

## St Luke School Commission

# Monthly Meeting 1/31/24

Pastor: Fr. Brad Hagelin

Principal: Rick Boyle

Commission members: Monique Cohen, Chair  
Eric Blom, Adam Fluckey, Elizabeth Buchner, Lacie Hansen, Erica Knauf Santos, Jackie Zevenbergen  
Mildred Medina, Parents' Club President

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## AGENDA

### Opening Prayer

1. **Call to Order** Monique called the meeting to order 6:37 pm
2. **Opening Prayer** Monique
3. **Roll Call** All were present (Lacie, Rick, Elizabeth, Monique, Mildred, Erica, Eric, Adam, Jackie, Fr. Brad)
4. **Approval of the minutes** Eric motioned to approve, Erica seconded, all in favor. Minutes are approved.

### Briefings

#### 1. **Pastor's Report - Fr. Brad**

- Partners in the Gospel families will be announced this weekend. It will be posted on the website at 4 pm on Saturday and shared at all 3 weekend masses.

#### 2. **Principal's Report - Rick Boyle**

- We are tracking to budget well, and may see a surplus. This is mostly due to increased enrollment.
- Enrollment has gone up from 300 in 2020-2021 to projection of 450 in 2024-2025
- Review of fundraising year to date. Annual fund tracking well for this year.
- Questions around how to chase down required payments (SCRIP, auction funding, volunteer hours) in a more streamlined manner. Rick said it is being considered by the fundraising team.
- Review of how fund-a-need funds have been spent past two years (turf, safety measures)
- Review of auction income. Auction proceeds are split 60/40 with school/parish even though the majority of the work to put on the auction is done by the school. Last year, almost \$100K went to the parish. The commission recommends that Fr. Brad or others be sure to message the parish's auction proceeds to parishioners at mass

following the auction. This school is the largest ministry of the parish and we are “hands for service” and this is one way we contribute back to the parish.

- Finance committee is working on how to message tuition increase to families: how to synthesize the process and the “why” behind it to the school community.
- Request for commission feedback regarding community messaging about increase in tuition for upcoming school year. Adam collected and consolidated feedback.
- Toddle progress reports received positive feedback.
- Perception survey going out second week of February. Eric suggests using a Net Promoter /one question format to tease out top issues for families. Adam wants to add a question about if people understand that tuition does not cover the cost to educate a child.
- Safety update:
  - Reviewing safety manual, policy of respect/HIB, and training for staff
  - Need to look at policies for teachers, volunteers, community, coaches: all adults who have a role at the school need to be included in the policy
  - Need to look at a 3-5 year plan and prioritize next steps for safety
  - Training for staff. Staff will provide event supervisory roles and de-escalation and identification of issues.
  - Do we need a uniformed security guard or off-duty police officer at an event? Notify the police when we are having a large event on campus.
  - Want to formalize a process for responding to unsafe behaviors from adults on campus.
  - Want to create a safety committee: commission members, staff, students, parents.
  - Safety committee looking for volunteers with an update submitted by end of the year.
  - Thursday packet update next week on safety
- Questions were raised regarding the Christmas concert event. A discussion ensued.
- State of the school to be Thurs 2.22 on zoom

## **Closing Prayer**

Fr. Brad - 8:15 pm