

ST. LUKE THE EVANGELIST CATHOLIC SCHOOL BOARD MEETING
Meeting Minutes
April 28, 2020 6:30 pm
Zoom Meeting

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

- a. Call to Order at 6:31 pm — Anna Schaffer
- b. [Prayer](#)
- c. Roll Call – Anna Schaffer
 - i. Voting Members - Katie Garrett, Sam Knezevic, Nate Newman, David Niedergeses, Steve Pins, Meghan Rupiper, Anna Schaffer, Joe Schmidlein
 - ii. Non-voting Members Attending – Principal Misty Hade, Father Ken Halbur, Secretary Susan Grebasch
- d. Call for Additional Agenda Items – All members
 - i. No additional items added.
- e. Approval of Agenda – All members
 - i. Steve Pins, motioned for approval, Dave Niedergeses seconded. Current agenda approved by all members present

2. Open Forum (non-Board member presents information to the board)

- a. N/A

3. Reports (questions about reports that have been emailed prior to the meeting - 25 minutes)

- a. Administrative Report – Principal Hade
 - i. Switched to and continuing online learning.
 - ii. Currently videotaping staff saying Rosary for May project
 - iii. Still finalizing school supply pickup/drop off for student's materials at the end of May.
 - iv. Staff working on On-Line Learning notebook and procedures.
 - v. Looking at what may need to implement in the fall regarding safety procedures.
 - vi. Moving Kindergarten Roundup to late July/early August.
- b. Extra-Curricular Programming – Steve Pins
 - i. Everything currently on hold.
 - ii. Want to have a meeting in the future with all heads of extra-curricular events to be able to have things ready and in place for all of next year.
 - iii. Will plan more in a summer board meeting.
 - iv. Possibly have an extra-curricular fair in the fall (normally held in the spring).
- c. Capital Campaign & Building – Father Halbur
 - i. Everything on hold at this moment but anticipate next year as it is currently – no new building next year at this point.
 - ii. Will provide an update to the parish end of May/early June.
 - iii. Father to see if Bishop will allow us to go forward with current monies and see if contractors may be able to build with that amount since pricing for contracting has come down due to economy.
- d. Technology Captain – David Niedergeses
 - i. No report but if anyone hears of technology needs due to current online learning, please let David know.

- e. Grant Captains – David Niedergeses/Joe Schmidlein
 - i. Have submitted several grants but most things on hold at this time.
- f. Finance Captain - Sam Knezevic – see Discussion Items.
- g. Policy/Handbook Captain – Katherine Garrett
 - i. No report at this time.
 - ii. Principal Hade will be reviewing and drafting updated handbook by end of June.
 - iii. Everyone is welcome to review the current handbook and if there are any questions or concerns, forward them to the School Board by May 26th meeting.
- h. SIAC Captain – Nate Newman/Meghan Rupiper – see Discussion Items.
- i. Family School Association Captain – Anna Schaffer – No report since no meetings.

4. Discussion Items (7:00)

- a. Finalize executive roles 2020-2021
 - i. Anna Schaffer rolling off this year. Joe Schmidlein will become President and Sam Knezevic will continue as Vice President starting with 2020 school year.
- b. Follow up on Administrator Review
 - i. Diocese finalized review of Principal Hade and met with her. Good reviews along with some goals for next year.
 - ii. Results will be shared with Father Halbur and the board.
- c. Distance Learning feedback
 - i. Overall response has been good.
 - ii. Appreciation and thanks expressed to all the teachers for their help and dedication in getting the program up and running so quickly.
 - iii. Has been some confusion on the specials – good if students can get at least one per week.
 - iv. Discussion on how distance learning compares to classroom learning. Getting a taste of each subject, just not total immersion.
 - v. Parents requested that the Sunday weekly agenda come out earlier in the day versus later at night.
 - vi. Staff curious to know how parents feel about the online teaching platforms – Seesaw, Planbooks, etc. Most at the meeting felt they work well.
 - vii. Still working on summer options including tutoring and camps. More to come.
 - viii. Board will possibly work with Vicki Gilloley and marketing to highlight positives from distance learning and target to the Ankeny Community/surrounding parishes.
- d. Whole Life and Theology of the Body curriculum
 - i. Program recommended by the Board last year will be implemented in 2020-2021 school year.
 - ii. Principal Hade will start working with teachers at the end of May and how they will incorporate into the curriculum.
 - iii. Theology of the Body will only be implemented in 7th and 8th grades.
- e. Scorecard display
 - i. Nate presented a flyer to highlight items accomplished by the school. Board members to review and provide feedback to Nate.
- f. Budget update
 - i. Parish tithing short about 30-40% for March/April.
 - a) Did receive a lot of donations from the Palm Sunday drop off. Continue to get donations dropped off at the church.
 - b) Church did apply and receive federal PPP (Paycheck Protection Program) for the parish. This will add about \$200,000 to the budget, which if used correctly will turn from a loan to grant for the parish.
 - c) 75% needs to be used for payroll, 25% to be used for utilities or mortgage interest.
 - ii. School Budget for 2020-2021
 - a) Budget was set based on 222 students next year. Currently at 195.

- b) Have seven current students not registered for next year – Principal Hade in touch with them.
 - c) Principal Hade working on creating a virtual tour for potential families/students.
 - d) Reviewed where St. Luke's stands in tuition costs for next year compared to other Diocesan schools and only slightly higher (+3%) than the average Diocese tuition and fees.
- g. 2020-2021 Specials
- i. Still looking for a Spanish teacher.
 - ii. Guidance – unknown at this time/not posted – may depend on budget.
- h. Enrollment: Summer/Current student push
- i. Covered above in Budget Discussion.
5. **Introduction of New Items** – None.
6. **Fr. Ken's Comments**
- 1. Have hired new teachers for middle school, 4th grade and music for 2020-2021 year. All are brand new teachers.
 - 2. Father has been working with parishioners to clean out the storage and tech rooms. Moving the items to the rectory and freeing up space at the parish.
 - 3. Pete Haack will start doing music during the Wednesday School Mass.
 - 4. Confirmation – previously done by the Bishop but the Bishop has provided exceptions this year to allow the pastors to do it.
 - 5. First Communion – still working on logistics but looking to do them in the summer (if allowed).
 - 6. Baptisms – still going on at this time as long as under 10 people.
7. **Adjournment**— by Anna Schaffer at 8:14 pm
8. **Closing Prayer**
9. **Next Meeting: May 26th (still to be determined if in person or Zoom)**

Reports

None presented for this meeting.