

**ST. LUKE THE EVANGELIST
CATHOLIC SCHOOL BOARD MEETING
Meeting Minutes (Zoom Meeting)
June 23, 2020 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

- a. Call to Order at 6:32 pm — Anna Schaffer
- b. [Prayer](#)
- c. Roll Call – Anna Schaffer
 - i. Voting Members Present - Katie Garrett, Sam Knezevic, Nate Newman, David Niedergeses, Steve Pins, Meghan Rupiper, Anna Schaffer. Not Present - Joe Schmidlein
 - ii. Non-voting Members Attending – Principal Misty Hade, Father Ken Halbur, Secretary Susan Grebasch
- d. Call for Additional Agenda Items – None.
- e. Approval of Agenda – All members
 - i. Steve Pins motioned for approval, Nate Newman seconded. Agenda approved by all members present.

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

- a. N/A

3. Reports

- a. Administrative Report – Principal Hade
 - i. Kindergarten Roundup last week.
 - ii. Academic camps going on this week in school.
 - iii. Safety measures are now in place and being used.
 - iv. Return to Learn plan due to the State by July 1, 2020.
 - v. Still working on getting a Spanish teacher.
- b. Extra-Curricular Programming - Steve Pins – see Discussion Items.
- c. Capital Campaign & Building - Father Ken Halbur
 - i. Capital Campaign & Building – Father and Joe Schmidlein working with vendors to get more information. Will update the parish when they have more complete information.
 - ii. Looks like a storm shelter will need to be included in the plans. Will design the north classrooms in the new building to meet the shelter code.
- d. Technology Captain – David Niedergeses – No report.
- e. Grant Captains – David Niedergeses/Joe Schmidlein – No report.
- f. Finance Captain – Sam Knezevic – see Discussion Items.
- g. Policy/Handbook Captain – Katherine Garrett – No report.
- h. SIAC Captain – Nate Newman/Meghan Rupiper – No report.
- i. Family School Association Captain – Anna Schaffer
 - i. No report since no meeting but summer events are being scheduled and sent out to the parents.
 - ii. Golf ParTee scheduled for Saturday, October 10, 2020 at Woodland Hills.

4. Discussion Items

- a. Budget update 2020-2021
 - i. Still updating numbers with new hires and donations.
 - ii. Due to recent monies and grants, the parish has not had to tap into the Emergency Funds as predicted so hope that will continue for several more years.
- b. Wellness Plan - Healthy Kids final policy vote
 - i. The updated Drink/Snack Guidelines was not available at this time but Principal Hade will send to the Board for email vote. (Subsequently sent and now attached).
 - ii. Communication on the Wellness Plan and the Drink/Snack Guidelines will be put on parents Facebook page, there will be a section on the School Website and also discussed on the Back-to-School Night.
- c. Implementing parent survey and scorecard results to website/handout/Narhex display
 - i. Reviewed results from spring survey and compared to fall results.
 - ii. Overall positive increase in spring from fall.
 - iii. Biggest need is to work on better communication from school to the parents.
 - iv. Will communicate to parents results:
 - 1. What did we work on/improve
 - 2. Lessons learned from Covid-19 response.
 - v. Discussion on future timing – continue fall/spring or move to once a year. Tabled for now.
 - vi. Will work with Vicki Gilloley in Marketing to work on drafting a scorecard flyer highlighting results and items for St. Luke's.
- d. 2020-2021 Extra Curriculars/Middle School programming
 - i. Working on building out the extra-curricular program for the full school year to be able to provide parents an overview of all the programs and options available.
 - ii. Working to balance all types and topics – art, sports, STEM. Planning to have all programs available at the school.
 - iii. Setting up an Extra-Curricular Fair on the School Supply Drop-Off Night.
 - iv. Reviewed all options presented. Will finish up details and contact information to finalize the program overview.

5. Introduction of New Items – None.

6. Fr. Ken's Comments

- a. Weekend masses start this week (June 27).
- b. Starting the week of July 5, Phase 3 opening in the Diocese. That means that some meetings can begin happening in the building.
- c. Dates have been set for First Communion and Confirmation:
 - i. First Communion will all be on Sundays at 1 pm – July 19, Aug. 9 and Aug. 16.
 - ii. Confirmation will be Sunday, Aug. 30 at 3 pm.
- d. Expressed thanks to Anna Schaffer for serving on the board and recently as President. Her term ends with this meeting.

7. Closing Prayer

8. Adjournment—Anna Schaffer

- a. Motion to adjourn at 9:24 pm. Steve Pins motioned, Nate Newman second. All present approved.

9. Next Meeting: August 25, 2020, 6:30 pm. No meeting in July.

Bulletin Blurb – The School Board met on June 23, 2020 to cover regular reports, school events and budget review. The meeting focused on the upcoming Wellness Plan/Drink & Snack Guidelines that will be implemented this fall. The board also discussed recent parent survey results and promotion of accomplishments from this past year. Most of the meeting covered extra-curricular programming for next year – developing a year-long plan and including new activities for all ages and interests. The programming information will be sent out and highlighted in the Extra-Curricular Fair to be held on August 25, 2020, same night as the School Supply Drop-Off Night. Dates were also confirmed for the Golf ParTee (Oct. 10), First Communion (July 19, Aug. 9 and Aug. 16) and Confirmation (Aug. 30). Thanks expressed to Anna Schaffer who ends her term on the board and as President. Joe Schmidlein takes over as new President at the next School Board meeting to be held on Tuesday, Aug. 25 at 6:30 pm.

Drink/Snack Guidelines

Drink/Snack Guidelines at St. Luke the Evangelist Catholic School

These are to be followed 7:55 AM to 3:20 PM

At St. Luke the Evangelist Catholic School we have developed our guidelines to promote a safe, healthy environment and lifestyle across our school building. There also is a lot of research on how well, healthy fed students learn better in the classroom.

FOOD/DRINKS CONNECTED INTO TEACHING

Teachers will gain pre-authorization for any food items to be used to help in the learning of their Standards and Benchmarks. The request will be sent to the administration for approval.

BIRTHDAY CELEBRATIONS

Birthdays are important to every child, and kids like to celebrate their special day with their classmates. Birthdays may continue to be celebrated in each classroom, but with non-food items, such as pencils, erasers, stickers, bookmarks; purchasing an item on the teacher's wish list; or donating a book to the library or classroom. Birthday celebrations are not an expectation or requirement; however, should a student elect to bring a non-food item, there should be one provided for each student.

HOLIDAY PARTIES

All Saints' Day, Advent, and St. Valentine's Day parties will be provided a list of food items that could be served during these celebrations. Homeroom parents may bring in food items as long as they have contacted the teacher to determine if any allergies are present.

REWARD DAYS

Classrooms will be allowed 1 PBIS reward day per trimester that involves food/drinks.

FIELD TRIPS

Teachers will be informed of who has allergies. When eating a meal those students need to be around safe lunch students. Parents will be packing most lunches.

We do provide a peanut-free, healthy sack lunch for students as an option. We encourage families to take advantage of the sack lunch.

FUNDRAISERS/AUCTION EVENTS

Fundraising events that are food-related will be allowed. We will be sure all students have food items they can eat.