

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.  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