

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

Meeting Minutes

March 26, 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 7:22 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 school website update.
- e. Approval of Agenda – All members
 - i. Motion to amend agenda by Madeline Kerr, Dillon Murray second, all present approved.

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

- a. None.

3. Administrative Report – Principal Misty Hade

- a. Reminder that Catholic Tuition Organization applications close on April 15.
- b. Educational Savings Account applications open April 16.
- c. The 2024-2025 school calendar is finalized and will be sent out to families. School will start on August 23, 2024.
- d. Information on next year's tuition will go out as well this week.

4. Update From Fr. Ken

- a. Phase 3 of the parish will start later in the year. Aiming for groundbreaking to start in the spring of 2026.

5. Discussion Items

- a. Updates from Committee Chairs
 - i. Academics/Extracurricular/SIAC – Meghan Rupiper
 1. Look at possibly doing a survey to send to current high school students that attended St. Luke's and their preparation received here.
 - ii. Fundraising/Community – Madeline Kerr
 1. Still working on a cyber safety grant.
 2. Prepping for upcoming events:
 - a. Easter Egg Hunt in April
 - b. Longhorn Dash in May
 - c. Teacher Appreciation Week in May
 - d. 8th Grade graduation in May
 3. Green Gala raised over \$55,000. Expenses were also cut from last year by 35%.
 - iii. Faith & Service – Emily Haack

1. Next year's Living Like the Saints program will continue with similar structure used this year. Additional touches will be added based on the virtues identified and going to be taught in school by Mrs. Mathis.
- b. Regionalization News/Notes
- i. Fr. Ken and/or Principal Hade update on Regional news or changes (if any)
 1. Meetings continue with schools scheduled to join the region this upcoming year.
 2. Working out current school challenges.
 3. Region working on a unified definition of "active parishioner" to qualify for parish assistance.
 - ii. Former FSA report for funds.
 1. Want to start getting a monthly budget update.
 2. Melissa Stewart to work with Jeremy Swim to review monthly activities and accountability.
 - iii. Book Fair/Library update/options.
 1. Anna Schaffer and members reviewed seven companies including Scholastic and narrowed down to four possibles to use for the book fair.
 2. Four finalists included Blue Ribbon, I:55, Ignatius and Sky Tree.
 3. Blue Ribbon and Ignatius were selected. Anna will check on their availability and possibly doing one in the fall and one in the spring.
 - iv. Staff Survey results
 1. Good response rate.
 - a. Overall sentiment is that St. Luke's is a great place to work.
 - b. The Catholic faith is strong.
 - c. The staff are making good use of their abilities.
 2. Opportunities to develop:
 - a. Onboarding of new teachers
 - b. Dress code – both in perception of teachers and consistency with students.
 - v. Preparation for Parent Survey
 1. Council reviewed preliminary survey and provided suggestions.
 2. Will try and narrow down the questions so it is not lengthy.
 3. Meghan will update a revised draft for review.
 - vi. Council member terms/rotation
 1. In order to start to start a staggered rotation, two members will roll off the council this year. Chrissy Eberhart and Susan Grebasch will end this year. Anyone interested in joining the Leadership Council, please contact Steve Pins or Principal Hade.
 - vii. Website Update
 1. Council saw current progress and provided input.
 2. Continually working on it but lots of pieces to combine.

6. Introduction of New Items

- a. None.

7. Fr. Ken's Comments

- a. None.

8. Adjournment - All member vote

- a. Motion to adjourn at 9:17 pm by Madeline Kerr, Katie Lensch second, all present approved.

9. Closing Prayer

10. Next Meeting: Tuesday, April 23, 2024, 7:15 pm (Immediately following Faith and Fundraising committee meetings)

Bulletin Blurb – Meeting on March 26, 2024, the Leadership Council provided updates on several projects and activities currently in progress. Reminder that the Catholic Tuition Organization (CTO) applications close on April 15. The Educational Savings Account (ESA) applications open on April 16. Everyone is encouraged to apply for both. The 2024-2025 school calendar was set with the first day being August 23. Several events coming up in May – the Longhorn Dash and Teacher Appreciation Week. It was announced that the Green Gala raised over \$55,000 and cut expenses by 35%. The administration continues to meet with the Diocese and Region to prepare for joining together next year. A review of new book fair companies was done and narrowed down to four. Of those, two were selected (Blue Ribbon and Ignatius) to move forward with possibly providing services next year. The staff survey results showed good participation with staff and teachers feeling that St. Luke's is a great place to work with a strong Catholic faith. There are a couple of opportunities that the Council and administration are going to work on improving. Finally, two members have served their terms on the Leadership Council and will roll off. If you are interested in joining, contact Steve Pins or Principal Hade. All are welcome to join the next Leadership Council meeting, starting at 7:15 pm, Tuesday, April 23, 2024, as well as the Faith and Fundraising Committees meeting beforehand at 6:30 pm.

March 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 345
- Current registration for 2024-2025~372 students have enrolled for the next school year (as of 3/22/2024).
 - We have a wait list for Kindergarten, Second, and Sixth grade.
- 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 3rd grade, 6th grade, and 4th grade leading Stations of the Cross
 - Daily Lent Reflections
 - Learn:
 - Regional Administrator Meeting
 - Classroom observations
 - Weekly data meetings with grade-level teams focusing on progressing monitoring data.
 - Getting ready for ISASP testing
 - Attending IEP meetings

- Talking to teachers about safety scenarios
 - Meeting with AEA staff about students
 - Meeting with parents about students
 - Teaching MS ELA and Religion
- Serve:
 - Mission Day~ Sisters of the Blessed Sacrament
 - Teacher Swap
 - Teaching ELA and Religion
 - Helping teachers and students
 - Working with staff and students on technology
 - Middle School service trip to Childserve
 - 2 students made the final team for the Religion Bee.
- Success
 - 3rd grade-leading Stations of the Cross
 - Staff always willing to jump in and help out
 - Middle school service trip-students are excited
 - 7th grade guidance mission statements-students took seriously
 - Teachers always revisiting lessons to make improvements
 - Read and Feed was enjoyed!
 - Social Media Club
 - 7th visit to Dowling
 - Mini-Market-students enjoyed
 - 3-5th music concert went well
 - Social groups with Mrs. Mathis have been very beneficial
 - Middle school PBIS changes
 - Students are accepting of each other in many different scenarios
 - Teacher Swap went well and encouraged relationships between students and teachers