

**ST. LUKE THE EVANGELIST  
CATHOLIC SCHOOL BOARD MEETING  
Meeting Minutes  
November 2, 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 Ms. Bandstra on reading conference.
- e. Approval of Agenda – All members
  - i. Motion to add to current agenda by Steve Pins, Dave Niedergeses second. All present approved.

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

- a. Ms. Bandstra reported on a conference Ms. Owens and she attended regarding Decoding Dyslexia. Found that our current reading program for grades K-2 fits into this. Also using a process called WIN-time ("What I Need"). This is time to provide extra help or enrichment opportunities for students.

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

- a. Administrative Report – Principal Misty Hade
  - i. Students decorated doors for All-Saints day. She will be getting pictures out.
  - ii. Teachers are being receptive to other teachers' review of classrooms and improvements.
- b. Extra-Curricular Programming - Steve Pins
  - i. The Chosen program – five students enrolled so far.
  - ii. Girls basketball team has started and has 11 members to date.
- c. Capital Campaign & Building - Father Ken Halbur
  - i. Building – just finished grading the ground around the area and working on some heating issues in the new meeting space.
  - ii. Capital – Finance Committee finalizing the final building payment.
  - iii. Brick Campaign – as of 10/31/21 sold 144 small, 73 large and 1 bench.
- d. Technology Captain – David Neidergeses – No report.
- e. Grant Captain – Madison Kerr – No questions.
- f. Finance Captain - Sam Knezevic – See Discussion Items.
- g. Policy/Handbook Captain – Katherine Garrett
  - i. Will use the January Board meeting to review and update the constitution and bylaws.
- h. SIAC Captain – Nate Newman/Meghan Rupiper – No report.

- i. Family School Association Captain – Katherine Garrett – No report.

#### 4. Discussion Items

##### a. 2022 – 2023 Budget

- i. Discussed preliminary numbers. Full details will be sent to board members to review and vote at next board meeting.
- ii. Estimating enrollment for next year at 300, targeting 310.
- iii. Tuition increase to be determined.
- iv. Teacher and staff salary increases to be determined.
- v. Discussion did come up to look at possibly increasing the amount St. Luke's pays on the teacher/staff benefits program. Or if that only benefits a few, do we provide a grant to everyone to be used for benefits or other programs?
- vi. All increases proposed still leaves the school with some surplus at the end to cover any unforeseen charges that may come up or pricing changes.
- vii. Board members will review all options and vote at the next meeting on tuition for next year and teacher salary increase.

##### b. Executive Session

- i. Motion to adjourn to Executive Session at 7:45 pm by Steve Pins, Emily Haack second. All present approved.
- ii. Motion to exit Executive Session at 7:50 pm. Katie Garrett motioned, Emily Haack second. All present approved.

#### 5. Introduction of New Items - None.

#### 6. Fr. Ken's Comments – None.

#### 7. Closing Prayer

#### 8. Adjournment—Sam Knezvic

- a. Motion to adjourn at 7:52 pm. Steve Pins motioned, David Niedergeses second. All present approved.

#### 9. Next Meeting: November 30, 2021, 6:30 pm

Bulletin Blurb – The School Board meeting on November 2, 2021 focused primarily on the looking at the 2021-2022 school budget. Board members will review details, full numbers and be prepared to vote at the next meeting on next year's tuition and salary increases. Discussion also mentioned that we have a girls' basketball team for the first time. St. Luke's will host several games on Saturdays in November. The original November board meeting (scheduled during Thanksgiving week) will be November 30, 2021 at 6:30 pm. There will be no December meeting due to the holidays.

#### Principal's Report

#### October 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 10/29/2021)
  - Kindergarten: 35
  - First Grade: 38
  - Second Grade: 35
  - Third Grade: 45- we had a family move out of state
  - Fourth Grade: 38
  - Fifth Grade: 35
  - Sixth Grade: 19
  - Seventh Grade: 20
  - Eighth Grade: 10
  - Total Students: 275
- What is keeping us busy?
  - Pray:
    - Rosary- each Tuesday in October we prayed a different mystery of the Rosary.
    - Mass led by 4th and 3rd-grade students
    - Faith Journey break out sessions for staff
    - Celebration of our Patron Saint.
    - Decorating door for All Saints Day
    - All Saints Day parties
  - Learn:
    - PLC
      - Working on unpacking an essential standard
    - Leadership Team Meeting
      - Conference information
    - Mentoring Groups
      - Meeting about conferences and progress reports
    - PBIS Tier 2
      - Which students meet the criteria for check-in/check-out
    - Student Support Team Meeting
      - This group meets every Thursday morning to talk about students and data.
      - Looking at progress monitoring data
    - Instructional Rounds- St. Luke's and St. Augustin
    - Professional Learning Day
      - Morning at St. Luke's
      - Afternoon at St. Francis with St. Pat's and St. Augustin working on essential standards
    - 2 teachers attended the Decoding Dyslexia Conference
    - 3 teachers and the administrator attended a workshop on behavior supports for students
    - Walkthrough of classrooms
    - Observations and teacher meetings
  - Serve:
    - Packaged meals for Meals from the Heartland
    - Mission Awareness day for Heifer International
- Success
  - Praying the rosary as a whole school
  - Middle school working with their kindergarten buddies (reading and rosary)
  - 3rd grade's kindness bugs in the hallway
  - 8th grade supporting each other in PE
  - Staff being open to classroom feedback
  - 7th grade being supportive and kind

- Fifth grade helping in the art room
- Mrs. Stuber working with younger students to help them grow in their emotional growth
- Growth of students receiving interventions
- Teachers being helpful and supportive of each other

### Extra-Curricular

1. Real Food 4 Kids Cooking Club (3-6)
  - a. Last day is Monday 11/8/21
  - b. Will be scheduling another club for either the Jan-Mar or Mar-May timeframe
2. Science Exploration (K-2)
  - a. 13 kids registered
  - b. After tomorrow's club we will have done 12 experiments together
  - c. Kids seem to be having a lot of fun with everything
3. Girls Basketball
  - a. 9 girls on the team between 5<sup>th</sup>-6<sup>th</sup> grades (updated to 11 girls as of 11/2/21)
  - b. First games were this past weekend
  - c. First home games will be this weekend
    - i. They will play at St. Luke's 3 Saturdays in a row
4. Battle of the Books
  - a. From everything I can gather, this has been canceled
5. Speech and Debate
  - a. Competitions start 02/08/22
    - i. One competition per month after
    - ii. Last competition is 05/03/22
  - b. Still need someone to lead this.
    - i. I would like to send an email to the faculty/staff at St. Luke's as well as the Parent's Facebook page to see if anyone would be willing to head this up.
    - ii. Will need to get someone very soon if we plan on getting this extracurricular up and running.

### Grants

- Community Foundation of Greater Des Moines
  - Nonprofit Adaptation Grant
    - The purpose of the grant program: Support new technology needs to continue critical service delivery directly related to the COVID-19 pandemic and its ongoing impact.
    - Technology needs up to \$3,000.
      - STLE is in need of:
        - minimum of 5 laptops, at cost \$2,940 for teachers
        - minimum of 10 iPads, at cost \$4,145 for students
    - Awards will be announced 11/15
- Catholic United Financial
  - Education Technology Grant
    - Award grants to schools or parishes in support of hardware and software that benefit the student population in elementary grades, up to \$500
    - Awarded semi-annually, Oct./Feb.