

**ST. LUKE THE EVANGELIST
CATHOLIC SCHOOL BOARD MEETING
Meeting Minutes
December 17, 2019 6:30 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 6:28 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. Voting Members Absent –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
 - a. Approval of Agenda – All members
 - i. Approval of agenda as listed – Dave Niedergeses motioned for approval, Steve Pins seconded. Approved by all members present.
2. **Open Forum** (non-Board member presents information to the board)
 - a. None.
3. **Reports** (questions about reports that have been emailed prior to the meeting - 25 minutes)
 - a. Administrative Report – Principal Hade – attached below
 - b. Extra-Curricular Programming – Steve Pins
 - i. Looking for late winter/early spring program ideas – will work off-line on ideas and look again after first of year.
 - ii. Currently offer chess, Spanish, battle of the books.
 - c. Capital Campaign & Building - Father Halbur
 - i. Getting pledges – good start, trying to get \$500,000. Working on layout display for Narthex.
 - ii. Timeline still flexible – will know as money gets higher. Estimate Oct/November opening depending on building/contractor schedules
 - d. Technology Captain – David Niedergeses
 - i. Looking out long-range for now. Will post what we have for policy on website with a short description to include in the school email.
 - e. Grant Captains – David Niedergeses/Joe Schmidlein – in discussion items
 - f. Finance Captain - Sam Knezevic – in discussion items
 - g. Policy/Handbook Captain – Katherine Garrett - none
 - h. SIAC Captain – Nate Newman/Meghan Rupiper - none
 - i. Family School Association Captain - Anna Schaffer – no questions
4. **Discussion Items (7:00)**
 - a. Iowa Assessment results – Principal Hade
 - i. Scores were very good. Will get IA and national comparisons in later December. One student was invited to participate in Dowling's dual enrollment assessment test.
 - b. Parent survey response and scorecard goal – David Niedergeses
 - i. Will go out in next couple of weeks.

- c. Grant items list –
 - i. Misty provided prioritized list to apply for grants. Things the school wants to have but not currently in the budget.
 - d. Uniform policy enforcement –
 - i. Reminder being sent to parents. Website will be updated as well since it is outdated.
 - e. Student accident policy –
 - i. The Diocese sent a policy and asking if St. Luke's wants to participate. This would have the school help cover and provide extra coverage for parents to help cover any student participating in activities.
 - ii. St. Luke's currently has a liability policy, but this would be a secondary insurance.
 - iii. Board decided to not accept/join.
 - f. 2020-2021 budget review
 - i. Goal is to set 2020-21 tuition decide teacher increase.
 - ii. Reviewed the numbers.
 - iii. Moved to Executive Session at 8:40 pm. Motioned by Sam Knezevic and seconded by Dave Niedergeses. Approved by all members present.
 - iv. Returned from Executive Session at 9:16 pm.
 - v. Tuition and Teacher Salary vote
 - 1. The results of the votes are below:
 - 2. Teacher salary grid increase: 2%
 - 3. Tuition increase: \$250 Books/Technology Fee will now be included in the Tuition amount instead of a separate fee to support our families by increasing CTO funding to them. The new tuition rates for the 2020-2021 school year (which now include the Book/Technology fee amount) are:
 - a. 1st Child - \$3,850
 - b. 2nd Child - \$3,600
 - c. 3rd Child - \$3,350
 - d. 4th+ Child - No Tuition Fee
 - 4. These new rates provide a larger tuition discount for 2nd and 3rd children than the 2019-2020 rates.
 - vi. Scorecard goals related to decreasing parish subsidy and increasing teacher salaries
5. **Introduction of New Items- None**
6. **Fr. Ken's Comments - None**
7. **Closing Prayer**
8. **Adjournment by Anna Schaffer at 9:55 pm**
9. **Next Meeting: Tuesday, January 28th at 6:30 pm.**

Is there anything we would like to share in the bulletin?

The last meeting of 2019 by the School Board was held on December 17. Topics covered included looking at additional extra-curricular programs in the spring (ideas welcome to Steve Pins), discussion on the Iowa Assessment test results (very good) and a reminder to parents to follow the uniform policy.

Biggest discussion focused on reviewing the 2020-2021 upcoming budget. After much discussion and research, tuition rates were set for next year, which align with the average Diocese of Des Moines Metro Schools tuition plus fees rate. The decision was also made to increase the teachers' base salaries for the 2020-2021 school year.

The next meeting is Tuesday, January 28 at 6:30 pm.

Reports

Administrative

December Board of Education Report

St. Luke the Evangelist Catholic School~ Misty Hade

Mission and Core Values:

We Pray~We Learn~We Serve

Vision:

St. Luke the Evangelist Catholic School is an inviting, positive community where ALL are respected, encouraged and challenged. As a family, we lead with a servant heart. We strive to build faith, academic, and emotional growth for each individual as a valued child of God.

- Enrollment Numbers: 2019-2020

- Kindergarten: 27
- First Grade: 37
- Second Grade: 33
- Third Grade: 31
- Fourth Grade: 16
- Fifth Grade: 14
- Sixth Grade: 12
- Seventh Grade: 7

Total Students: 177

- What is keeping us busy this month?

- Pray:
 - Student led Masses
 - Morning and afternoon prayer
 - Advent Prayer Services led by students
 - Faith Families St. Nicholas
- Learn:
 - Being in classrooms
 - Walkthroughs providing feedback
 - Observations of teachers
 - Administrator meeting
 - English Language Arts committee meeting- looking at the curriculum for middle school students throughout the Diocese
 - Meeting with parents about student academic concerns
 - Early Dismissal with Diocese
 - Developing KUD (Know, Understand, and Do) for each grade level
 - Each grade is broken up into either Religion, Science, or Social Studies
 - Science- developing KUD's for new science standards
 - Social Studies- developing KUD's for new social studies standards
 - Religion- working on alignment and rewording of benchmarks
- Serve:
 - Preschool buddies- 6th and 7th grade students went to Our Lady's Little Learners to do an Advent activity
 - Mission Awareness day
- Success
 - 3rd grade went to a Drake Women's Basketball game for their Character Counts event
 - 2nd grade students received their first Reconciliation
 - 4th grade students went to DCHS for their winter play
 - K-2 music concert

Other information:

Iowa Assessments results were sent home with students on Thursday, December 12th. Based on the information we have met our goals.

Long-range reading goal:

By the end of 2025, students at St. Luke the Evangelist Catholic School will improve their proficiency in the area of reading as measured on Iowa Assessments and other diocesan and/or local assessments.

Goal for current school year:*

During the 2019-2020 school year, the percent of sixth grade students who fell in the less than proficient range as fifth graders will decrease on the reading subtest of the Iowa Assessments. Currently, the percentage of students in the less than proficient range is 25, a total of 3 students. **This goal was met. 17% of sixth grade students fell in the less than proficient range, or 2 students.**

Long-range math goal:

By the end of 2025, students at St. Luke the Evangelist Catholic School will improve their proficiency in the area of math as measured on Iowa Assessments and other diocesan and/or local assessments.

Goal for current school year:*

During the 2019-2020 school year, the percent of sixth grade students who fell in the less than proficient range as fifth graders will decrease on the math subtest of the Iowa Assessments. Currently, the percentage of students in the less than proficient range is 25, a total of 3 students. **This goal was met. 17% of sixth grade students fell in the less than proficient range, or 2 students.**

Long-range science goal:

By the end of 2025, students at St. Luke the Evangelist Catholic School will improve their proficiency in the area of science as measured on Iowa Assessments and other diocesan and/or local assessments.

Goal for current school year:*

During the 2019-2020 school year, the percent of seventh grade students who fell in the less than proficient range as sixth graders will decrease on the science subtest of the Iowa Assessments. Currently the percentage of students in the less than proficient range is 20, a total of 2 students. **This goal was met. 0% of seventh grade students fell in the less than proficient range, or 0 students.**

All 7th grade students were proficient in the subtests assessed of the Iowa Assessments for the 2019-2020 school year.

*All goals were set using the data from the Iowa Assessment scores.

Food program update -you will notice changes to the menu next month. We have moved to using Martin Brothers for our food supplies instead of Sysco. The change is cost effective and gives us the opportunity to provide different menu items to our students. As we begin to transition to the state lunch subsidy program each lunch served must have 3 components which may include $\frac{3}{4}$ cup of vegetables and/or $\frac{1}{2}$ cup of fruit. We are also looking into the possibility of not serving Papa John's pizza after the first of the year. It costs a minimum of \$300.00 on that day just for the pizza. The month of November we served it twice which was over \$600.00. This money could have been used to help us purchase a warmer that is needed.

Extracurricular

- I have attached the Extra-Curricular Report for the December meeting to this email.
- I am hoping to get input on how we want to proceed trying to get a coach for the Debate team (bullet point 5). Under bullet point 2 I have put my suggestions for added programming for the second half of this school year and am hoping for input about these programs.

Report

1. I am still working on getting the last few lists from the principals of other schools as to what programming they have, when they do it, if/how much they charge, etc.

- a. I will have this project completed and ready for viewing at the January meeting so that we can begin planning for the upcoming school year, even if I don't have the information from the remaining schools.
2. I would like to suggest adding at least one extra-curricular to the schedule for the late winter/spring months of this school year. My thoughts on what to add are below.
 - a. Innovators Academy
 - b. Bricks4Kidz is not currently doing any programming in Ankeny, but will reach back out to me when that changes
 - c. An art/drawing class
 - i. We do have a parent that is willing to lead this class
3. Battle of the Books report
 - a. No updates at this time.
4. Chess Club report
 - a. Registration form went out in an email to parents on 12/6/19.
 - b. Open to ALL students
 - c. Meet on Saturdays from Jan. 18th – Feb. 29th 9am-10:30am and Wednesdays (before school) from Jan. 22nd – March 4th 7-8am
5. Middle School Debate
 - a. We are still trying to find someone to coach the debate team.
 - i. I have been in contact with Timothy Scheaff from Dowling to get assistance finding someone to help us with this year, with no luck yet.
 - ii. Discussion item: Do we send an email from the school to find help with this? Do we put something out on Facebook parent group? Etc.
 - iii. At this point we will need to skip the January Tournament
 - b. Tournament Dates:
 - i. Tuesday Jan 28
 - ii. Tuesday Feb 25
 - iii. Tuesday March 24
 - iv. Thursday April 16
6. Geography Bee
 - a. Email to parents went out from the school on 12/4/19
 - b. December 12th was the classroom bee in the form of a written test
 - c. December 13th the top 10 students were announced to be a part of the school wide GEO Bee which will be held on Wednesday 12/18/19.
7. Spanish Club
 - a. No new information to report
8. Boys Basketball
 - i. The last open gym was held on Monday 12/16/19.
 - b. The league director has arranged a meeting for the Athletic Directors on December 17th
 - i. Austin Oborny (St. Luke Athletic Director) will be attending
 - ii. The exact set up of the season will be finalized at this time
 - iii. Boys basketball team has 11 members between the 6th and 7th grades.
 - iv. Practices start Monday 01/06/20.
9. Longhorn Bootcamp
 - a. No updates currently

Technology:

The draft technology plan circulated and vetted by the board. The thought is this version can be approved and distributed quickly and amended later with long term goals and other updates.

Grants

- Misty requested we look at grants to purchase a commercial food warmer (1700-2000\$. We are looking at 2 programs:
 - [Alliant Energy Foundation](#), (500-5000\$. Apply February 1 - March 1, private schools OK but primarily religious organizations NOT ok).
 - W.T. and Edna M. Dahl Trust (5000-125000\$. apply January 1 to March 31.)

FSA

- Green Gala
 - Currently over \$18,000 in sponsorships
 - Raffle tickets still available for sale (Have sold approx 30%) - potential for \$10K fundraiser
- Current FSA account balance \$57,425
 - Includes 2019 Green Par Tee funds that will be held for next school year
- NEW - Night out planned at Urban Air for 1/28 - portion of sales will be donated back to SLTE (similar to restaurant night)

Policy - None