

# Minutes – Board of Education

December 2nd, 2025 - 5:30pm

1. Call to Order: 530pm
2. Attendees:
  - a. Emily Hietpas, Carly Tiedt, Nicole Vanden Heuvel, Kim Lamers, Kyle, Olivia O’Connell, Amber Eisenschink, Dacia Hermes
  - b. Guests: Sarah Vosters
3. Opening Prayer (Carly)
4. Recite Mission Statement
5. God Moments to Share
6. Student spotlight (Emily)[Video.mov](#)
  - a. 2nd grade students: Louie & James - thanks for joining us and sharing!
7. Marketing Committee Representative (Sarah Vosters)
  - a. Registration updates
    - i. “Deadline”: April 1
    - ii. ? Automatic registration - can we just roll students into the next grades, and have families verify?
    - iii. Conversations started in Oct, previews have been advertised. Some families have already signed up for the preschool registration sessions. Facebook ads. Times Villager - 12/31 with first ad, there will be 4. 150+ flyers going to local daycares. Fewer and fewer families have taken advantage of the “refer a family” discount (\$250 per family, for each family)
    - iv. Tours - how are those set up? School office (Lisa and/or Nicole) schedules, then Kyle follows up. Had a few families that attended on Friday, the tour then followed mass.
    - v. Baptism list/families to receive a postcard
    - vi. 4K - LC will be offering a full day 4K 2026-27 school year? Amber review board minutes for LCASD.
      1. Current offerings:
        - a. full time, 3 day, ½ day options ? Amber review
  - b. Highlight Excellent Star Results - internally
    - i. not to compare and compete, but highlighting the current scores
8. Old Business
  - a. Approve [November minutes](#)
    - i. Motion: Nicole
    - ii. Second: Kim
  - b. Homework Policy Draft [Homework Policy Drafting](#)
    - i. Motion: Nicole
    - ii. Second: Emily & Kim
      1. Amber to update handbook language for release for 2026-27 school year
  - c. Role of board, introductions, communication between board/principal (Dacia)
9. Standing items
  - a. Reading Retention Policy [Reading Retention Policy for 3rd-4th Grade Students - Google Do...](#)
    - i. Reading: Benchmark curriculum - not yet approved, in review
  - b. Technology Committee Update (Amber)
    - i. Minimal to report: Vendor access to systems, budget discussions

## 10. Principal Updates

- a. School calendar draft - working through this process
- b. Spiritwear days - left to principal discretion

## 11. New business

- a. Budget (Deacon Dave)
  - i. \$160 (4.5%) increase to tuition based on 2.5% wage increase and a 10% increase in health insurance costs
- b. Policy Creation (Amber)
  - i. Shout out to Sarah Vosters for putting together this page for the policies: <https://stjn.org/board-of-education/> > Policies
  - ii. **W 2220 Classroom Volunteers (Dec 2016).docx** - listed as to be rewritten
  - iii. Interview Best practices (teaching staff, support staff, leadership positions) with communication expectations
  - iv. Teaching Staff Qualifications (ideal vs required)
- c. Mentorship Program -to include high school connections (Dacia)
  - i. BOE to aid if desired
- d. Non discrimination policy (Dacia) **Non discrimination policy-working document**
  - i. Motion: Carly
  - ii. Second: Amber

## 12. Closing Prayer – Our Father - 717pm

## 13. Adjourn-Next meeting January 6th 2026 at 5:30

## 14. Action Items for next meeting:

- a. Dacia- invite Finance council rep to January meeting?
- b. Kim- touch base with Nicole G about Bridges
- c. Amber- (absent - March 3, work conference) - update student handbook with new homework language, send Nov minutes to Sarah ZT, send non-discrimination language to Sarah Vosters
- d. Nicole- (absent - March 3) -
- e. Emily- student spotlight
- f. Olivia-
- g. Carly - 2220 Volunteer policy
- h. Deacon Dave- budget (prior to meeting)
- i. Principal- calendar, reading curriculum research, diocesan guidelines/policy

### Prayer for upcoming meetings:

January: Emily

February: Deacon Dave

March: Mr. Kapinos

April: Nicole

May: Dacia

June: Olivia