

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

**Meeting Minutes
October 24, 2023
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 — Father Ken Halbur at 7:15 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. 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. 2023-2024 Budget Overview – Steve Pins
- e. Approval of Agenda – All members
 - i. Motion to amend 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. Currently 136 registered for next school year.
- b. Presented an overview and annual report at Our Ladies Immaculate Heart.

4. Update From Fr. Ken

- a. Working with Invision Architecture to start drafting a high-level mockup of facilities for Phase 3.
- b. Parish will be paying off the rectory due to a special donation.
- c. Oxtoberfest – preliminary numbers showing a \$20,000+ profit.

5. Discussion Items

- a. Updates from Committee Chairs
 - i. Academics/Extracurricular/SIAC – Meghan Rupiper
 1. Diving further into website design and what is needed on the site(s). Committee getting together to work on specifics.
 2. Teacher survey – looking to get general teacher feedback. Council will review a draft to send out soon.
 3. Extra-curricular activities underway.
 - a. Signup for second trimester activities will be coming out soon.
 - b. Mock trial teams will compete in regionals on November 8.
 - c. Speech and debate still looking for a leader to be able to proceed this year.
 - ii. Fundraising/Community – Madeline Kerr

1. Green Par-Tee raised over \$14,000.
 2. Have applied to Casey's for a grant to assist in the cafeteria. Still waiting on outcome.
 3. RaiseRight (formerly Scrip) moving to online purchase only vs. having members sell at mass. Updated information and instructions being compiled and will be distributed.
- iii. Faith & Service – Emily Haack
1. In September, 65 children completed the Be A Saints Kids Club challenges.
 2. In total from the September mission day and children's collection at masses, over \$1000 was raised for St. Vincent De Paul.
 3. Book Fair – looking for parent feedback on what parents are wanting for if we decide to change vendors. Understand that the diocese is looking at the vendor as well and may provide more guidance in the future.
 4. Faith Family has started up again after several years off. K-8 students are paired up and meet with teachers each month to cover topics related to We Learn, We Pray, We Serve. More communication coming out to parents. Every Friday from 12:30-1 pm is currently devoted to Faith Family time for various activities.
- b. Regionalization Update – Fr. Ken, Principal Hade
- i. Our school budget recommendation is due to the regional diocesan office on Friday, October 27. They will review and get back to us in most likely November/December.

6. Introduction of New Items

- a. Budget Overview – Steve Pins
 - i. Since we are transitioning to a regional budget process, we have put in recommended numbers as a council for 2023-2024 school year implementation. The Regional Council will have significant control over many areas of the budget, including increase to tuition rates and staff salaries. The Leadership Council proposed (not voting) on the following changes for the 2024-2025 budget:
 1. Hiring 8th grade teacher, kitchen staff and before/after school staff.
 2. A recommended 10% total increase for teacher salaries.
 3. A 9.13% tuition increase for next year (putting tuition at \$4840) with discounts for the second and third children enrolled with any additional after that free.
 4. The regional budgeters will review and come back with approval or changes to our numbers.
 5. Fundraising monies would still be under Parish/School control. We would be able to dictate where that money is allocated vs. general operation budget.
 6. Looking at possibly starting a little stipend for school crossing guards.

7. Fr. Ken's Comments

- a. Meeting with HVAC installers to see how to account for, and fix, problems from over the past six years.

8. Adjournment - All member vote

- a. Motion to adjourn at 8:17 pm by Madeline Kerr, Emily Haack second, all present approved.

9. Closing Prayer

10. **Next Meeting:** Tuesday, November 28, 2023, 7:15 pm (Immediately following committee meetings – Faith and SAIC)

Bulletin Blurb –The Leadership Council met October 24, 2023. Highlights of the meeting include discussion on current and future extra-curricular activities. For speech and debate to move forward, a leader is still needed to

guide the group. Please contact the council or the office if you are interested. Sixty-five children completed the monthly challenge in September's Be A Saints Kids Club (BASKC). Their pictures are on the wall at the school entrance. We hope to see more added from October. As part of BASKC, mission collections from the school and children's masses, over \$1000 was raised for the St. Vincent De Paul Society. In relation to the new school regionalization plan, the school's 2023-2024 budget was submitted to the Regional Council. All are welcome to join the next Leadership Council meeting, starting at 7:15 pm, Tuesday, November 28, 2023, as well as, the Faith and SIAC committees meeting beforehand.

October 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: 2023-2024 moving target at this time- approximately 345
- Current registration for 2024-2025~ 126 families have enrolled (as of 10/19/2023)

- 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
 - Prayer- Listening and praying a decade of the Rosary as a staff
 - First Faith Family!!!
 - Learn:
 - Administrator Meeting
 - Being in classrooms
 - Weekly data meetings with grade-level teams focusing on progressing monitoring data.
 - Attending IEP meetings
 - Professional Learning time for teachers
 - Talking to teachers about safety scenarios
 - Fire and Tornado drills complete
 - Meeting with AEA staff about students
 - Meeting with parents about students
 - Sitting in on conferences
 - Serve:
 - Taking on duties
 - Teaching for teachers
 - Helping teachers and students
 - Working with staff and students on technology

- Success

- 6th grade went to the Sunny View Care Center
- 8th grade went to Mary's Helping Hands on service trips.
- New 6th-grade student! ~ all students are stepping up and helping her.
- New students feel welcome!
- Several emails from new families about how excellent everything has been.
- Grandma of students singing praises of St. Luke's.
- Mrs. Mathis has seen a positive change in her own son.
- Parent/Teacher conferences were great and well attended. Families are flexible and willing to work with teachers.
- Teachers stepping up and helping out were needed.
 - Aftercare
 - Setting up for conferences
- We are thankful for parents who stepped up and did carline duty all week and provided snacks.
- Still doing tours