

St. Luke the Evangelist School Board Meeting Minutes

August 28th, 2018

Call to Order

The regular meeting of the School Board was called to order following prayer at 6:32 p.m. at St Luke the Evangelist Catholic Church by Amy Thompson.

Members present: Anna Schaffer, Kelly Royal, Scott Ciochetto and Amy Thompson

Members absent: Licia Pettit, Katherine Rafferty and Shawn Althaus

Staff present: Principal Tonya Eaton, Father Adam Westphal, Vicki Gilloley, Douglas Jones

Visitors present: Susan Grebasch, Dr.Tracy Bonday, Sam Knezevic

Approval of Minutes from Prior Meeting

Minutes approved prior to meeting via email.

Approval of Agenda

Mrs Eaton proposed adding the Tech Agreement to the agenda; Scott Ciochetto proposed adding a business opportunity to the agenda. Both additions were seconded and approved.

Open Forum

New Staff at St Luke's were introduced.

Douglas Jones is the new Business and Facilities Manager. He is an ISU grad who is happy to be here and excited about the growth in the parish. He will be doing the parish bookkeeping as well as handling issues with the facilities.

Vicki Gilloley is the new Parish Growth Coordinator. She comes with 15 years of marketing experience. She presented her comprehensive marketing plan for the parish as well as goals for the parish, the RE program and the school. She will also be managing the parish's social media platforms and the parish calendar.

Reports

Extra-Curricular Activities

Report submitted by Anna Schaffer.

Discussion: Anna Schaffer distributed a detailed description of the suggested activities for this school year. Volunteers are needed to run these programs. Board members suggested kicking off the activities and then asking for a volunteer from among the parents of the students who sign up.

Capital Campaign

No report submitted.

Discussion: Father Adam reports that the campaign has gone well and the pledges look good.

Administrator's Report

Report submitted by Tonya Eaton.

Discussion: Current enrollment is 160 students.

Finance

No report submitted

Discussion: Waiting on numbers to present an update on finances.

Marketing

Report submitted by Kelly Royal.

Discussion: none.

Policy

No report submitted.

Discussion: None

Family School Association

Report submitted by Anna Schaffer.

Discussion: The parents at the last FSA meeting asked for more specificity in where the FSA- raised money is being spent. FSA has a large amount of money in the account. This money needs to be put in the budget as line-items.

Discussion Items**Student Search Policy**

This was a second reading of the proposed addition to school policy regarding searching students and their belongings for contraband items. The policy was motioned and approved.

Diocesan Strategic Planning

Dr. Tracy Bonday, Diocesan Superintendent of Schools, spoke to the board about the process of strategic planning for all schools in the diocese. The consultant is still gathering information for a final assessment and so Dr. Bonday polled the board on a series of questions to assist in the findings. The final report will be presented in March.

New School Board Members

Amy Thompson and Shawn Althaus are ending their terms on the board this meeting. Sam Knezevic and David Niedergeses are our new board members. We thank our departing members for their service and welcome our new members who will gain voting privileges next meeting.

Budget

There have been changes to the budget that need to be approved, namely, an increase in staff. Scott will work with Doug to revise the budget before presenting it to the board.

Catechesis of the Good Shepherd

CGS is coming to St. Luke's parish this fall. The current Thursday evening class is full with a wait list of 11 children. Father Adam is proposing opening a second class to those on the wait list. This second class would begin around 3:30pm when students are still in the building for the After Care program. Father and Mrs Eaton felt the board should be made aware of this as it occurs during After Care hours. The proper security procedures would remain in place for this class, as well as additional security such as escorting the CGS students to their classroom.

Family Survey

The board discussed conducting a survey of school families to assess satisfaction with the school and look for things to improve upon. Mrs Eaton believes April to be the best time to do the survey. Board

members also suggested doing it in October. Email seems to be the best method of distribution. There are two different possible purposes in conducting the survey; marketing and retention.

Technology

The Chromebooks will be given out to the 5th and 6th graders soon. Mrs Eaton passed out a proposed Technology Agreement that will be presented to parents and students regarding the use of the Chromebooks.

Business Opportunity

Scott Ciochetto discussed the possibility of acquiring a pretzel cart, or a screen printer for the purposes of giving older students business management experience while raising funds for the school. This will be discussed further at a later meeting.

School Supplies

Parents have suggested adding the cost of some of the bulk items on the school supply list to the school fees in order to avoid having to bring it in on school supply drop-off night. It has also been suggested that FSA could facilitate selling school supply kits to parents.

Next Meeting

Next regular meeting will be held September 25 at 6:30pm.

Adjournment

After prayer, the meeting was adjourned at 8:50pm.

Minutes submitted by: Margery Pierce, School Board Secretary

Committee Reports

MARKETING

Marketing Committee Report, 8-28-18

- All new students received a yard sign welcoming them to St. Luke's the evening before school started.
- Open house – November 11
 - Working on coordinating a Student-led Mass, Save the Date invites, and distribution list of who to market to. Hoping to do more email invites this year, with some posters and paper flyers. This responsibility will move this off a FSA responsibility, she agreed. They can help provide volunteers and cookies/snacks but won't leave the planning to a grade.
- We purchased some advertising at Summerfest this past summer. We are discussing options for next year – parade float (t-shirt gun); cardboard boat race; kid's zone activity; kiddie parade; etc. Vicki to consider in planning and budget dollars.
- Door hangs – Father Adam has about 1000 left to distribute. He is going to stack them up along with maps for us to divide and conquer.
- We are looking to add 529 plans to marketing materials/discussions. Margery tried it already and said it was a really simple process.
- Social media – continued to post over the summer
 - 8/4 – Painting/building ready
 - 8/8 – Principal Eaton reading day (9:30-10)
 - 8/13 new teachers reports; 8/15 all staff report – a post about teachers getting ready
 - 8/20 Back to School night

- 8/21 School supply drop off
- 8/23 First day of school
- Next Meeting – September 6 @ 7pm, meeting room 1

FAMILY SCHOOL ASSOCIATION

- Current balance \$54,000
- \$200 given to each teacher for classroom startup expenses
- New Spirit Wear website now live
- Summer Picnic was a success
- Craig Oberreuter is chairperson for Gala this year. Date is 2/9/19 at Courtyard Marriott
- Bingo will be held in gym on 9/23 at 1pm

There was a lot of discussion around money and parents looking for more transparency on where it is going.

-Desire to understand exactly what Books & Technology fee covers. I think the concern is that there are many things out there saying funds are going towards "technology", but what does that mean? (Bike Walk Run raises money for technology, Books & Technology Fee, Technology Grants received, Money to school board, etc)

-Discussion around where exactly FSA money is going, as well as money given to School Board.

FSA suggested an email when money is spent that goes to the parents with a "Thank you for your help raising" and states what was purchased. Do we have a list of what the School Board money was used for that we can share with FSA?

-Suggested eliminating office supplies, such as paper, from school supply lists and instead adding line item expense at beginning of year

EXTRA-CURRICULAR ACTIVITIES

	BATTLE OF THE BOOKS	CHESS	CODING
Summary	Teams of 4-6 students read 24 books over several months then compete against other teams by answering questions about the books and earning points. Coaches help divide up who reads which books and keep students on track with reading and practice questions to prepare for competition.	Students learn about chess through virtual and actual play. Time is divided between a lesson (10-12 mins) and playing (40 mins). Utilize chesskid.com as resource.	Students are introduced to coding through Hour of Code lessons on code.org (Star Wars, Angry Birds, etc). Each student works independently on Chromebook.
Timeframe	Sep-Mar	1/7-3/9 (8wks) Sat, 3/9 Tournament?	9/17-11/12 (8wks - take off 1st wk Nov for conferences) *NOTE National Hour of Code is during Computer Science Education Week (Dec 4-10) 3/25-5/20 (8wks - take off week of 4/22 due to short week)
Sessions	Group kick off meeting in Sep,	3:30-4:30pm 1 day/wk during After	3:30-4:30pm 1 day/wk

	then teams meet monthly on own time. Inner school competition at end of Feb. WInners compete in Diocesan competition in Mar before Spring Break. (Hosted at Sacred Heart. Includes St Pius, St Augustine, St Francis, Holy Trinity). Competitions take place during school day.	School care	during After School care
Grades	3rd-5th - Compete at Sacred Heart 6th - Compete at Winterset in April	3rd-6th	K-6th *Recommend breaking up into K-1 / 2-6 if possible
Cost	??	Free to After Care students. \$?? cost for all other students. Includes snack.	Free to After Care students. \$?? cost for all other students. Includes snack.
Volunteers Needed	1 coach per team of 4-6 kids	1:x? ratio	1:5 ratio recommended Email sent to local volunteer found on code.org - ISU graduate
Materials Needed	Children's Choice books *SH excluding Night Gardener from list	Chess sets, projector, Chromebooks	Chromebooks Students bring notebooks to journal. Use their headphones at school.
Notes	Working with Tiffany Bayless (SH librarian)/BOB coordinator). They are having organizational mtg at end of Aug and will share final details after that, including website link.	<ul style="list-style-type: none"> -Possible fun movie night featuring chess movie. -Motto: Make Friends, Have Fun, Play to Win, Sportsmanship. -Project problem as warm-up. Give prize for solving. -Students rotate through computers and do 10 tactic problems -Sacred Heart chess club coach is head of the Drake University Chess Club, James Freerksen - resource? james.freerksen@drake.edu 	<ul style="list-style-type: none"> -Have students feature projects at Nov Open House -Watch inspirational video, talk about coding use in daily life -Pre-teach core concepts -Print completion certificates -Use #HourOfCode to share on social media -More advanced students can move to Scratch curriculum guide

TO DO	<ul style="list-style-type: none"> -Send out sign up email -Find volunteer coaches -Ensure we have enough books (currently 1 copy in library) -Set kick off meeting date. Reserve room and send out notice. -Get practice questions from Tiffany -Contact Winterset about their competition -Waivers to travel to Sacred Heart -Have library post teams to generate excitement 	<ul style="list-style-type: none"> -Solicit donations for chess sets -Find volunteers to run -Send out sign up email (Nov) -Reserve room for weekly mtgs 	<ul style="list-style-type: none"> -Find volunteers to run -Reserve room for weekly mtgs -Select and test run each Hour of Code, plus extra ones in case older students finish early -Send out sign up email
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FINANCE

No report submitted.

POLICY

No report submitted.