

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

Meeting Minutes

March 28, 2023

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 (5 minutes)

- a. Call to Order — Father Ken Halbur at 7:20 pm
- b. Opening Prayer
- c. Roll Call – Steve Pins
 - i. Voting Members Present – Steve Pins (President), Chrissy Eberhart (Vice President), Susan Grebasch (Secretary), Committee Chairs: Emily Haack, Madeline Kerr, Meghan Rupiper, Melissa Stewart. Sam Knezevic (Treasurer) excused absence.
 - ii. Non-voting Members Attending – Principal Misty Hade, Father Ken Halbur, Assistant Principal Sara Hazel.
- d. Call for Additional Agenda Items – All members
 - i. Updated 2023-2024 calendar adjustments.
- e. Approval of Agenda – All members
 - i. Motion to approve 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. Current enrollment for 2023-2024 is now at 338. Budget currently set at 325 so over goal.
- b. Teacher contracts have gone out and returned. Two not returning due to choosing to stay at home next year.
- c. A middle school English language arts for 6th grade has been hired.
- d. Adding a 1st grade associate for next year.

4. Update From Fr. Ken

- a. North road and sidewalk quotes coming in and hope to begin this spring.
- b. Business manager job description finalizing. If interested, contact Father Ken.
- c. Phase Three timeline – goal is to start construction in early 2026, complete by summer 2027. Portables will be removed by August 2027.
- d. Depending on money raised, minimum additions will be new classrooms, followed by adding offices and if we reach our stretch goal, adding on a new cafeteria.
- e. Brick garden – looking at adding a statue.
- f. Thanks to Mary Otis who created the base for the St. Luke statue in the Narthex.
- g. Preparing for upcoming first communions (four services) and two confirmation services.

5. Discussion Items

- a. Updates from Committee Chairs
 - i. Academics/Extracurricular/SIAC – Meghan Rupiper

1. Working on increasing extra-curricular activities for next year – welcome suggestions, need volunteers, reaching out to teachers for ideas
2. Continue to focus on technology needs and future planning.
3. Planning on what can be done to apply next year for Blue Ribbon status.
4. Looking into need for middle school interventionist.
- ii. Community/Hospitality/Social – Melissa Stewart
 1. Longhorn Dash preparation for Thursday afternoon, May 4.
 2. In process of Art fundraiser.
 3. Looking at summer activities.
- iii. Faith & Service – Emily Haack
 1. Due to the cost of implementing Be a Saints Kid Club, plan on offering it to school families next year with the option for parish families to purchase at bulk pricing.
 2. Working on sending teachers a summary of what has been done by the committee this year.
- iv. Fundraising – Madeline Kerr
 1. Working on two grants – one for service learning and one on mental health.
- b. Re-visit Teacher Survey
 - i. The school administration is working with the teachers reviewing the survey answers at their upcoming April and May staff meetings.
 - ii. Leadership Council needs to work on more visibility and connection with the teachers.
 - iii. Working on preparing a parent survey to go out soon.
- c. Re-visit Meeting Structure
 - i. Timing of Committee Meetings discussed.
 - ii. Decided committee meetings can begin meeting ahead of the Leadership Council at time convenient for them. Doesn't have to be at 6:30 pm – could be earlier if they wish.
 - iii. Council members will deliberate and discuss at next month's meeting their plans for future terms. Need to start rotation of members so everyone doesn't leave at once. This will necessitate people staying on for one more year, two, three and possibly four.
- d. Re-visit FSA Funds
 - i. What are they being used for?
 - ii. Some funds and bills were being paid before committee members knew of the cost.
 - iii. Committee members and administrative staff are setting up a Google form for teachers to request additional funds for projects.
 - iv. Hope this will provide better tracking as well as some internal procedures.

6. Introduction of New Items

- a. 2023-2024 Calendar Adjustment
 - i. Added an additional half day off on May 3rd.

7. Fr. Ken's Comments

- a. No additional.

8. Adjournment - All member vote

- a. Motion to adjourn at 9:17 pm by Madeline Kerry, Emily Haack second. All present approved.

9. Closing Prayer

10. Next Meeting: Tuesday, April 25, 2023, 7:15 pm (Immediately following committee meetings)

Bulletin Blurb – The Leadership Council met on Tuesday, March 28, 2023. Enrollment for 2023-2024 has exceeded goal and space is getting limited in several classes. We are lucky to have all but two teachers returning for next school year (we wish the two well that are choosing to stay home next year). In committee work, working to increase extra-curricular activities next year (volunteers always needed to insure programs are offered). Preparations are underway for the Longhorn Dash on the afternoon of Thursday, May 4. Faith & Service will offer Be a Saints Kid Club to school families next year. Committee members are still applying for grants to supplement additional programs. Teachers and staff are reviewing teacher survey results in order to better meet needs and improve programs. A draft of the 2023-2024 school calendar is on the school website (under the Parents tab). A final will be available soon. The next Leadership Council meeting is Tuesday, April 25, 2023; committee meetings will meet prior to the Leadership Council which begins at 7:15 pm.

March 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: 2022-2023 (as of 3/9/2023)
 - Kindergarten: 43
 - First Grade: 37
 - Second Grade: 39
 - Third Grade: 39
 - Fourth Grade: 43
 - Fifth Grade: 34
 - Sixth Grade: 37
 - Seventh Grade: 19
 - Eighth Grade: 16 Total
 - Students: 307
- What is keeping us busy?
 - Pray:
 - Stations of the Cross each week
 - March saint of the month~ Saint Kathrine Drexel
 - Lent~ The Jesus Tree
 - Virtual Faith Journey Sessions:
 - The Mass and its meanings
 - Connecting with our families
 - School as evangelizing grounds
 - Jesus as foundation
 - Learn:
 - ESA meeting
 - Guiding Star Presentation
 - Continuous data meetings
 - Instructional Rounds
 - Sara- DCHS

- At St. Luke's
 - Walk-throughs in classrooms
 - STEM training for Mrs. Hazel, Mrs. Stevens, and Mr. Klocke
 - Meeting about student needs with parents
 - Social Media Club
- Serve:

- Mission Days-
 - Animal Rescue League
 - Offering support where needed
 - Service Field Trip for middle school students
 - 57 students wanting to be altar server trained
- Success
 - 2nd-trimester PBIS all school reward Farmers or Farm Animal
 - Two new 7th-grade students—have done a good job welcoming them
 - Staff knowing students' names beyond own classroom
 - Student work in hallways—ex. Beatitudes poster led to classroom discussion for other classes
 - Student relationships between grades
 - Students helping with any task voluntarily
 - Staff taking the initiative to help our school
 - Teacher/ Student Gala Breakfast
 - Tours
 - Enrollment~ 335!!! This is as of 3/22/2023