

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

**Meeting Minutes**

**February 27, 2024**

**7:15 pm**

**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 — Steve Pins at 7:18 pm
- b. Opening Prayer – Father Ken Halbur
- 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. Members Katie Lensch, 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. Addition of ad hoc committee to review book fair options and library books.
- e. Approval of Agenda – All members
  - i. Motion to amend agenda by Madeline Kerr, Katie Lensch second, all present approved.

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

- a. None.

**3. Administrative Report – Principal Misty Hade**

- a. Area Education Agencies (AEA) possible legislative change discussed. Still too much unknown at this point to say the impact it will have.

**4. Update From Fr. Ken**

- a. State of the Parish is out for all to view.
- b. Website modification going well. Switch on the parish site will happen in the near future. The school site is taking more time to make sure all items are covered and included.

**5. Discussion Items**

- a. Updates from Committee Chairs
  - i. Academics/Extracurricular/SIAC – Meghan Rupiper
    1. Battle of the Books finished with 60 kids participating.
    2. Knowledge Bowl is starting.
    3. Religion Bee for middle schoolers. Four finishers move onto the Diocesan level competition.
    4. Track and field starting.
    5. YEL activities have started spring registration.
    6. Teacher/staff survey responses have been received. Committee is gathering the info and will report at the next meeting.
    7. Possible review of the reading curriculum next year by the committee and administration.
  - ii. Fundraising/Community – Madeline Kerr
    1. Grants:
      - a. Applied for one for reading/literacy. Should know in the next couple months.
      - b. Working on STEM grants and looking for safety grants.

2. Gala wrapping up financials and sending out soon.
3. Working on upcoming activities:
  - a. Easter Egg Hunt – April 6
  - b. Longhorn Dash - May
  - c. Teacher Appreciation Week – May
4. Appreciation expressed for all those working on the website redesign.
- iii. Faith & Service – Emily Haack
  1. Developing in-house Be A Saints Kids Club. Working with parish activities and the school counselor to create a well-rounded program to target the different areas of focus for each group.
- b. Regionalization News/Notes
  - i. Fr. Ken and/or Principal Hade update on Regional news or changes (if any)
    1. Decision made by Bishop to move forward and incorporate more schools next year into the regionalization program, including St. Luke. The rest of the schools in the Des Moines area will join in the 2025-2026 school year.
    2. Fr. Ken is comfortable with movement forward after considerable discussion with the diocese. Day-to-day operations will look basically the same as they are now.
    3. Administrator and teacher contracts going out now through the region (not the school).
    4. Benefits of the move include:
      - a. Human resources tasks move to the regional level and free that task from the pastors.
      - b. Teachers pay will increase and unify.
      - c. Streamline and balance out benefits (insurance, sick time, etc.)
      - d. Eventually bring down the parish subsidy.
  - c. 2024-2025 Calendar Proposal Review – Principal Misty Hade
    - i. Looking at dates for 2024-2025 school year.
    - ii. Recommendation of Leadership Council to start on Friday, Aug. 23, 2024 end on May 23, 2025 with two weeks of Christmas break. Principal Hade will take the recommendation to the school leadership committee and discuss.
  - d. Ad Hoc Committee to Review Book Fair Options and Library Books
    - i. Forming group to do a deeper dive for an alternative book fair company that is more in line with the Catholic teaching but provide a wide variety of options for our children.
    - ii. Also take time to review the books currently at the school.
    - iii. Anna Schaffer to lead the group. Principal Hade will work with the school to get participants from the staff/teacher side.
    - iv. Need to establish the criteria of what they are needing, looking for, what are deal breakers and are objectively against our faith. Then create a process moving forward.
    - v. Anyone wanting to assist, please contact Anna Schaffer or the office.

## 6. Introduction of New Items

- a. Council member rotation/terms
  - i. Request members to review their thoughts on continuing on the Council next year and their participation or possible role/committees they may wish to be on.
  - ii. New members/rotation will start in June to begin preparing for the next school year.
  - iii. More discussion at the next meeting.

## 7. Fr. Ken's Comments

- a. None.

## 8. Adjournment - All member vote

- a. Motion to adjourn at 8:41 by Madeline Kerr, Katie Lensch second, all present approved.

## 9. Closing Prayer

**10. Next Meeting:** Tuesday, March 26, 2024, 7:15 pm (Immediately following SIAC only committee meeting)

**Bulletin Blurb** – The Leadership Council met February 26, 2024. Activities are in full swing. Several finished, including Battle of the Books (60 participants) and four middle school finalists moving onto diocesan competition in the Religion Bee. Many starting up for the spring include Knowledge Bowl, track and field, Easter egg hunt and prepping for the Longhorn Dash. Regionalization plans are moving forward with the decision to add St. Luke for the upcoming school year. This will help streamline and unify many of the tasks currently done at the school level including contracts, teacher pay/increase and balance out benefits (such as insurance) across the diocese. The Council expressed their preference for calendar dates for the 2024-2025 school year. The administration will discuss with the school leaders and hope to have the final dates out soon. A committee was formed to review book fair company options as well as review school library books. They will work to establish criteria. Anyone interested in joining, please contact Anna Schaffer or the office. All are welcome to join the next Leadership Council meeting, starting at 7:15 pm, Tuesday, March 26, 2024, as well as the Academic/SIAC/Extra Curricular committee meeting beforehand at 6:30 pm.

## February Leadership Council Report 2024

### 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: 2023-2024 moving target at this time- approximately 345
- Current registration for 2024-2025~370 students have enrolled for the next school year (as of 2/25/2024).
- What is keeping us busy?
  - Pray:
    - Encountering Christ in everything we do
    - Living Like the Saints
    - Student saints on the wall in the entryway
    - Virtues Growing in Mary's Garden~ petals placed on the wall
    - Faith Journey Retreat with Denise Mulcahy
    - Faith Family- We Pray~ prayer intention wall
    - Daily Lent Reflections
  - Learn:
    - Administrator Meeting
    - Regional Administrator Meeting
    - Classroom observations
    - Weekly data meetings with grade-level teams focusing on progressing monitoring data.
      - Completing FAST Winter Assessments
    - Attending IEP meetings
    - Professional Learning time for teachers
      - Shifting the Balance
    - Talking to teachers about safety scenarios
    - Meeting with AEA staff about students
    - Meeting with parents about students
    - Teaching MS ELA and Religion
    - Parent Teacher Conferences
    - 5th grade to the state capital
  - Serve:
    - Mission Day~ Heifer International
    - Staff Valentine Swap
    - Teaching ELA and Religion
    - Helping teachers and students
    - Working with staff and students on technology
    - 6th grade service trip to Sunny View
- Success

- 3-5 music concert
- Catholic Schools Week
- Green Gala
- Tours
- Buddies have been saying hi to Kindergarteners
- During drop-off, the older kids are helping their younger siblings
- Monthly virtues are connected in classrooms
- Middle schoolers saying thank you at the end of class
- Close gap-students are taking it seriously

## 2024-2025 School Calendar Info

### Option 1:

August 23- May 23: This includes a full day on December 20th, Professional learning on Jan. 2, and students returning on Jan. 3.

	#	Hours	Total
Whole School Days	163	6.67	1087.21
Partial Days	4	4.25	17.00
PT Conferences	2 (Times per year)	10.5	21

Total Instructional Hours = 1,125.21

Total State Required Hours = 1,080

Total Hours over Required Hours = **45.21 or 6.78 Days**

### Option 2:

August 23- May 23: This includes a full day on December 20th, Professional learning on Jan. 3, and students returning on Jan. 6.

	#	Hours	Total
Whole School Days	162	6.67	1080.54
Partial Days	4	4.25	17.00
PT Conferences	2 (Times per year)	10.5	21

Total Instructional Hours = 1,118.54

Total State Required Hours = 1,080

Total Hours over Required Hours = **38.54 or 5.79 Days**

### Option 3: This only applies if the law is changed!

August 21- May 23: This includes a ½ day on December 20th, Professional learning on Jan. 3, and students returning on Jan. 6.

	#	Hours	Total
Whole School Days	163	6.67	1087.21
Partial Days	4	4.25	17.00
PT Conferences	2 (Times per year)	10.5	21

Total Instructional Hours = 1,118.54

Total State Required Hours = 1,080

Total Hours over Required Hours = **38.54 or 5.79 Days**

**Spirit Wear Days~ 2nd Friday of each month (unless otherwise noted)**

**Mission Awareness Days~ Last Friday of each month (unless otherwise noted)**