

St. Luke School Commission Meeting Minutes

Tuesday, June 4, 2019, 7:00 PM

In attendance: Msgr. Schaedel, Beth Borland, Katie Kumler, Kevin Stitle, Elizabeth Kissel, Mary Jo Woodside, Kelly Wessel, Rob Stapleton, Dan Heslin, Kevin McCusker, Katee Schrage, Jen Schaefer, and Katie Delisle

Katie Kumler called the meeting to order at 7:03 PM. Monsignor Shaedel opened the meeting with a prayer.

Katie Kumler introduced Katie DeLisle, who will be joining the School Commission next year.

Elizabeth Kissel presented the 8th grade graduation video that Mr. Scott made, including video from all the way back from kindergarten.

The School Commission unanimously approved the May minutes.

The School Commission held elections for the executive committee. Katie Kumler was elected President, Katee Schrage was elected Vice President, Rob Stapleton was elected Treasurer, and Kevin McCusker was elected Secretary.

Rob Stapleton reviewed the school finances for the year. The overall deficit for the year is inline with what the expectations have been.

Katie Kumler briefly reviewed recent Pastoral Council meetings, which included keeping track of the current status of the School Commission.

Kelly Wessel reviewed recent PTO activities. The PTO turned in a budget for 2019-20. Kelly reviewed some of the teacher appreciation week activities.

Elizabeth Kissel reviewed some of the highlights of the principal's report. The ILEARN tests went off well. There was an event this year where St. Luke Alumni who were graduating seniors came back along with their 5th grade "buddies." The upcoming 6th graders had a day where spent time in the middle school classrooms to give them a better idea of what the transition to middle school will be.

Elizabeth Kissel reviewed staffing changes for the upcoming year. Beth Borland reviewed the update on the science curriculum. The curriculum will follow the Indiana Science Initiative, which is an inquiry-based program that is rich in literature as well. Training for the teachers will begin this summer. Beth Borland also reviewed the attendance statistics for the year.

Jen Schaefer reviewed current enrollment numbers. There are 51 enrolled kindergarten students.

Mary Jo Woodside reviewed the building and grounds committee. Some carpet in a school bathroom will be replaced by tile and a hole in the floor in linoleum will be repaired.

Msgr. Schaedel closed the meeting with a prayer at 8:38 PM.

Respectfully submitted by Kevin McCusker, School Commission Secretary

Appendix

- I. Principal's Report (pp. 4-6)
- II. Pastoral Meeting Highlights (p. 7)

ST. LUKE SCHOOL COMMISSION ~ JUNE 2019

ST. LUKE PRINCIPAL'S REPORT

Vision Statement

St. Luke Catholic School (SLS) will graduate students that are prepared to attain their greatest spiritual, academic, social, physical, emotional, and creative potential to make a positive difference in God's World.

Mission Statement

St. Luke Catholic School, with the love of Jesus Christ as our model and guide, is dedicated to educating students in Catholic Doctrine and practice.

AGENDA ITEM: *Highlights*

Details	Date
ILEARN: The first round of ILEARN was successfully implemented.	<i>April - May 2019</i>
7th Grade Light of the Leadership Mass The 7th Grade Team created a "Leadership Series" this spring to help prepare our current 7th graders to assume their role as the new leaders of the school. The teachers created a weekly leadership lesson, with a guest speaker, centered on a combination of the 5 Pillars of being St. Luke Strong and Steven Covey's "7 Habits of Highly Effective Students." The series culminated in a "Light of the Leadership Mass" where the 7th graders were formally welcomed into their role as the leaders of our school and assumed their new seats in the 8th grade section. A reception was hosted afterwards for parents.	
6th to 7th Grade Transition: In order to facilitate a smoother transition in to Middle School, the 6th grade team and the Middle School team worked together to form a "6th to 7th Grade Transition" consisting of the items outlined below. HERE is a video that the teachers prepared to welcome the families to 7th grade. The activities were very successful in their inaugural year and we look forward to continuing to grow these ideas in the future! <ul style="list-style-type: none">● Bump Day - On Wednesday, May 29th, 6th Grade Students participated in "Bump Day." On this day, they were divided into small groups which rotated through each of the Middle School teachers. The teachers took a few minutes to get to know the students, to share their best tips for succeeding in Middle School and to give a little intro to their class to help the students get excited for next fall!● Parent Meeting - Mrs. Kissel held a parent meeting for the parents of rising 7th graders to help prepare them for the transition, provide	<i>May 2019</i>

<p>some helpful hints, and answer any questions they may have. The meetings were scheduled at two different times to accommodate parents' schedules, one session was held in the evening and one was held during the school day.</p> <ul style="list-style-type: none">● 5th to 6th Grade - Upon learning about the 6th to 7th Grade "Bump Day", the 5th grade team wanted to offer the same experience to their students. The current 5th graders spent part of their morning with the 6th grade team to help prepare them for that transition, as well!	
<p>Staffing Updates:</p> <ul style="list-style-type: none">● Mr. Rick Wiese has resigned his position as a 5th grade teacher, he will be pursuing his dreams of writing and illustrating children's books. We wish him the best of luck!● Mrs. Daniel Fleming will be transitioning to the 5th grade homeroom teaching position. He will be serving as the 5th grade math teacher and, like Ms. Clark and Mrs. O'Neill, will teach ELA for his homeroom. He is excited for the chance to build deeper relationships with students at the homeroom level.● Mrs. Elizabeth Finney will be joining us as the new Technology teacher. Mrs. Finney is currently teaching Technology in Carmel Clay Schools and is excited to bring her knowledge and experience to St. Luke!● Mrs. Sue Schneider has resigned her position as a 4th grade teacher. She will be transitioning to St. Michael's in Greenfield next year. Mrs. Schneider has been a wonderful asset and a strong advocate for our School Safety Procedures.● Mrs. Elizabeth Hicks will be "coming home" to St. Luke! Elizabeth previously taught 2nd grade at St. Luke and left to teach 4th grade at Orchard the past two years. Mrs. Hicks loved 4th grade, but found that she deeply missed Catholic Education and, specifically, the St. Luke community. She is very excited to bring her fourth grade experience to St. Luke as she returns to us in the fall as the new fourth grade homeroom teacher!● Mrs. Jeatran has resigned her position as the Middle School English/Language Arts teacher to enjoy retirement. We are grateful for the wonderful service that she provided for us this semester and wish her a happy retirement!● Mr. Zach Brown will be joining us as the new Middle School English/Language Arts teacher and will also be serving as the new Cadet Football Coach. Mr. Brown brings a passion for building strong, positive relationships with students and is very excited to join the St. Luke Family!● Mrs. Chris Kelly will not be returning to St. Luke this fall, creating an opening in 1st grade. Mrs. Kelly has taught at St. Luke for 30 years, serving as a strong advocate for the success of our primary curriculum. We are grateful for her service and wish Mrs. Kelly the	

very best of luck in her future and will be working to fill the 1st grade position this summer.	
Science Adoption (Beth Borland) <ul style="list-style-type: none"> Indiana Science Initiative (https://www.indianascience.org/) 	<i>For Use in 2019-2020</i>
Attendance Update (Beth Borland) <ul style="list-style-type: none"> Strategic Plan: Vision & Mission, Goal #4 	<i>May 2019</i>
Marketing & Advancement: Enrollment Update (Jennifer Schaefer)	<i>May 2019</i>
8th Grade Video (Courtesy of Mr. Scott)	

STRATEGIC PLAN UPDATES

STRATEGIC PLAN: ACADEMIC EXCELLENCE

Discussion: This is an overview of the updates pertaining to the Academic Excellence goals outlined in the 2018-2021 Strategic Plan

Action items	Date	Status
<p>Goal: #9 : Develop curriculum maps for K-8, which are vertically and horizontally aligned to ensure every student successfully completes a coherent sequence of academic courses rooted in Catholic values.</p> <p>Administration report status of curriculum maps to School Commission annually.</p> <ul style="list-style-type: none"> UPDATE: The Social Studies Curriculum Maps are completed by grade level under the supervision of Mrs. Borland. The next step will be to review the maps and ensure vertical articulation. UPDATE: An Instructional Coach from Cathy Tooley’s <i>Tools for Success</i> will be meeting with our 5-8 ELA team to review the ELA curriculum maps and work to integrate the Literature and Language Arts skills in a more cohesive manner that encourages reciprocal teaching of the reading and writing standards. UPDATE: A new Science Curriculum, the Indiana Science Initiative, has been adopted for the 2019-20 School Year. Mrs. Borland will oversee the curriculum mapping for this curricula. 	<i>June - July 2019</i>	<i>Ongoing</i>

Pastoral Council Meeting HIGHLIGHTS

21May2019

School Commission Update:

- I provided informal semi-annual School Commission Update

Questions asked

- an we target families from Spring Mill that have been re-districted?
- are we doing a blanket mailer to all families in the area?
- Do we still offer mult-child discount?

Finance Update

- Sunday offerings – on target
- School Tuition:
 - 6% increase for single student families.
 - Target is 570 students
 - WANT a written plan from the school about what would we do if have more than 570 AND less than 570 students
 - The school contingency is gone so we need to address the plan to rebuild these funds
 - More questions about non-parishioner rate and voucher/grant numbers
 - Pre-school Budget
 - Projecting smaller deficit
 - 2% increase
 - what is the rate of transition to from preK to SLS- K
- SLAC (part of the Parish Life)
 - 10K loss; CYO charges per team. Not # of kids per team
 - Fundraising by the Dad's Club/Casino Night
 - Expected to do better cost-accounting
- SMRE
 - 100 non-parishioner kids are in grades 5-8
- Parish Budget (which includes the School Budget)
 - Recommended by the Finance Council
 - Recommended by the Parish Council
 - Approved by the Pastor
- Capital Campaign Update
 - Have had 3 meetings with potential donors
 - Have a weekly Monday night meeting of Exec Committee
 - Volunteers are making calls to parishioners; Very engaged group