

**Saint Athanasius Board of Education Minutes**  
**Date December 3 , 2019**

**Motion to Start:** Adam S

**Opening Prayer:** Jennifer S

**Members Present:** Heather E, Drew M, Allison S, Adam S, Craig E, Amy P, Mikki S, Jennifer S, and Fr. Dole. **Members Not Present:** Melanie O

**Approval of Minutes:** November Minutes were approved 1<sup>st</sup> Amy P. and 2<sup>nd</sup> Drew M

**Leader Gram:** Luke 1:26-38

**Additions-Deletions to Board Agenda:**

- Jennifer S's Evaluation Review and selling Script at church on the weekends.

**Administrators Report:**

- The Christmas concert will be held December 10, 2019 and should last 50 mins in length.
- During the Advent season there will be prayer services on Mondays and the students are participating in the Care and Share program, and encouraged to participate in the kindness calendar.
- There will also be a celebration for Jesus's birthday and all the "baby items" donated for this celebration will be given to the Catholic Worker House.
- There is the National Day of Prayer for Inclusion approaching and faculty and staff are reinforcing the concept of "All are Welcomed."
- St. Athanasius's School is a partner school with The Fire Foundation. The Fire Foundation will be hosting a conference in Cedar Falls and inviting nationally known speakers in the United States and are planning on having couple of hundred people attend

this conference. The conference will take place in Cedar Falls. Jennifer S reported that there may be a Fire Foundation started in Des Moines.

**Pastor's Report:**

- The Advent season is occurring and Fr. Dole is trying to tie in what the students see in Sunday mass to what they are seeing in mass during school.

**Action Items:**

- Wellness Policy
  - The school board members discussed the Wellness Policy presented by Jennifer S. Discussed the physical activity, nutritional components, and wellness components of this policy. After discussion members of the school board reviewed the policy and this policy will be posted on the St. Athanasius School Website. Allison S made a motion to approve this policy and Mikki S seconded this motion.

**Old Business:**

- Culture of Trust and Respect
  - Discussed a letter that could be sent home to parents and students discussing the values of St. Athanasius school and everyone's role to display these values. This letter contains roles of all parties: students, parents, and teachers. Discussed how this letter should be sent to families the 2019-2020 school year, but should be viewed as a Covenant that families and the school should share. This letter would then be placed in packets for families to sign at the start of the school year. There was discussion if this letter would be effective or cause harm. Discussion continued on that this letter should be a starting place and that interventions and actions should continue through out the school year to encourage a Culture of

Trust and Respect. Discussed if faculty should sign this document as well and Jennifer S reported that faculty are supportive of this document. Discussion occurred about having faculty send home newsletters about the events of the week/ month or to have faculty/staff follow up with emails after discussions with parents/students/teachers as an attempt to increase communication between parents/families and the school. Discussed having faculty incorporate trust and respect principles or activities into their lesson plan to reinforce these principles and to promote a culture of trust and respect. Discussed having a end of the year get together with parents to inform families of all the positive things occurring at the school and to thank and honor families. Discussed having this type of “thanks” at the Out of Hibernation Event or at the Spring Concert event. Fr. Dole reports that he will review this letter again and send out his recommendations. Discussed how the letter may want to have a theme of “entering into a new decade with new changes, but the values that have successfully built this school is something that we do not want to change.”

- Jennifer’s Evaluation
  - Fr. Dole and Adam met with Alice C. regarding Jennifer’s evaluation. Discussion occurred about the evaluation in that Jennifer received many great comments about her strengths and developed goals that she wants to work on for the next academic year.
- Script
  - Discussion was held about selling Script before and after mass before Christmas and many school board members signed up for the following:

Saturday	Sunday
Dec.7 Allison	Dec. 8 Amy
Dec.14 Drew	Dec. 15 Adam
Dec.21 Mikki S	Dec. 22 Amy

## **New Business**

- Marketing Committee Items and Requests
  - Discussed requests for an open gym on the days that schools get out early.  
Discussed the school's liability with this activity since the school does not have an after school program.
  - Discussed the request of for a 3 on 3 Tournament at the school gym and dates were discussed.
  - Discussed the idea of having a wildcat decal put on the doors of the school gym to promote school spirt.
  - Also discussed updates to the stage curtain in the gym and some new paint in the gym as well. This also caused discussion about projects that the school needs to budget for and discussion incurred about a lift that could be put in the stairwell of the school and getting quotes for this project. Jennifer will also follow up about quotes for a stage curtain and paint in the gym.
- Strategic Planning

- Discussed that in the January meeting the school board will need to approve the Mission and Vision of St. Athanasius School and the Profile of a Graduate from St. Athanasius.
- Iowa Assessments
  - Discussed the success the students had on the Iowa Assessments especially in science and math and the areas for grow such as in reading. Jennifer S reports faculty will work with students to promote growth.
- Hall of Fame nomination forms
  - School Board will discuss Hall of Fame nominees in the January meeting.

**Committee Reports:**

**Finance Committee:** None

**Building Committee:** None

**PTO:** None

**Don Bosco Committee:** None

**Nomination Committee:** None

**School Improvement Advisory/Marketing Committee:** None

**Jesup Public School:** None

**Items for next Agenda:** Hall of Fame, Strategic Plan, Quotes on Items for School Improvement

**Motion to Adjourn:** Adam and 2<sup>nd</sup> Drew M

**Next meeting will be January 7, 2020 in the Upper Library**

**Submitted By:** Allison Stone

School Board by Term:

Term 2 Year 3 Heather E  
Term 1 Year 3 Drew M

Term 2 Year 2 Adam S  
Term 1 Year 2 Amy P  
Term 1 Year 2 Melanie O

Term 2 Year 1 Mikki S  
Term 2 Year 1 Allison S  
Term1 Year 1 Craig E