

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

**Meeting Minutes**

**February 28, 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 7:22 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. FSA Funds
- 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 – Principal Misty Hade**

- a. Current enrollment for 2023-2024 is now at 324. Budget is for 325 so right on track.

**4. Update From Fr. Ken**

- a. Ignite campaign for St. Luke is at 99.6% of goal. The parish receives 15% of that back. That money will be used for road construction to connect to roads north of the parish.
- b. The statue of St. Luke arrived and is now on display in the narthex.
- c. Additional new vestments and alter server garments were ordered.

**5. Discussion Items**

- a. Updates from Committee Chairs
  - i. Academics/Extracurricular/SIAC – Meghan Rupiper
    1. Extra-curricular sports include basketball season wrapping up and track about to start.
    2. Continuing to work on their committee's mission. Need to incorporate technology for the future.
  - ii. Community/Hospitality/Social – Melissa Stewart
    1. Still tallying final totals for the Green Gala.
    2. An art fundraiser will be coming out soon.
    3. Urban Air fun night raised about \$250.
    4. Five Guys restaurant night on March 6.
  - iii. Faith & Service – Emily Haack
    1. Be a Saint Kids Club – program the school and parish want to implement next year. Cost is \$3000. A video was done and shown at Green Gala as a special appeal – raised \$1300.
    2. Discussion covered curriculum and books that don't align with our Catholic faith and who reviews them.
  - iv. Fundraising – Madeline Kerr
    1. Applied for several STEM grants and Prairie Meadows grant

2. Longhorn Dash - in need of a co-chair to help with the event. It is currently scheduled for May 4, 2023. Contact Maddie Kerr for information.
  3. Green-Par-Tee - volunteers needed for form a planning committee. Contact Maddie Kerr if interested.
- b. 2023-2024 School Calendar
    - i. Motion to approve calendar after minor corrections. Motion by Madeline Kerr, Melissa Stewart second. All present approved.
  - c. Teacher Survey
    - i. After reviewing results and comments, board will take time in the next month to see what action steps can be taken and how to communicate those steps. Re-discuss at the March board meeting.
  - d. Meeting Structure
    - i. Timing of Committee Meetings
    - ii. Proposed going down to three official committees (combining Community/Hospitality with Fundraising) and then spreading out their meeting dates to be able to have more participation. Having all the meetings on one night limits parents in attendance.
    - iii. Board members to review proposal and come back to March meeting with thoughts and suggestions to move forward.
- 6. Introduction of New Items**
- a. FSA Funds
    - i. Concern of tracking of funds.
    - ii. This was tabled until the March meeting pending further discussion with the administration.
- 7. Fr. Ken's Comments**
- a. Parish bookkeeper has announced she will be leaving at the end of the school year. Finance Council worked with Father Ken to restructure that position. The job will transition and advertise as Business Manager.
  - b. Over Spring Break, new lights will be installed on the west end of the school buildings.
- 8. Adjournment** - All member vote
- a. Motion to adjourn at 9:13 pm by Emily Haack, Madeline Kerr second. All present approved
- 9. Closing Prayer**
- 10. Next Meeting:** Tuesday, March 28, 2023, 7:15 pm (Immediately following committee meetings)

**Bulletin Blurb** – The Leadership Council met on Tuesday, February 28, 2023. Enrollment for 2023-2024 is on track with new tours each week. Committee work continues as they start to incorporate technology needs into future plans, working on several upcoming fundraisers and looking at adding a new saints program for the school and parish next year. The school calendar for next year was approved and will be sent out in the future. School will begin on Wednesday, Aug. 23, 2023 and end on Friday, May 24, 2024. Several items were discussed but need more consideration and review by the Council so they will be added to the March agenda. These include action items to the teacher survey responses, committee meetings timing and cadence going forward, and tracking of expenditures. The next meeting is Tuesday, March 28, 2023; committee meetings at 6:30 pm followed by 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 2/27/2023)
  - 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: 17 Total
  - Students: 308
- What is keeping us busy?
  - Pray:
    - Prayer reflection with staff before Lent
    - February saint of the month~ Saint Jose Sanchez del Rio
    - Afternoon prayer in Spanish
    - Ash Wednesday Mass
    - Lent~ The Jesus Tree
    - 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
    - 1st grade to Civic Center
    - Helping with 5th grade math
    - Walk-throughs in classrooms
    - Safety Security Grants
    - Prairie Meadows Grant
    - Professional learning
      - Childfind process
      - Professional Learning Communities
    - Meeting about student needs with parents
    - Inclusion Conference in Kansas City
  - Serve:
    - Mission Days-
      - Ronald McDonald House

- Offering support where needed
- Helping teachers with behavior management
- Success
  - Catholic Schools Week
    - Talent Show-everyone cheering each other on
  - Battle of Books
  - Singing at the Iowa Wild game
  - Everyone participating at the staff Mass Wednesday afternoon
  - Conferences
  - Tours
  - Enrollment~ 322!!! This is as of 2/22/2023