
- Sit and Reach Tester
- Official Basketballs (2)
- Music Stands (6)
- Flipforms (4) - Platforms for Music Programs
- Construction Paper/White Card Stock
- Have not received update on remaining balance
- Working to organize School Cleaning days prior to new school year with parent volunteers

#### Extra-Curricular

- Reached back out to Tim S. at Dowling for literature explaining the Debate program that can be shared with parents to gauge interest before moving forward with implementing. He was leaving for tournament out of town and will get back to me.
- Will work with Misty Hade on plans for Coding, as well as setting up Family Fun Night with Innovator's Academy.