

ST. LUKE THE EVANGELIST
CATHOLIC SCHOOL BOARD MEETING
Meeting Minutes
September 22, 2020 6:30pm

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 — Joe Schmidlein
 - b. [Prayer](#)
 - c. Roll Call – Joe Schmidlein
 - i. Voting Members Present - Katie Garrett, Sam Knezevic, Nate Newman, David Niedergeses, Steve Pins, Meghan Rupiper, Joe Schmidlein.
 - ii. Non-voting Members Attending – Principal Misty Hade, Father Ken Halbur, Secretary Susan Grebasch
 - d. Call for Additional Agenda Items
 - i. Uniform additions.
 - ii. Executive Session.
 - e. Approval of Amended Agenda – All members
 - i. Sam Knezevic 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** (reports that have been emailed prior to the meeting are listed below)
 - a. Administrative Report – Principal Misty Hade
 - i. Added that at the time of this meeting, zero teachers or students had tested positive for COVID-19 or needed to be quarantined.
 - b. Extra-Curricular Programming – Steve Pins
 - i. Steve was at the Back to School/Picture/Supply Drop off day in the gym to talk to parents about the plan for extra-curricular activities this year. In talking to the parents they loved the layout and information and were happy to see a schedule set for the year. This enthusiasm was tempered somewhat as one of the talking points was that this was the schedule but we are postponing or canceling the programs set to take place in the fall. All in all, it went over well, and hopefully we are COVID Free and can do a larger set up next year.
 - ii. Bootcamp for Kids is going great.
 - iii. Decided to discuss more in-depth at October board meeting on extra-curriculars that may start to take place in 2nd trimester. The sooner we decide or have active conversation about extra-curriculars, even if not starting them until a later date, the better as it will take time to get these programs set up again and scheduled with the different program leads. For some activities, students only will be allowed in the area – no parents or spectators.
 - iv. For events using classrooms, room cleaning protocols will need to be in place.
 - c. Capital Campaign & Building - Father Ken Halbur
 - i. Capital Campaign – No report.
 - ii. Building

1. Waiting on final bids to come in at the end of September. If they meet our needs, we can move forward with construction in October for an anticipated completion in July 2021.
 2. Still about \$200,000-\$300,000 short but anticipate once building starts, the money will start to come in since people see progress happening.
 3. Father is working to get plans and renderings done to post in the narthex for everyone to see.
- d. Technology Captain – David Neidergeses – No report.
 - e. Grant Captains – David Neidergeses/Joe Schmidtlein
 - i. Beginning to look at grants opening up at the first of the year.
 - f. Finance Captain - Sam Knezevic
 - i. Will start to work on the 2021-2022 school budget in November.
 - ii. Will discuss at the October School Board meeting, tuition for next year and teach salary schedule in preparation for November budget figures.
 - g. Policy/Handbook Captain – Katherine Garrett
 - i. Need to update uniform code (see below in New Items).
 - h. SIAC Captain – Nate Newman/Meghan Rupiper
 - i. Added Communication/Social Media presence as another goal for the board.
 - ii. Look at adding Safety Patrol as an option for the students.
 - i. Family School Association Captain – Joe Schmidtlein – no report.

4. Discussion Items (7:00)

- a. Oxtoberfest
 - i. Changing look this year due to COVID. Will not have a party but instead do a nine-day novena. Groups from the parish and school are taking a day and doing something. School Board agreed to sponsor a day. Members will brainstorm on ideas.
- b. Green Gala
 - i. Still planning to hold at this point. Will be evaluated closer to the date.
- c. Spanish?
 - i. Principal Hade still working with the teacher exchange program. The person originally slated to come and teach backed out so working on a replacement.
- d. Increase social media presence and communication. IE teachers lunch, enrollment success, upcoming events.
 - i. Will try and work with Vicki Gilloley in marketing to see what can be done to highlight school activities to the public.

5. Introduction of New Items

- a. Uniform addition.
 - i. Spirt wear coordinators offered up new shirt and fleece options in a dri-fit material that could be added to the uniform options for students. All agreed they were welcome additions. The shirts would be available with the school logo.
 - ii. Vote on modification of uniform policy – Steve Pins motioned, Sam Knezevic seconded. All present approved.

6. Fr. Ken's Comments

- a. Masses are getting more people. All but the Sunday 6 pm service are spilling over into the gym now.
- b. Father Michael Amadeo from Our Lady's Immaculate Heart will do the school mass on Sept. 23.

7. Executive Session

- a. Motion by Sam Knezevic, Steve Pins second, all in attendance approved at 8:06 pm. Left session at 8:26 pm.

8. Closing Prayer

9. Adjournment—Joe Schmidlein

- a. Motion to adjourn at 8:27 pm. Steve Knezevic motioned, Nate Newman second. All present approved.

10. Next Meeting: October 27th, 2020, 6:30 pm

Bulletin Blurb – The School Board met on September 22, 2020. School is full swing with record enrollment and still interest each day. Discussion also centered on extra-curricular activities, building construction updates and additions to the school uniforms were approved (dri-fit shirts). The board will also be sponsoring a day in the Otoberfest novena and work on developing social media presence and marketing. The next School Board meeting is scheduled for Tuesday, October 27 at 6:30 pm. The meeting will focus on opening up second trimester extra-curricular activities, and begin to examine tuition and teacher salaries for the 2020-2021 budget year, in preparation for November budget drafting.

Reports

Administrative

September 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: 2020-2021 (as of 9/18/2020)
 - Kindergarten: 35- 1 online
 - First Grade: 35- 1 online
 - Second Grade: 43- 3 online
 - Third Grade: 38- 1 online
 - Fourth Grade: 31- 2 online
 - Fifth Grade: 20- 1 online
 - Sixth Grade: 20- 2 online
 - Seventh Grade: 10- 2 online
 - Eighth Grade: 5 Total Students: 237
- What is keeping us busy this month?
 - Pray:
 - Spiritual Retreat with Bishop Joensen
 - Student led Masses
 - Morning and afternoon prayer
 - Prayer before and after lunch
 - Learn:
 - Teaching our distance learners
 - Having distance learners come in for assessments
 - Arrival and Dismissal strategies

- Being in classrooms
 - Walkthroughs providing feedback
 - Observations
 - Being a part of PLC meetings
 - Completing FAST reading and math assessments K-5th grade
 - Completing MAP reading, language, and math assessments 6-8th grade
 - IEP meetings
 - CPR/ First Aid training
 - Serve:
 - Mission Day for our Sister School! Holy Family Education
- Success
 - What have you seen or witnessed to further our vision/mission? [Students have been great at including all our new students. The staff has been amazing navigating these uncharted waters. Lots of LONGHORN bucks in the hallway!! Students adjusting to wearing masks, knowing what it means to be safe and responsible using hand sanitizer and wearing masks for others.](#)
 - Meeting with teachers and being a part of the learning conversation
 - Fire drill COVID style complete
 - Building project!
- Information
 - **Conferences-** I am working with the diocese and other administrators to discuss what conferences will look like in the fall. We want to make sure families and teachers know what is happening by the beginning of October.
 - **Distance Learning Teacher-** We were able to hire a teacher as the sole instructor for our K-5 distance learners. Madisen Munoz began with us on September 14. The teachers have been doing an amazing job collaborating with her.
 - **Open House-** what is this going to look like? Do we move it to the Spring during Catholic Schools Week?
 - **Kindergarten Registration Night-** I would like to have Kindergarten Registration Night either in December or January. I believe this will allow us a better idea of how many kindergarten students we will have for the 2020-2021 school year.
 -  **apptegy** - would this app be a good investment for our school? Please view the video here. [Video](#)