

**ST. LUKE THE EVANGELIST
CATHOLIC SCHOOL BOARD MEETING
Meeting Minutes
February 22, 2022 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

- a. Call to Order — Sam Knezevic
- b. [Prayer](#)
- c. Roll Call – Sam Knezevic
 - i. Voting Members Present – Chrissy Eberhart, Katherine Garrett, Emily Haack, Madeline Kerr, Sam Knezevic (President), Nate Newman, David Niedergeses, Steve Pins (Vice President), Meghan Rupiper.
 - ii. Non-voting Members Attending – Principal Misty Hade, Father Ken Halbur, Secretary Susan Grebasch
- d. Call for Additional Agenda Items – All members
 - i. Addition of Parent Survey and Executive Session
- e. Approval of Agenda – All members
 - i. Motion to approve amended agenda by Steve Pins, Emily Haack second. All present approved.

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

- a. None.

3. Reports (questions about reports that have been emailed prior to the meeting)

- a. Administrative Report – Principal Misty Hade
 - i. Teacher contracts go out March 1, 2022.
 - ii. Will be hiring another 6th grade teacher.
 - iii. Currently 271 registered for next year. On track to be bigger than six schools in the Diocese.
 - iv. Working with leadership team to develop schedules due to more students and how that will look in the classrooms/locations, etc.
- b. Extra-Curricular Programming - Steve Pins
 - i. Basketball going well but coming to an end.
 - ii. Track – registration still open through March 4.
- c. Capital Campaign & Building - Father Ken Halbur
 - i. Look to finalize possession of the building.
 - ii. Phase 3 (more rooms and space) will start in about 2-3 years.
- d. Technology Captain – David Niedergeses
 - i. None.
- e. Grant Captain – Madeline Kerr
 - i. See attached report.
- f. Finance Captain - Sam Knezevic
 - i. See Discussion Items related to teachers' salaries.
- g. Policy/Handbook Captain – Katherine Garrett
 - i. See Discussion Items
- h. SIAC Captain – Nate Newman/Meghan Rupiper

- i. See New Items.
- i. Family School Association Captain – Katherine Garrett
 - i. Still waiting on final Green Gala numbers, but looking positive.
 - ii. An electrician has been secured to hook up the scoreboard.
 - iii. Luau date set for August 6, 2022.
 - iv. Working on resurrecting the Green Par-Tee.

4. Discussion Items

- a. By Laws & Constitution – Final Review
 - i. Reviewed final changes and additions.
 - ii. Motion to approve the School Board Constitution and Bylaws as amended – motion by Steve Pins, second by Emily Haack, all present approved.
- b. Revisit Teachers’ Salaries & Benefit Costs
 - i. We know that teachers’ salaries will increase with the Diocesan regionalization program in the future. To help minimize the impact, School Board wants to start increasing salaries now to get there.
 - ii. Due to our increased enrollment next year and good financial stewardship, the board believes the budget can allocate another 1% increase to the teacher and staff salaries.
 - iii. Benefits will be looked at in a May/June meeting.
 - iv. Motion to recommend to Father Halbur that there be an additional 1% increase on the already recommended 4% above base increase (for a total of 5%) to teachers and staff for 2022-2023 – motion by Meghan Rupiper, second by Steve Pins. All present approved.

5. Introduction of New Items

- a. Revisit Parent Survey
 - i. Reviewed updated version.
 - ii. Recommended adding a couple questions regarding middle school.
 - iii. The document will be updated and send to the board to review.
- b. Executive Session
 - i. Motion to adjourn to Executive Session at 8:11 pm by Madeline Kerr, Meghan Rupiper second. All present approved.
 - ii. Motion to exit Executive Session at 8:59 pm. Madeline Kerr motioned, Emily Haack second. All present approved.
 - iii. After coming out of executive session, the board approved the following in regards to feedback from the teachers’ surveys received and putting that into action:
 1. Principal Hade to reach out to approved diocesan religion curriculum providers and obtain samples for the teachers to review to consider how to bolster the religion curriculum.
 2. Establish a regular cadence for communication with the board. The board wants to make themselves available, face to face. Exactly how this will happen will be discussed at future meetings.
 3. Communicate and ensure clarity about the varying responsibilities for the School Board, Principal Hade and Fr. Halbur.
 4. Establish a regular cadence for communication with Fr. Halbur. Details about how this look will be discussed further, both in and outside the board meetings.
 5. Evaluate the addition of an assistant administrator position to provide further support for the teachers, as well as more opportunities for administrators to observe classes and provide real-time feedback.
 6. Review the SIAC in a future meeting.

7. Ensure that teachers know that there is a pool of money for additional classroom resources available. All they need to do is ask.
8. Ensure that teachers know that Fr. Halbur and Fr. Downey are always available to speak to a class about a particular topic or lesson. Another one where all that is needed is a request to do so.

6. Fr. Ken's Comments

- a. Presented the makeup of our parish. Twenty-six percent of our parish is age 0-9, with another 15% age 10-19. Overall, we are a very young parish which is reverse of most parishes.
- b. Met with Ankeny Planning and Zoning Commission – they approved renewal of the portable rooms for another five years. The parish is requested to go back to Ankeny in three years to present a plan on our next building phase and how we plan to remove the portables.
- c. We have a second janitor again along with an after-care person.

7. Adjournment—All member vote

- a. Motion to adjourn at 9:03 pm. Steve Pins motioned, Emily Haack second. All present approved.

8. Closing Prayer

9. Next Meeting: March 22, 2022, 6:30 pm

Bulletin Blurb – February's School Board meeting heard how Principal Hade and the leadership team are developing curriculum schedules for 2022-2023 based on enrollment and locations available in the buildings. Ankeny Planning and Zoning approved a five-year extension on the portable classrooms. The School Board constitution and bylaws were updated. Due to the increased enrollment next year and good financial stewardship, the board recommended another 1% increase to salaries for 2022-2023 for teachers and staff. This will be a total of 5% above the base increase for them. The board reviewed the results of the teachers' surveys and made recommendations about how to put the feedback into action. Please see the official minutes for those action steps. The next meeting is Tuesday, March 22, 2022 at 6:30 pm.

Board of Education Report

February Board of Education Report

Collective Commitments:

We Pray~We Learn~We Serve

Mission:

St. Luke the Evangelist Catholic School is a collaborative community where ALL are respected, encouraged, and challenged.

Vision:

We are committed to building faith, academic, and emotional growth for each individual.

1. Enrollment Numbers: 2021-2022 (as of 2/7/2022)
 - a. Kindergarten: 35
 - b. First Grade: 38
 - c. Second Grade: 35
 - d. Third Grade: 45
 - e. Fourth Grade: 38
 - f. Fifth Grade: 35
 - g. Sixth Grade: 19
 - h. Seventh Grade: 21

- i. Eighth Grade: 10 Total
Students: 276
- 2. What is keeping us busy?
 - a. Pray:
 - Catholic Schools Week (CSW)!
 - Rosary for the United States
 - Mass led by 4th grade students who sang a song after communion taught by their teacher Ms. Wareham
 - Mass led by 3rd and 4th grade.
 - First Communion Parent Retreat
 - New afternoon prayer for the month of February: Act of Love
 - c. Learn:
 - i. Third-grade simple machines!
 - ii. PLC
 - Working on developing a common formative assessment
 - iii. AEA Team Meeting
 - Discuss concerns of students academically and behaviorally
 - iv. PBIS
 - Reviewing data of students
 - Beach Day for the end of the trimester will be held on March 10th.
 - v. Student Support Team Meeting
 - vi. Parent/Teacher conferences
 - Attended conferences with teachers
 - b. Serve:
 - Mission Awareness day for Children's Cancer Connection
 - Hosted a principal for the day- Luau winner!
- 3. Success
 1. Almost 100% participation at parent/teacher conferences.
 2. 5th grade made \$600 for the Zoo
 3. 8th graders make everyone feel confident about roller skating
 4. 7th graders making a new student feel welcome.
 5. 4th graders helping other students get caught up on work missed due to illness.
 6. Ms. Wareham's class has been working on a song that will be sung after communion tomorrow.
 7. CSW dress-up days.
 8. 4th graders working on biography posters and taking pride in their work.
 9. 2nd graders published books and shared them with other classes.
 10. Tours and registration (updated numbers will be shared at the meeting)
 11. Met with the director of secondary education in Ankeny to help transition students not attending DCHS (Dowling).

Extra-Curricular Report

Real Food 4 Kids Cooking Club

This club ended on February 14th. It went very well, and we will be continuing this in the future.

Boys Basketball

This is the first year that we have three boys teams to play in the Catholic Basketball League. We have ten 5th graders, eight 6th graders, five 7th graders, and five 8th graders making up those three teams.

Coaches for this year are:

7th/8th grade team – Jordan Nelson and Ben Ledyard

5th/6th grade team – Steve Pins and Dustin Waters

5th grade team – Tom Pettit and Jim Michels

There is one weekend of regular season games left for each team with the end of season tournament on March 5th and 6th.

Coding for Beginners

This is led by Ms. Pollpeter on Wednesdays after school.

4. Coding for Beginners (2nd-8th grade)
 - a. Students with little to no experience are encouraged to join us to help build a love for coding! Participants will engage in a variety of coding challenges from creating computer games, animation, and working with robots that help build a strong foundation for coding.
 - b. Wednesdays from 3:30-4:30pm
 - vii. There are 3 meetings left for this EC.

Boys/Girls Track

Sign-ups for track are being accepted until March 4th, 2022, using the link in the Thursday newsletter.

12. Coaches this season
 - a. Dillon and Kirsten Murray
 - b. Brandy and Craig Oberreuter
13. Practices 2-3 times per week
14. Meets on Mondays at Dowling Catholic
 - a. 3 meets for grades 5-6 plus Championship meet – Not all will participate in the Championship meet
 - b. 3 meets for grades 7-8 plus Championship meet – Not all will participate in the Championship meet

Grants Report

- Catholic United Financial - Education Tech grant
 - Deadline was 2/1, expected decision first week in March
- Step Up (STEM program award)
 - Deadline is 2/28, awards recipients will be notified by April 8th
- Project Lead The Way (PLTW) (STEM grant for Gateway program 6th-8th)
 - Reached out to a contact through the program and waiting to hear back, decisions are to be made by the end of Feb.