

**ST. LUKE THE EVANGELIST  
CATHOLIC SCHOOL BOARD MEETING  
Meeting Minutes  
April 27, 2021 6:30pm**

**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**

- a. Call to Order — Joe Schmidlein
- b. [Prayer](#)
- c. Roll Call – Joe Schmidlein
  - i. Voting Members Present - Katherine Garrett, Sam Knezevic, Nate Newman, David Niedergeses, Steve Pins, Meghan Rupiper, Joe Schmidlein.
  - ii. Non-voting Members Attending – Principal Misty Hade, Father Ken Halbur, Secretary Susan Grebasch
- d. Call for Additional Agenda Items – All members - none
- e. Approval of Agenda – All members
  - i. Steve Pins motioned for approval, Dave Niedergeses second. Agenda approved by all members present.

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

- a. None.

**3. Reports** (questions about reports that have been emailed prior to the meeting)

- a. Administrative Report – Principal Misty Hade
  - i. Enrollment:
    1. Total of 270 registered for 2021-2022
    2. Close to waitlist for next year's 3<sup>rd</sup>, currently at 46 students (48 is max).
  - ii. Sent out future plans survey to current 4<sup>th</sup> grade families to get feel for future 6<sup>th</sup> grade plans. Sixth grade can be a time where students may leave to join the public schools as they go to a 6/7<sup>th</sup> grade program. Out of currently 36 students, received 31 responses, 24 of those said they will be at St. Luke's through 8<sup>th</sup> grade, 17 of those 24 going onto Dowling Catholic High School; the rest various plans. With these current numbers, may drop back to one section for 6<sup>th</sup> grade. While these are not set in stone plans, does help prepare for the future.
  - iii. Masses for next year – with 270 students there won't be room for parents at student mass so trying to figure out options – possibly two masses, gym, etc.
- b. Extra-Curricular Programming - Steve Pins
  - i. Programs winding down for year.
  - ii. Coding club finishing for 4/5 grades
  - iii. Track – one regular meet left and championship on May 10.

- iv. Steve working on setting up plans and activities for next year done by the end of this year. Hope to do more programs next year.
- c. Capital Campaign & Building - Father Ken Halbur
  - i. Moving forward – windows in, walls are up inside/framed, doing electrical and plumbing. Roof mostly finished, HVAC installing. Putting new stone up on outside. Hoping to get Prairie Meadows grant to help cover remainder of money needed to finish the building this spring.
  - ii. With more space hope to bring back parts of Catechesis of Good Shepard – currently being run at Elkhart – St. Mary’s. Will have discussions with them.
  - iii. Moving days this summer– Kindergarten rooms need to empty by June 4 to break through connecting wall with new building. Other rooms will pack up and move as soon as we get approval to move in.
  - iv. Brick fund-raiser – committee working on a prayer garden by the north doors. Father James working on a statue for garden.
- d. Technology Captain – David Neidergeses
  - i. New building – where do we stand on outfitting the spaces? Father ordering projectors and whiteboards. Ordering more Chromebooks, cameras. We will install all network equipment ourselves as soon as we can get into building.
- e. Grant Captains – David Neidergeses/Joe Schmidlein
  - i. Have applied and now waiting on word on the outcome of the Prairie Meadows Grant.
- f. Finance Captain - Sam Knezevic
  - i. See Discussion Items.
- g. Policy/Handbook Captain – Katherine Garrett
  - i. Principal Hade is working on updating diocesan policies with other administrators. This will necessitate updating St. Luke’s policies to match. Won’t have those finals though until August.
- h. SIAC Captain – Nate Newman/Meghan Rupiper
  - i. No report.
- i. Family School Association Captain – Joe Schmidlein
  - i. Working on getting quotes for scoreboard in gym.

#### 4. Discussion Items (7:00)

- a. 8<sup>th</sup> Grade Graduation
  - i. Wednesday, May 26, graduation mass at 6 pm. Info being sent to parents.
  - ii. Will do something at school mass that day as well for the students.
- b. Green Gala Update/Luau at St. Luke’s
  - i. FSA discussed updating plans for this year’s Green Gala. Gala has such a history and tradition so doing something else instead of gala – Luau.
  - ii. Luau will be an FSA sponsored event and work with Green Gala committee.
  - iii. Green Gala 2022 – already booked for Feb. 12, 2021 at DMAAC’s FFA building.
  - iv. This year’s Luau:
    - 1. Still Fundraiser.
    - 2. Adults only.
    - 3. Still working on details.
    - 4. \$50 a ticket – sales through June 1 and then that is it.
    - 5. Raffle will start in mid-May.
    - 6. Silent auction will be held – working on getting donations.
    - 7. Looking for sponsors for Handbid and Entertainment.

- 8. Knights of Columbus will participate and assist.
- 9. Weather permitting will have tent and inside/outside to permit distancing.
- c. Teacher Positions – Update
  - i. Finished interviewing and were able to offer positions and get out contracts. More information coming out when have finalized who's here, leaving and coming. Hope to have that out by end of this school year.
- d. Formal Approval of Principal Hade's Request
  - i. When School Board recently passed the proposed 2021-22 budget there was an anticipated surplus close to \$60,000.
  - ii. Lots of changes since then due to increase in enrollment.
  - iii. Due to increase in anticipated monies, propose the following changes to 2021-2022 budget:
    - 1. Reduce billing to other parishes by \$200 per student.
    - 2. Bring reading resource to full-time position.
    - 3. Hire another part-time custodian.
    - 4. Raise teacher's salaries another 1%
  - iv. In the end, should be able to afford all next expenses/changes and still have some surplus.
  - v. Motion to approve the above listed changes - Meghan Rupiper motioned, Katie Garrett second and all present approved by email.
  - vi. School budget does include increase taking on overhead items that the parish has been handling and we are starting to take on more of those.
  - vii. In the parish – still not meeting current tithing budgeting but not as bad as previously thought. Luckily haven't had to touch emergency money to this point which is better than expected a year or two ago.

## 5. Introduction of New Items

- a. Executive Session
  - i. Motion to go into session – Steve Pins motioned, Meghan Rupiper second at 7:18 pm. All present approved.
  - ii. Motion to exit Executive Session – Nate Newman motioned, David Niedergeses second at 7:47 pm. All present approved.

## 6. Fr. Ken's Comments

- a. Parish refinancing mortgage from 4.17% to 3.5% - saves about \$1100 a month.
- b. Received a grant to help buy technology to broadcast/live cast classes and programs.

## 7. Closing Prayer

## 8. Adjournment—Joe Schmidlein

- a. Motion to adjourn at 7:48 pm. Katie Garrett motioned, Megan Rupiper second. All present approved.

## 9. Next Meeting: May 25, 2021, 6:30 pm

Bulletin Blurb - The School Board's April 27 meeting focused primarily on the future enrollment needs and monies. There are currently 270 students registered for the 2021-2022 school year (as of this meeting). Hiring of teachers is almost complete while the administration is starting to look at future plans with student mass and class enrollment. With the new building starting to come together, plans are starting to form for returning parish programs, moving classrooms and installing technology over the summer and developing a prayer garden. With the increase in students and monies, the board also approved some budget changes for 2021-2022 which include creating a full-time reading resource position, hiring another part-time custodian and raising teacher's salaries by another 1%, as well as taking on some more of the overhead that the parish has been covering.

### **Principal's Report**

#### **April Board of Education Report**

#### **St. Luke the Evangelist Catholic School~ Misty Hade Mission and**

#### **Core Values:**

We Pray~We Learn~We Serve

#### **Vision:**

St. Luke the Evangelist Catholic School is an inviting, positive community where ALL are respected, encouraged and challenged. As a family, we lead with a servant heart. We strive to build faith, academic, and emotional growth for each individual as a valued child of God.

- Enrollment Numbers: 2020-2021 (as of 3/1/2021)
  - Kindergarten: 35
  - First Grade: 36
  - Second Grade: 44
  - Third Grade: 39
  - Fourth Grade: 34
  - Fifth Grade: 20
  - Sixth Grade: 19- 1 online
  - Seventh Grade: 10- 1 online
  - Eighth Grade: 5 TotalStudents: 242
- 267- current enrollment for the 2021-2022 school year as of 4/22/2021
- What is keeping us busy this month?
  - Pray:
    - Student-led Masses
    - Morning and afternoon prayer
    - Prayer before and after lunch
    - First Communion Masses
    - Bishop Administrator Retreat- attended by Misty
    - Kindness for Christ Week
  - Learn:
    - Math Professional Learning for teachers
    - Progress Monitoring
    - Finishing ISASP testing with students who were absent
    - Interviews for open positions
    - Administrator meeting
    - Policy work with the Diocese
  - Serve:
    - Mission Day for Heifer International
    - Can Food Drive
- Success

- Enrollment
- Coding Club 4th and 5th grade students
- 5-8th grade Track