

**ST. LUKE THE EVANGELIST CATHOLIC SCHOOL**  
**EXECUTIVE LEADERSHIP COUNCIL MEETING**  
**Meeting Minutes**  
**April 25, 2023**  
**6:30 pm - 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 7:21 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
- 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. None.

**3. Administrative Report – Assistant Principal Sara Hazel**

- a. Enrollment for 2023-2024:
  - i. 95% retention rate of current families.
  - ii. 73 new students.
  - iii. Current enrollment is 345.
  - iv. Most classes for next year are down to single digit availability.
- b. Educational Savings Accounts (ESA) application period will open May 31 and close June 30. As soon as more information is available, it will be sent to the families/parish.

**4. Update From Fr. Ken**

- a. Picnic tables added to the gazebo.
- b. Father Ken working with teachers to get input on other outdoor needs and projects.
- c. Business manager applications are coming in and hope to start interviews in near future.

**5. Discussion Items**

- a. Updates from Committee Chairs
  - i. Academics/Extracurricular/SIAC – Meghan Rupiper
    1. Parent survey sent out and will extend return time.
    2. Working on year-in-review summary to present to families.
  - ii. Community/Hospitality/Social – Melissa Stewart
    1. Green Gala raised over \$40,000.
    2. Longhorn Dash plans proceeding.

- 3. Teacher appreciation coming up.
    - 4. Working on some version of the summer Luau – working on ideas and confirming date.
  - iii. Faith & Service – Emily Haack
    - 1. Finalizing Kids Club for next year.
    - 2. Looking at a new book fair company.
  - iv. Fundraising – Madeline Kerr
    - 1. Applying for several grants for middle school and playground equipment.
- b. Finalize meeting structure going forward
  - i. Board agreed with new schedule proposed by Steve Pins. He will make a few adjustments with final schedule and communication to come out. Implementation starting in June 2023. This will reduce the committee meetings being held each month so people can attend more than one committee at a time.
- c. Current council members plan for terms/rotation
  - i. Sam Knezevic will roll off the Council after the June meeting. We thank him for his years of dedication and service to the Council. If anyone is interested in joining the Leadership Council, please contact Steve Pins or Principal Hade.
  - ii. Decision was made to keep everyone else on for one more year and then start rotating. Want to see what more develops from the regionalization plan.

**6. Introduction of New Items**

- a. None.

**7. Fr. Ken's Comments**

- a. No additional.

**8. Adjournment - All member vote**

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

**9. Closing Prayer**

**10. Next Meeting:** Tuesday, May 23, 2023, 7:15 pm (Immediately following committee meetings)

**Bulletin Blurb** – The Leadership Council's meeting on Tuesday, April 25, 2023 touched on several committee topics as well as upcoming enrollment. Enrollment as of the meeting was at 345 with a 95% retention rate of current families and 73 new students coming in for 2023-2024. Current availability for most classes is in single digits. More information will be coming out in the next several weeks to the school and parish for the Education Savings Account (ESA) application process. Applications will open May 31 (not mid-May as originally discussed in the meeting), closing June 30. Parent survey responses are being pulled for May's meeting. In activities, the Green Gala raised over \$40,000 (thanks to all that participated). Teacher appreciation is kicking off in May as well. Finally, a reorganization of the committee meetings was determined and will begin in June. This provides fewer committee meetings each month in the hopes that people are able to attend more/different ones since they won't all conflict at the same time. More details on that to follow as the schedule is finalized. The next Leadership Council meeting is Tuesday, May 23, 2023; committee meetings will meet prior to the Leadership Council which begins at 7:15 pm.

**April 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 3/9/2023)
  - Kindergarten: 43
  - First Grade: 37
  - Second Grade: 39
  - Third Grade: 39
  - Fourth Grade: 43
  - Fifth Grade: 34
  - Sixth Grade: 37
  - Seventh Grade: 19
  - Eighth Grade: 16 Total
  - Students: 307
- What is keeping us busy?
  - Pray:
    - Good Friday~ students are reverent in all areas of the school.
    - 7th-grade students presenting their Good Friday projects to different grade levels
    - Living Stations of the Cross~ prayed by 8th-grade students
    - April Saint of the Month ~ Saint Bernadette
    - Divine Mercy Prayer
  - Learn:
    - Safety information and addressing any concerns with staff
    - Preparing for FAST and MAP assessments
    - Final comments and clarifications from the teacher survey addressed
    - Administrator Meeting
    - ISASP
    - Continuous data meetings
    - Instructional Rounds
      - Misty~ St. Malachy
      - Administrators at St. Joseph's
    - Walk-throughs in classrooms
    - STEM training for Mrs. Hazel, Mrs. Stevens, and Mr. Klocke
    - Meeting about student needs with parents
    - Yearbook Club- submitted the yearbook!
  - Serve:
    - Mission Days-
      - Animal Rescue League
    - Being with students who needed accommodations for ISASP tests.
    - PBIS Longhorn Buck Staff challenge
    - Offering support where needed
    - Service Field Trip for middle school students
    - 57 students wanting to be altar server trained
- Success
  - Parents putting together the gazebo
  - Celebrating National Asst. Principal Week, School Librarian Day, Volunteer

Week, and Teacher Associate Day!

- Dowling Catholic Jazz Band performed for the school
- Lucas- collaborative in all areas and is there to help when needed!
- Several students graduated from CICO.
- Raised \$1,600 during the Heart Challenge.
- Impressed with the reading progress of Kindergarten students.
- Alyson is helping in classrooms with storm anxiety.
- Alyson Creighton Grad program for Counseling!
- Helping hands when Logan leaves so Claire doesn't have 35 students.
- Sacrament posters in the hallway.
- ISASP extra help and hands. Some students are excited to take the assessments.
- Singing during presentations of the gifts.
- Administrators helping out Middle School staff and students
- A student in Mrs. Nelson's room ~ kindness captain is taking it to heart!!
- Father Ken being present, bringing breakfast pizza to staff, outside at recess.
- Father Ken purchased 2 picnic tables for the gazebo.
- Claudette having a kindness captain job.
- Madison keeping up with the data and pushing hard for our students to get what they need.
- Kendra~ shout out to the work that she does.
- Lucas~ preparing for field day and the Longhorn Da\$h
- Tours
- Enrollment~ 342!!! This is as of 4/17/2023