

**ST. LUKE THE EVANGELIST
CATHOLIC SCHOOL BOARD MEETING
Meeting Minutes
September 28, 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 at 6:33 pm — Sam Knezevic
- b. [Prayer](#)
- c. Roll Call – Sam Knezevic
 - i. Voting Members Present – Chrissy Eberhart, Katherine Garrett, Emily Haack, Madeline Kerr, Sam Knezevic (President), Nate Newman, David Niedergeses, Steve Pins (Vice President), Meghan Rupiper.
 - ii. Non-voting Members Attending – Principal Misty Hade, Father Ken Halbur, Secretary Susan Grebasch
- d. Call for Additional Agenda Items – All members
 - i. Add report from Sue Honkamp on the Cooking Club.
- e. Approval of Agenda – All members
 - i. Motion to add to current agenda by Steve Pins, Meghan Rupiper second. All present approved.
- f. New Members - Introductions

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

- a. Sue Honkamp – Real Food for Kids Cooking Club for 3rd-6th grade update
 - i. Has been going for two weeks and doing well. Kids are learning to cook from scratch.
 - ii. Planning to offer it again in the winter.

3. Reports

- a. Administrative Report – Principal Misty Hade
 - i. Change in Principal's Board Report. Now reflective of the total school input. Adjusted Mission and Vision. Successes are inputted from all teachers and staff of things going well around the school.
 - ii. Spent Professional Development Day on Sept. 27, 2021 working on essential standards for various programs along with other schools in the diocese. Ms. Pollpeter is developing an Essential Standards for Religion to implement at St. Luke's since one does not currently exist for the diocese.
 - iii. New teachers review – Principal Hade has been doing evaluations and walk throughs in all the classrooms.
- b. Extra-Curricular Programming - Steve Pins
 - i. Will have a Girls Basketball Team (grades 5-8) this year.
 - ii. St. Luke's will host basketball tournaments three Saturdays this year for both boys and girls.
 - iii. Science program for K-2 coming out for sign up.
 - iv. Battle of Books (*Note update as of this printing, Battle of the Books will not currently be offered Diocesan wide. If that changes and St. Luke's participates, we will again ask for a coordinator.*)
 1. Want to start in mid-October but need coordinator.
 2. If enough, can do grade 3-5 and 6-8 with groups of 4-6 kids in each group.

3. Coordinator needs to be more organizational vs. actual reading. Will work with students to review the materials and prepare for competitions.
 4. February will be St. Luke competition. The winner then goes onto compete in March regionals.
 5. If interested, please contact Steve Pins or Principal Hade.
- c. Capital Campaign & Building - Father Ken Halbur – see Discussion Items
 - d. Technology Captain – David Neidergeses
 - i. Starting to figure out the future of this role – more discussion on that in future meetings.
 - ii. Technology this year is not a stand-alone special during the day but being incorporated into daily teaching methods.
 - iii. Diocese does have a Computer Science standard being implemented July 1, 2022.
 - e. Grant Captain – Open – see Discussion Items
 - f. Finance Captain - Sam Knezevic
 - i. Nothing now but will use October and November board meetings preparing the budget for 2022-2023 school year.
 - g. Policy/Handbook Captain – Katherine Garrett – None.
 - h. SIAC Captain – Nate Newman/Meghan Rupiper
 - i. Nate discussed a proposed timeline of getting feedback from the teachers. Looking at collecting information January-April 2022, review in April/May then discuss and implement any changes May/June.
 - i. Family School Association Captain – Katherine Garrett
 - i. Trunk-or-Treat will be October 30 at 2 pm.

4. Discussion Items

- a. Remaining Officer Vacancy (Grant Captain)
 - i. Madeline Kerr volunteered as new Captain. Will work with David Neidergeses and Father Halbur to on-board and start looking for grant options.
- b. New Building Update & Brick Drive Progress
 - i. Bricks – to date 40 bricks and 1 bench sold. Goal is 250 by November 1 (when sales close). Lots of interest but need actual purchases.
 - ii. Building still in temporary occupancy. Just finishing on HVAC and lighting. Hope to get full occupancy from City of Ankeny shortly.
 - iii. GaaGaa Pit – outside version is popular. Looking for a portable one for the gym.
 - iv. Due to increasing enrollment, next summer will look at expanding the playground and adding a play field west of the current playground area.
- c. Parent-Teacher Communications
 - i. Making sure parents are hearing from their teachers on a regular basis with classroom updates.
 - ii. K-5 teachers should be communicating once a week. Specials will report out monthly. Middle school is communicating on their website.
- d. October Meeting Date & Diocesan Meeting Attendees
 - i. Due to a Diocesan meeting of school boards scheduled at our regular October meeting time on Oct. 26, moving the St. Luke board meeting to Nov. 2 and also moving the November meeting (regularly scheduled during Thanksgiving week) to November 30. There is no meeting in December.
 - ii. Diocesan meeting will start to introduce to school boards the new Regionalization program they are implementing for 2023-2024 budgets. The new process that will start to standardize teacher salaries and tuition costs across the diocese.
 - iii. Shared services will also be implemented to help reduce duplication of costs.
 - iv. There will be one centralized school board for the diocese as well as school based school boards.

- e. Executive Session
 - i. Motion to adjourn to Executive Session at 8:12 pm by Steve Pins, Katherine Garrett second. All present approved.
 - ii. Motion to exit Executive Session at 8:18 pm. Emily Haack motioned, Steve Pins second. All present approved.

5. Introduction of New Items

- a. None.

6. Fr. Ken's Comments

- a. Father Fridays have started. Met with the Middle School to start.
- b. Kitchen storage – starting to move out some things now that we have more building storage. Making way for another refrigerator and two freezers due to the increase in school enrollment.
- c. Average about 180 hot meals a day.
- d. Currently using paper products and plastic ware this year and next due to grant money received from the federal EANS grant. Alleviates the need for a person dedicated to washing dishes at this time.
- e. Will need to hire another cook/staff member for next year.
- f. Portables – license to house these will end next summer. Will be going to the City of Ankeny to get a variance for another five years until more space can be built.

7. Closing Prayer

8. Adjournment—Sam Knezvic

- a. Motion to adjourn at 8:19 pm. David Niedergeses motioned, Steve Pins second. All present approved.

9. Next Meeting: Tuesday, November 2, 2021 at 6:30 pm

Bulletin Blurb – The School Board gathered on September 26, 2021 welcoming new members Chrissy Eberhart, Emily Haack and Madeline Kerr. Extracurricular activities were discussed – reviewing the current cooking class being offered and upcoming girls and boys basketball season. As the new school season starts, teachers are being evaluated, working on school essential standards and should be communicating to the parents on a regular basis. Budget work for 2022-2023 will begin at the next school board meeting. The annual parent feedback survey is moving from the fall to winter to allow new parents more time to experience education at St. Luke's before providing feedback. This also allows the board to review data from all of their assessments at once to gain a full picture of our strengths and areas of necessary improvement. Due to a conflicting diocesan meeting, the next St. Luke's school board meeting will be November 2, 2021 at 6:30 pm. The original November meeting (scheduled during Thanksgiving week) was also moved to November 30, 2021. There will be no December meeting due to the holidays.

Principal's Report

September Board of Education Report

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: 2021-2022 (as of 9/15/2021)
 - Kindergarten: 35
 - First Grade: 38
 - Second Grade: 35
 - Third Grade: 46
 - Fourth Grade: 38
 - Fifth Grade: 35
 - Sixth Grade: 19
 - Seventh Grade: 20
 - Eighth Grade: 10
 - Total Students: 276
- What is keeping us busy?
 - Pray:
 - Mass with Bishop Joensen
 - Blessing of the building by Bishop Joensen
 - Mass led by Middle School and 5th-grade students
 - Blessed to have a 7th-grade student play the violin at Mass
 - Faith Journey break out sessions for staff
 - Middle School prayer service for the month of September
 - Administrator Retreat with Sr. Jude
 - Learn:
 - PLC Reboot
 - Deciding on goals that match our priorities for the year.
 - Deciding on essential standards in Religion
 - Leadership Team Meeting
 - Conference Survey
 - FAST/MAP Assessments
 - Data Day
 - Looking at data to decide on intervention groups in reading and math
 - Student Support Team Meeting
 - This group meets every Thursday morning to talk about students and data.
 - Intervention list for teachers
 - MTSS/ RTI training for staff on September 27th
 - Administrator Retreat with Sr. Jude at CYC
 - Professional Learning Day
 - Morning at St. Luke's
 - Afternoon at St. Francis with St. Pat's and St. Augustin working on essential standards
 - Walkthrough of classrooms
 - Observations and teacher meetings
 - Serve:
 - Painting
 - Putting together lockers
 - Building Gaga Ball Pit
 - Mission Day for Meals from the Heartland
- Success
 - Students love the Gaga Ball Pit!
 - PBIS class parties!
 - New classrooms have saint names and posters!

- Birthdays are posted in the hallway for everyone to see!
- Student work displayed in the hallway.
- Christlike all the teachers are to each other!
- 7th/8th grade with Kindergarten buddies.
- 7th grade helped Leah make tracers for Kindergarten.
- MS exploratory.
- Handing out milk to other classes- “thank you’s”.
- Longhorn buck from specials- visual expectations.
- 5th grade genuine to one another.
- Greeting all the students in the morning.

Extra-Curricular

EC’s currently running

Real Food 4 Kids Cooking Club

Below is an update from Sue Honkamp. She will also be joining our meeting tonight.

Real Food 4 Kids Cooking Club Overview - Weeks 1 & 2

- We have held the first 2 weeks of the cooking club! Kids have remarked that it's the best part of the whole week (sorry, teachers!) and they can't wait to come. We have made:
 - Week 1: Buttermilk pancakes from scratch plus a homemade syrup made from crushed berries. The kids mixed and measured to make the batter and used 2 griddles to make and flip their own pancakes. They used an induction burner to make the berry syrup and then watched as I used an immersion blender to make it smooth. One student was incredibly proud to have cracked her first egg.
 - Week 2: S'mores bars and banana ice cream. The s'mores bars were my take on a traditional favorite. The kids crushed graham crackers and mixed it with several other ingredients to make the base dough, layered with chocolate chips and mini marshmallows, and topped it with more graham cracker dough. Each participant made their own and we baked them in my portable convection oven. While they were baking, we used *only* frozen bananas to make banana ice cream in a blender.
- The kids have all been eager to participate and try their food. They are highly excited, but respectful. We may be a bit loud!
- Addison has been helpful, and she brought a friend along. It works well as each helper oversees a group of 6 and I oversee it all. The helper's roles are to make sure the students follow the recipe, stay on task, and ensure that everyone gets to participate.
- The art room is working well. I can use 2 tables for active cooking, 1 for ingredients and equipment, and the remaining 3 when I need the kids to sit and listen to instructions or eat.

Longhorn Bootcamp

Things have been going great and the kids have had a blast, this Thursday will be the last meeting for the kids. Kate wishes she could continue the class into October, however, the weather is too unpredictable.

Next Up!!!

Girls Basketball update

We currently have six girls in grades 5-8 that are wanting to play basketball for St. Luke's. (updated 9/29/21 to 10) I put the sign up on the parent Facebook page last night so I will update any additional sign ups at the meeting.

With that said if we can get another girl or two, we will absolutely have our first Girls basketball team at St. Luke's!!!!

Science Exploration

This is for kids in grades K-2 and will be limited to 12 participants. We will meet 5 Wednesdays in a row from 7:15am-8am starting October 13th. I will get a sign sign up form to Misty for the Thursday email this week.

Battle of the Books

Still trying to find a leader for this EC.