

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

Meeting Minutes

August 16, 2023

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 7:26 pm
- b. Opening Prayer
- c. Roll Call – Steve Pins
 - i. Voting Members Present – Steve Pins (President), Chrissy Eberhart (Vice President), Dillon Murray (Treasurer), Susan Grebasch (Secretary), Committee Chairs: Emily Haack, Madeline Kerr, Meghan Rupiper. Katie Lensch and Melissa Stewart were absent.
 - ii. Non-voting Members Attending – Principal Misty Hade, Father Ken Halbur, Assistant Principal Sara Hazel.
- d. Call for Additional Agenda Items – All members
 - i. None.
- e. Approval of Agenda – All members
 - i. Motion to approve agenda by Madeline Kerr, Meghan Rupiper second. All present approved.

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

- a. None.

3. Administrative Report – Principal Misty Hade

- a. Teachers participated in crisis response/active threat training.
- b. All staff have been hired – adding in additional band teacher (sharing with St. Anthony's) to teach 6th, 7th, 8th band. Ms. Hopkins will continue 5th grade band and teaching music classes to the school.
- c. Getting ready for the start of the new school year.

4. Update From Fr. Ken

- a. Work continues on the north driveway.
- b. Lines in the parking lots were repainted.
- c. Religious education is starting to get ready.
- d. School masses will be very crowded due to the number of students. There may be a few pews in the back for parents. Also looking at adding additional chairs where available in the church.

5. Discussion Items

- a. Updates from Committee Chairs
 - i. Academics/Extracurricular/SIAC – Meghan Rupiper
 1. YEL signed on to provide extra activities.
 2. Mock trial – hope to have if we can get enough kids to sign up.
 3. Speech/debate – still need someone to lead the group.

4. Working on compiling information from the parent survey and providing a recap to the parents.
 5. Technology – Dillon will be leading the work on this. Discussing at our October meeting and in the spring the planning/progress.
 6. Website redesign – meeting with a catholic company in mid-September on options available.
- ii. Fundraising/Community – Madeline Kerr
 1. Working on Back-to-School night and providing dinner for the teachers that evening.
 2. Updating parent volunteer sign-up sheet – both paper and electronic sign-up options available.
 3. Green Par-Tee on-going registration for September 28 event.
 4. Green Gala – committee starting to work on this for February 2024.
 5. Maddie to look at the option of buying school supplies in bulk as a cost savings.
 - iii. Faith – Emily Haack
 1. Be A Saint Kids Club program – each family in the school will receive a book on Back-to-School night. They will also receive flyers about the program. Each month a new flyer will be sent home regarding that month’s saint.
 2. Information will be put up in the Narthex for the entire parish to learn about the monthly saint.
- b. Official Welcome to New Board Members
 - i. Dillon Murray
 - ii. Katie Lensch
 - c. Tri Council Meeting Notes – Madeline Kerr
 - i. Representatives from the Parish Council, Finance Council and the Leadership Council met.
 - ii. Working on the parish and school website to update and tie together.
 - iii. Fundraising – work on lowering spending in preparation for events, set goals for each function and provide transparency for the givers to understand each function/event.
 - iv. Establish a donor database.
 - v. Integrate communication between groups.
 - vi. Provide cross-attendance – one representative from each group should attend the other’s meeting and report back.
 - vii. Parish Council meetings on the second Thursday of the month at 7:15 pm and the Finance Council meets on the fourth Thursday of the month at 7:15 pm.
 - viii. Notify Nick Rahe in the office of events so he can add to the master calendar. This will help keep the Knight of Columbus informed as they wish to help with events as well.
 - d. Supply Drop Off/Back to School Night
 - i. Who needs to be where and when?
 - ii. Dinner with teachers.
 - iii. Committee volunteer forms.
 - iv. Giveaway for signing up like last year? Yes, there will be a gift card giveaway for those that turn the sign-up sheets into the office/teachers.

6. Introduction of New Items

- a. None.

7. Fr. Ken’s Comments

- a. Education Savings Account applications – 176 families qualified.

8. Adjournment - All member vote

- a. Motion to adjourn at 8:44 pm by Emily Haack, Dillon Murray second. All present approved.

9. Closing Prayer

10. **Next Meeting:** Tuesday, September 26, 2023, 7:15 pm (Immediately following the committee meetings – Faith and Fundraising Only)

Bulletin Blurb – Over the summer, the Leadership Council met in June and August to cover several topics in preparation for the new school year. The council, school and parish are teaming up with YEL to offer more extra-curricular activities in addition to the already established programs. Parent participation is always welcome too. The upcoming Green Par-Tee is Thursday, Sept. 28 and still welcoming participants. Be A Saint Kids Club kicked off on back-to-school night with each family receiving materials. The parish is also involved, as the saint of the month is featured in the narthex. The Leadership Council restructured from four to three committees (SIAC/Academic/Extra-Curricular; Community/Fundraising and Faith) so that everyone can attend additional meetings they may be interested in. Therefore, only one or two committees will meet prior to the Leadership Council on meeting nights. Tri-Council (Leadership, Finance and Parish Council representatives) met to combine forces on the website redesign and ways to provide better oversight of events throughout the year.

Remember as you make everyday purchases and going into the holiday season, to use the RaiseRight (formerly Scrip) gift cards (available both electronically and online). These can be purchased and used at locations such as Menards, Hy-Vee, Fareway, Casey's, Walmart, Target, Kohls and Amazon, to name a few. The school receives a percentage back so a benefit all around. This can be done by anyone – school families, parish members, extended family and friends. More information can be found on the website at <https://www.slte.org/raiserright-intro>. The next Leadership Council meeting is Tuesday, September 26, 2023; the Faith and Fundraising/Community committees will meet prior to the Leadership Council which begins at 7:15 pm.