

ST. LUKE THE EVANGELIST CATHOLIC SCHOOL
EXECUTIVE LEADERSHIP COUNCIL
Meeting Minutes
October 25, 2022
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

- a. Call to Order — Father Ken Halbur at 7:12 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 Steward.
 - ii. Non-voting Members Attending – Principal Misty Hade, Father Ken Halbur, Assistant Principal Sara Hazel.
- d. Call for Additional Agenda Items – All members
 - i. None.
- e. Approval of Agenda – All members
 - i. Motion to approve agenda by Maddie 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. St. Luke's had an informational table at the Dowling Catholic High School Pancake Breakfast.
- b. Annual report finished and going out to all the school families soon.
- c. A building vulnerability study was done at our request by Polk County. The results and recommendations will be reviewed and used as information to obtain grants to make improvements.

4. Update From Fr. Ken

- a. Diocesan Ignite Campaign will start – still need members to make informational calls. Contact Father Ken if available.
- b. Parish finances finished in the black last year.
- c. Oxtoberfest numbers to be finalized but overall, good dollars anticipated.

5. Discussion Items

- a. Updates from Committee Chairs
 - i. Academics/Extracurricular/SIAC – Meghan Rupiper
 1. Discussed other ideas and options to include for extra-curricular activities.
 2. Committee working on updating the academic scorecard.
 3. Looking at other boys and girls groups other than scout based.
 - ii. Community/Hospitality/Social – Melissa Stewart
 1. Green Gala – committee members are meeting and finalizing details/theme.
 2. Recent events included Bonfire night, Chipotle restaurant night, Saints classroom parties, Trunk of Treat.
 3. Upcoming events include Urban Air Night (Nov. 7), spirit wear order, AR workshop (Nov. 14-23) and Advent Family Fun night (Nov. 20) along with working with the art teacher on an art sale in the next couple months.
 - iii. Faith & Service – Emily Haack
 1. Clarifying focus of the committee.

2. Working to get liturgical items for the classroom tables that coincide with the year (ex. table runners, etc.)
3. Working with the school social media club to highlight the monthly saint.
4. Prayer angels: we are trying to recruit a family to pray for our school each day of the month through August 2022. Haven't had many sign ups yet.
- iv. Fundraising – Madeline Kerr
 1. Green Par-Tee finished well with approximately \$8000 raised. Looking at options for next year.
 2. Waiting to hear back on several outstanding grants.
- b. Online “Backpack”
 - i. Looking at updating both school and parish websites to include a listing of events and programs going on which would include information and links as needed.
- c. 2023-2024 Budget
 - i. Reviewed initial look at 2023-2024 school budget; targeting enrollment of 325 students.
 - ii. The Council is in the process of considering salary increases for next year.
 - iii. Tuition increases are under review.
 - iv. Recommendation will be done at November meeting on Council's approval to Father Ken on suggested tuition and salary increase.

6. Introduction of New Items

- a. None.

7. Fr. Ken's Comments

- a. Diagrams of future plans for St. Luke's parish buildings and facilities are on display in the Narthex.
- b. Thank you to the Knights of Columbus who provided funds for the soccer goals on the playground.

8. Adjournment - All member vote

- a. Motion to adjourn at 8:47 pm by Maddie Kerr, Emily Haack second. All present approved

9. Closing Prayer

10. Next Meeting: November 15, 2022, 7:15 pm (Immediately following committee meetings)

- a. Note change in date for November due to Thanksgiving

Bulletin Blurb – The Leadership Council's October meeting covered recent school and parish events including the successful execution of the Green Par-Tee and Oxtoberfest. A building vulnerability study was conducted at the Parish's request by Polk County. Those recommendations are under review. The Diocesan Ignite campaign still needs volunteers to conduct informational phone calls – contact Father Ken if available. Committees updated on discussions for additional extra-curricular activities, working on the Green Gala details and working with classrooms to provide additional highlights and attention to the liturgical calendar in each room. The Council viewed the proposed budget for the 2023-2024 school year. The Council is in the process of considering salary increases and tuition for next year. The final Council recommend approval for the budget to Father Ken will take place at the next meeting, Tuesday, November 15, 2022; committee meetings at 6:30 pm and Leadership Council at 7:15 pm.

October Leadership Council Report 2022

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 10/20/2022)
 - Kindergarten: 43
 - First Grade: 36
 - Second Grade: 37
 - Third Grade: 38
 - Fourth Grade: 45
 - Fifth Grade: 33
 - Sixth Grade: 36
 - Seventh Grade: 18
 - Eighth Grade: 18
 - Total Students: 304
- What is keeping us busy?
 - Pray:
 - Rosary in October
 - Prayer reflection with staff
 - Sr. Mary Visitation visit
 - Celebration of St. Luke's Feast Day
 - Student-led Masses
 - Learn:
 - Administrator Meeting
 - Continuous data meetings
 - Conference Sign-ups
 - Restorative Practices training
 - Subbing in classrooms
 - BizTown 5th grade
 - Fire Department visits 2nd grade
 - DCHS visits 8th grade
 - Serve:
 - Meeting with teachers on their goals
 - Offering support where needed
 - Helping teachers with behavior management
 - Recess and Lunch Duty
 - Preparing for our meal packaging event
 - DCHS Pancake Breakfast
- Success
 - 6th-grade field trip to a nursing home-visit the imprisoned, sacrificing our comfort
 - Longhorn Way artwork in the hallway
 - Everyone willing to help out during Rosary
 - Staff helping out with the portables, sub plans
 - St. Luke portraits in the classrooms
 - Action Bibles in all classrooms
 - Fire and Tornado Drills

Committee Meetings

ACADEMIC/EXTRA CURRICULAR/SIAC

Here are the highlights of what we discussed and actions items for the next meeting (those items are in *italic and bold*).

What has happened since our last meeting:

- Mrs. Hade & Mrs. Hazel pulled together our building assessment data and provided an overview to the committee sharing information about our proficiency on the various assessments and how scores compare to the schools within Heartland AEA and the state.
- Administration is working on the Annual Report for the school which will be shared with families in the near future. Mrs. Hade provided a preview of this with our committee.

What is happening next?

- I have revised the format of the scorecard to make it a bit more 'user friendly' and also so that it formats all on one page.
- Over the course of the committee meetings this year, we are going to do a closer review of each section off the scorecard and have collaborative conversations about how to revise & strengthen each section.
- Our goal is to have the scorecard in a 'good' place by the end of this year, which can then be used to develop the strategic plan.
- Mrs. Hade & Mrs. Hazel will share the scorecard with staff to seek their input as well.
- The various committee chairs will also review the scorecard and discuss with their committees to seek input about how to revise, refine, & strengthen it.
- The end goal is to have various stakeholders (parents, staff, etc.) provide input on this document so that it is a collaborative process that involves lots of voices.
- The committee chairs will help to fill in some of the missing pieces from previous years so we can have the most up-to-date version of the scorecard.
- ***For our next meeting, please review the following objectives, measures, & targets on the scorecard (see below). Our discussion at the next meeting will focus on these sections specifically. Consider:***
 - ***Do we have the right objectives? Should some be removed - are there others we can add?***
 - ***Do we have the right measures? Should some be removed - are there others we can add?***
 - ***Is the target appropriate? If there is currently no target listed, input on what the target should be?***

Extracurricular Activities:

- A couple of ideas were shared for new/additional activities - Steve and/or Meghan will look into the possibility of these for next year.
- We would like to get Speech and/or Debate started at St. Luke's but are still in need of 1-2 individuals to lead this activity. If you know anyone that may be interested, please tell them to contact myself and/or Steve Pins.
- There is interest in getting Troops of St. George and the Little Flowers up and going. Emily (chair of the Faith committee) is going to connect with the appropriate individuals to have further conversations about this.
- We are always open to ideas for new extracurricular activities, so if you have ideas throughout the year, please share!

Thank you for your prayers and your participation! **OUR NEXT MEETING IS 6:30 ON NOVEMBER 15** - one week earlier than normal due to Thanksgiving.

FAITH COMMITTEE

Here are the highlights of what we discussed and where we need help moving forward (those items are in ***italic and bold***):

What has happened since our last meeting:

- Living Like the Saints is up and running. Hopefully you have noticed the board in the narthex and are using the handout at home to teach about the saint of the month. The first class also taught about St Luke at a mass this month!
- Prayer angels: we are trying to recruit a family to pray for our school each day of the month through August 2022. Haven't had many sign ups yet.
- Each classroom has a prayer table that now also has a cube that can be used to help identify the liturgical season we are in.

What is happening next?

- Living like the Saints:

* Here is our planning sheet. Please take a look and let Anna or I know if you have ideas about how emphasizing a particular saint or an idea for a month.

https://docs.google.com/spreadsheets/d/1dssEIR1SvKpjBwxdYH_o96KkcAnDMJcPfcOupWQCV_s/edit

* We would like to identify a virtue that is associated with each saint and give teachers a "special" way to reward those particular virtues.

School Environment

- * Tied to Living Like the Saints, we thought we could really emphasize the saint of the month throughout the school. We'd like to get posters in hallways, above drinking fountains, and on the bathroom stall doors. A particular focus for these quotes could be the Eucharist, as we are in the year of the Eucharist.
- * We would also like to ask the Social Media Club to help us publicize this.
- * Another way we can enhance the school environment is by making tablecloths/table runners that align with the liturgical season.
- * We would also provide a place for teachers to store these items when not in use.

Service:

*We discussed the idea of one kid from each classroom wiping down the tables after lunch. At the larger LC council meeting, we weren't sure how this would go over, but it is something that could be discussed.

Classroom Books:

* We would like to get religious free-reading books for each classroom. Here is a google doc where we can start to list out what we'd like to get. **Let's see if we can get at least 2 books for each classroom by the beginning of January.** We can use FSA funds to purchase these.

<https://docs.google.com/spreadsheets/d/1-x8KgU67L8Bpc0nM6XP0H0sdND1c8amqPEJq00MgZ8c/edit>

Prayer Angels

* Going to be re-branded as Prayer Herd (to tie into St. Luke). We need to get something in the Narthex that people can take off/home to sign up.

Clubs:

There is interest in getting Troops of St. George and the Little Flowers up and going. Emily is going to connect Mirka with Dave Rafferty to have further conversations about this.

Thank you for your prayers and your participation! **OUR NEXT MEETING IS 6:30 ON NOVEMBER 15 (TWO WEEKS FROM TONIGHT)** one week earlier than normal due to Thanksgiving.

Fundraising		Time: 6:30 PM	
Date: October 25, 2022			
Attendees:		Next Meeting Date: November 15th @ 6:30 PM	
Not Attending:			
PREVIOUS ACTION ITEMS	PERSON(S) RESPONSIBLE	DEADLINE	UPDATE/NOTES
Green Gala	Chair – Lyndsay Co-Char – Open Members: Mallory, Mandy, Cabin		<ul style="list-style-type: none">• Looking for additional members willing to help make calls asking for donations• Still looking for a Co-Chair• Looking for help with set up/clean up, this would be a great opportunity for service hours!
TOPIC	TIME	DISCUSSION	
New Discussion Items	30 minutes		
	PERSON(S) RESPONSIBLE	DEADLINE	NOTES

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