

**ST. LUKE THE EVANGELIST CATHOLIC SCHOOL  
EXECUTIVE LEADERSHIP COUNCIL MEETING**

**Meeting Minutes**

**January 24, 2023**

**6:30 pm - Opening Prayer in Church/Break to Committee Meetings**

**7:15 pm - Immediately Following Committee Meetings**

**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 — Father Ken Halbur at 7:20 pm
- b. Opening Prayer
- c. Roll Call – Steve Pins
  - i. Voting Members Present – Steve Pins (President), Chrissy Eberhart (Vice President), Sam Knezevic (Treasurer), Susan Grebasch (Secretary), Committee Chairs: Emily Haack, Madeline Kerr, Meghan Rupiper, Melissa Stewart.
  - ii. Non-voting Members Attending – Principal Misty Hade, Father Ken Halbur, Assistant Principal Sara Hazel.
- d. Call for Additional Agenda Items – All members
  - i. Mrs. Nowak regarding additional communication option.
- e. Approval of Agenda – All members
  - i. Motion to approve agenda by Madeline Kerr, Emily Haack second. All present approved.

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

- a. Communication Tools – Mrs. Nowak
  - i. Highlighted another tool that we can use to communicate to the parents using Google Classroom.
  - ii. Can be done for school-wide communication.

**3. Administrative Report – Principal Misty Hade, Assistant Principal Sara Hazel**

- a. Current registration for next year is at 247. A little bit ahead of last year's pace.

**4. Update From Fr. Ken**

- a. Met with the Diocesan building committee and awaiting approval to move forward on street construction between St. Luke's and connecting with 13<sup>th</sup> Street. Once approval is received, can start to go out for bids.
- b. Parish overall is in a good place. Currently working on an end-of-the year report.
- c. Parish stands at 2601 parishners; median age 22.

**5. Discussion Items**

- a. Updates from Committee Chairs
  - i. Academics/Extracurricular/SIAC – Meghan Rupiper
    1. Continuing to discuss and seek feedback on the various components of the scorecard.
    2. Ways to connect families with additional support
  - ii. Community/Hospitality/Social – Melissa Stewart
    1. Starting to plan for Longhorn Dash.
    2. Bingo Night/Garage Sale in January – good participation and raised \$400.
    3. Will start working concession stands at home basketball games.
  - iii. Faith & Service – Emily Haack
    1. Researching Catholic Sprouts with Faith Formation Director David Reising, and if that might be a good foundation to use for Faith Committee and incorporate into Faith Formation for next year.
    2. Looking for a teacher representative on the committee.
    3. Worked with basketball teams to do team mass and service project.

- iv. Fundraising – Madeline Kerr
  - 1. Green Gala tickets – 140 sold, sponsorships received, on similar pace to last year.
  - 2. Researching idea of Luau timing/date and if maybe combining with the Green-Par-Tee or keeping separate.
- v. New ESA (Educational Savings Account) Legislation
  - 1. Allows money for school to follow the student.
  - 2. Starts implementation in 2023-2024 school year.
  - 3. Currently 27 families will qualify next year based on income level restrictions.
- vi. FSA family fee
  - 1. Collected in the past to cover expenses for Christmas and birthday gift cards for teachers and staff.
  - 2. Have not collected this year.
  - 3. Usually around \$5000 of the budget.
  - 4. Decision not to collect at this point in the year and just absorb the costs in the budget.
  - 5. Review in the spring/summer on how we want move forward on this.
- b. 2023-2024 School Calendar
  - i. Draft version proposed
    - 1. Starting Wednesday, August 23, 2023
    - 2. Christmas Break – December 22, 2023 – January 2, 2024, starting back on the 3<sup>rd</sup>
    - 3. Spring Break – March 8-15, 2024, returning on the 18<sup>th</sup>
    - 4. Easter Monday, April 1, 2024
    - 5. Last day of school – Friday, May 24, 2024. 8<sup>th</sup> Graders done on Wednesday, May 22 with graduation that night.
    - 6. Council was ok with recommendations but will review final version at the next meeting. Administrators will work in corporate all dates they know of (ex. concerts, conferences, etc.)
- c. Parent Survey
  - i. Timing? Previously done at conferences but may be too soon this year.
  - ii. Make sure we follow up with parents after results after tallied and any results/changes that may occur.

## 6. Introduction of New Items

- a. None

## 7. Fr. Ken's Comments

- a. Regional Board discussing ESAs and how that will affect future enrollment. Several members are expecting applicants to be active parishners, especially if a wait-list situation develops. But more to be decided as enrollment information becomes available.

## 8. Adjournment - All member vote

- a. Motion to adjourn at 8:34 pm by Sam Knezevic, Madeline Kerr second. All present approved

## 9. Closing Prayer

## 10. Next Meeting: Tuesday, February 28, 2023, 7:15 pm (Immediately following committee meetings)

**Bulletin Blurb** – Starting off the new year, the Leadership Council met on Tuesday, January 25, 2023. The hot topic was the passing in the Iowa legislature earlier that day of the Education Savings Account bill. This allows school money to follow the student. With implementation in the 2023-2024 school year, this will bring a new dynamic to the school both in funding and enrollment. Other topics from committees covered planning for the Green Gala and the Longhorn Dash, researching the Catholic Sprouts program and possible implementation next year, and then developing ways to connect families with additional support (health, social and emotional). A draft of the 2023-2024 school calendar was presented with a final to be provided at the next meeting. The next meeting is Tuesday, February 28, 2023; committee meetings at 6:30 pm and Leadership Council at 7:15 pm.

## **January Leadership Council Report 2023**

### **St. Luke the Evangelist Catholic School~ Misty Hade and Sara Hazel**

#### **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.

- Enrollment Numbers: 2022-2023 (as of 1/20/2022)
  - Kindergarten: 43
  - First Grade: 36
  - Second Grade: 39
  - Third Grade: 38
  - Fourth Grade: 43
  - Fifth Grade: 34
  - Sixth Grade: 36
  - Seventh Grade: 17
  - Eighth Grade: 17
  - Total Students: 303
- What is keeping us busy?
  - Pray:
    - Prayer reflection with staff
    - December saint of the month~ Consecration of Jesus Through Mary
    - Advent~ The Journey to Bethlehem
    - January saint of the month~ St. Elizabeth Ann Seton
    - Faith Journey-John Huynh and Denise Mulchay
    - Virtual Faith Journey Sessions:
      - The Mass and its meanings
      - Connecting with our families
      - School as evangelizing grounds
      - Jesus as foundation
  - Learn:
    - Administrator Meeting
    - Continuous data meetings
    - DCHS counselors with 8th-grade students
    - 4th grade to DCHS winter play
    - K-5 and volunteer choir- Christmas Concert
    - All City Band Concert
    - Walk-throughs in classrooms
    - Mid-year meeting with teachers on goals
    - FAST/MAP testing for winter
    - Safety Security Grants
    - Prairie Meadows Grant
    - Professional learning
      - Reset for the rest of the year

- Restorative practices
    - Meeting about a student's IEP
    - Student First Act Legislation
  - Serve:
    - Mission Days-
      - Operation Christmas Child
      - Childlife Specialist
    - Offering support where needed
    - Helping teachers with behavior management
    - Recess and Lunch Duty- the gift of time
- Success
  - Advent-Journey to Bethlehem has been going really well. Like the consistency
  - 3rd grade speakers for Mission Day was a great idea!
  - 5th grade social studies/writing activity
  - Buddies working together
  - 5th and Middle School basketball games - seeing students work together as a team
  - Kindergarten doing a great job practicing for concert
  - 6th grade service trip to Sunny View Care Center
  - 6th grade volunteering to help at K-5 concert
  - Art-making cards for those who are lonely during holidays