

**St. Luke School Commission Meeting Minutes  
Tuesday, September 2, 2014, 7:00 PM**

The meeting was called to order at 7:05 PM.

*In attendance:* Andy Bauer, Matt Behringer, Andy Borland, Beth Leffler, Wendy Mehringer, Sue MacGill, Tim O'Brien, Eileen O'Brien-Metzger, Phil Poirier, Teresa Schutzman, Msgr. Schaedel, Jen Schaefer, Suzanne Sherby, Rob Shumaker, Steve Weber;

The May 29, 2014 meeting minutes were approved with no dissent.

**Principal's Report – Steve Weber**

**Enrollment: Total enrollment as of August 26, 2014 is 590 students.**

<b>K</b>	<b>62</b>		
<b>1</b>	<b>64</b>	<b>Parish Students 539</b>	
<b>2</b>	<b>60</b>		
<b>3</b>	<b>76</b>	<b>Non-Parish Students 51</b>	<b>91% parish</b>
<b>4</b>	<b>68</b>		
<b>5</b>	<b>68</b>		
<b>6</b>	<b>64</b>		
<b>7</b>	<b>65</b>		
<b>8</b>	<b>63</b>		

**SGO Grants: \$52, 250      Students 37   Families 26**  
**Parish Students 75%**

The need to replenish the SGO fund as quickly as possible due to the fact that the state issued tax credits are limited and donors may possibly lose the tax credit as the end of the year approaches was discussed. Ways of communicating this were discussed briefly.

**State Choice Scholarships(Vouchers):                  Students 69   Families 43**  
**Total not final est. \$200,000 Parish Students 83%**

**RamQuest:** Special thanks to the PTO for working with the school staff on our first RamQuest family orientation on August 11. The evening had over 150 reservations for the evening. Parents, students and siblings were able to meet with teachers to go over classroom basics, then sign up for various activities and groups, order uniforms and spirit wear. Msgr. Schaedel celebrated a “teaching” Mass where he explained the history and traditions of the Catholic liturgy. It was probably about as helpful for the Catholic families as the non-Catholics. PTO provided dinner, which was well received and appreciated.

The anecdotal feedback is very positive. Please give us any feedback that you have on the evening so that we can improve the event for next year.

**Assistant Principal Thoughts:** Because Mrs. Tillery left so late in the summer, we decided to hold off on rushing to fill the position. We have redistributed some tasks to other personnel and will revise the job description and then begin a search.

Kim Schmitz will handle orders and any financial transactions.

Katrina Schneider will handle all data management and field trips.

Kate Bruner will be the administrative rep to the PTO.

Jen Eckert is our ISTEP testing coordinator.

**Latin/Spanish:** The sudden loss of our Spanish teacher during the first weeks of school has caused us to shift all grades 5-8 to Latin for the interim. The feedback is about 50-50 Latin and Spanish for grades 7-8. I am actively looking for a replacement teacher for at least grades 7-8. The model calls for 5<sup>th</sup> and 6<sup>th</sup> grade students to receive instruction in Latin from the homeroom teacher and to receive Spanish instruction as a special class.

Monsignor asked for clarification of the goals for the Latin program, and Steve stated that the goal for both the Latin and Spanish programs is that a student graduating from Saint Luke with an A or B in language should be able to test out of first year Latin or Spanish at the high school level.

**ISTEP+ 2013-14:** The state released the ISTEP+ results for 2013-14.

Note due to rounding not all add up to 100%. A few grades have “undetermined” scores to student illness during testing, so not all tests completed. Teachers are reviewing data and planning for changes, updates, enrichment and support.

<b>Grade 3</b>		%	#	
ELA	Pass+	23%	15	
	Pass	73%	47	<b>96% Pass ELA</b>
	DNP	3%	2	
Math	Pass+	55%	35	<b>93% Pass Math</b>
	Pass	38%	24	
	DNP	8%	5	
<b>Grade 4</b>				
ELA	Pass+	30%	20	
	Pass	61%	41	<b>91% Pass ELA</b>
	DNP	9%	8	
Math	Pass+	42%	28	
	Pass	55%	37	<b>97% Pass Math</b>
	DNP	3%	2	
Science	Pass+	34%	23	<b>89% Pass Science</b>
	Pass	55%	41	
	DNP	10%	7	
<b>Grade 5</b>				
ELA	Pass+	17%	11	
	Pass	71%	47	<b>88% Pass ELA</b>
	DNP	6%	4	
	UnD	3%	2	
Math	Pass+	55%	35	<b>96% Pass Math</b>

	Pass	41%	26	
	DNP	2%	1	
	UnD	3%	2	
Soc Studies	Pass+	56%	36	<b>92% Pass SS</b>
	Pass	36%	23	
	DNP	5%	2	
	UnD	3%	2	

#### **Grade 6**

ELA	Pass+	39%	28	
	Pass	56%	40	<b>95% Pass ELA</b>
	DNP	3%	2	
	UnD	1%	1	
Math	Pass+	68%	48	
	Pass	31%	22	<b>99% Pass Math</b>
	DNP	0%	0	
	Und	1%	1	
Science	Pass+	30%	21	
	Pass	54%	38	<b>84% Pass Science</b>
	DNP	15%	11	
	UnD	1%	1	

#### **Grade 7**

ELA	Pass+	37%	23	
	Pass	62%	39	<b>99% Pass ELA</b>
	DNP	2%	1	
Math	Pass+	57%	36	
	Pass	43%	27	<b>100% Pass Math</b>
	DNP	0%	0	
Soc Studies	Pass+	75%	47	
	Pass	22%	14	<b>97% Pass SS</b>
	DNP	3%	2	

#### **Grade 8**

ELA	Pass+	10%	6	
	Pass	82%	49	<b>92% Pass ELA</b>
	DNP	8%	5	
Math	Pass+	30%	18	
	Pass	65%	39	<b>95% Pass Math</b>
	DNP	5%	3	

#### **Algebra End of Course Exam (ECA)**

	Pass+	55%	23	
	Pass	41%	18	<b>96% Pass Algebra ECA</b>
	DNP	2%	1	

Additional information regarding average scale score which would allow more meaningful comparison of Saint Luke performance against other local schools was requested. Steve Weber said he will provide as the State releases the data.

## **President's Report – Rob Shumaker**

Committee assignments were reviewed:

\*Finance – Wendy Mehringer – No report at this time.

\*Nominations – Phil Poirier – No report at this time.

\*Faith Formation – Teresa Schutzman – No report at this time.

\*Buildings and Grounds – Andy Bauer

Many improvements were made over the summer, including:

- New flooring in all 5<sup>th</sup> grade classrooms
- The smallest 3<sup>rd</sup> grade classroom was enlarged to mirror the size of other classrooms and to better accommodate larger classes.
- The last of the 1961 green blackboards were removed and replaced with new whiteboards.
- Ceiling tiles were removed, mold remediated as well as other general improvements. In total over \$250,000 was spent on improvements to the facilities.
- A newly hired cleaning person now reports directly to the principal each day to ensure better overall cleanliness of the school building.

\*Stewardship – Matt Behringer – No report at this time

\*PTO – Jen Schaefer

- The PTO hosted Hot Dog night in June enjoyed record attendance and record sales of spirit wear
- PTO goals for the year are focused around involving the student body in service projects that are both fun and meaningful.

\*Pastoral Council – Eileen O'Brien-Metzger – Rob Shumaker

- Discussions are underway as to how best to invite all current families to attend mass more regularly and to feel welcome there.

\*SLAC – Andy Borland – No report at this time.

\*Parish Communications – Suzanne Sherby - No report at this time.

\*Rob Shumaker welcomed all members and presented an overview of the responsibilities and goals of the School Commission. Rob will send by-laws and Standing rules for review and feedback prior to the next executive committee meeting.

\*Rob asked each committee chair to come up with goals and basic calendar for the year.

## **Strategic Planning – Sue MacGill -**

Sue introduced an overview as follows of the goals and action items associated with the four pillars of the strategic plan:

### **Technology**

Goal One: To Enhance the tech infrastructure within the school.

- Bandwidth was increased this summer from 10 megabytes to 30 megabytes with capacity to increase to as much as 100 megabytes when and if needed.

Goal Two: Enhance the educational use of technology.

- Action: Create tech Committee – the committee from last year remains.
- Action: Observe other tech-rich school environments
- Action: Teacher training

*Matt Behringer offered to assist the existing tech committee in achieving the remaining pieces of these action items. It was agreed that both goals are well under way.*

### **Facilities**

Goal One: Provide safe, secure environment.

- Action: Review parking and playground safety
- Action: Have the School Commission rep work closely with Buildings and grounds

Goal Two: Work with Buildings and Grounds to determine space concerns.

*Beth Leffler offered assistance with safety concerns and expressed special interest in lock down and other unique concerns. It was agreed that current space concerns have largely been resolved with the expansion of the third grade classroom, but that a long term high level plan should be developed over time. The possibility of contacting a university and utilizing student architects to offer suggestions was discussed.*

### **Development**

- Goal One: Increase awareness/success of Saint Luke education.
  - Action: Establish marketing committee to take photos, help keep website updated and recognize accomplishments of Saint Luke students, staff and alumni within the larger parish community.
- Goal Two: Maximize enrollment levels, and better capture interest of new parishioners in the school.
- Goal Three: Create environment of Christian hospitality for prospective, new and existing families at St. Luke Catholic School.
  - Action: Create a St. Luke parent committee to welcome, orient and mentor new families.
- Goal Four: Partner with Parish Finance Committee to achieve and maintain financial security.
  - Action: Collaborate with Parish Office on the dissemination of information about the role of SGO's and the importance of gifts to the school.
  - Action: Determine whether tuition level and Parish subsidies are appropriate to allow St Luke to fulfill its mission.

*\*It was agreed that PTO will likely take an active role in achieving the goals and actions associated with the Development Pillar. Jen Schaefer mentioned that a mentor program has been in existence for several years but that the response to a request for current school families to act as mentors to new families this year was inadequate to accommodate the volume of new families this year. The possibility of a push to ensure that all new families are assigned a mentor in the very near future was discussed. There is a need for approximately 30 additional returning parents to act in this capacity. Jen said that Bridget Susemichael is the current coordinator of the mentor program.*

*\*It was suggested that the room moms be contacted and asked to take pictures at grade level events and coordinate with Katrina in the school office to help keep the website current. The possibility of creating an alumni coordinator to better track and communicate the achievements of alumni was suggested.*

*\*Andy Bauer offered to be the point person on collaborating with the parish office and others about SGO needs and opportunities. There was particular emphasis on communicating that meaning of the tax credit and on stressing the need to donate early in the school year, rather than in December.*

### **Academic Excellence**

It was agreed that discussion of the goals and action items for this Pillar will be tabled until the October meeting to ensure adequate time for discussion.

### **Pastor's Comments**

- Monsignor stated that he believes the school year is off to a good start, and commended Steve for doing an impressive job of coping with the sudden loss of the Assistant Principal.
- Monsignor stressed that he believes our efforts to grow the school should be focused first on bringing parish and SMRE families into the school. He also stated that school is a wonderful tool for evangelization and for bringing people closer to the faith..

Closing Prayer was said.

Meeting was adjourned at 8:30 P.M.

Respectfully submitted by Suzanne Sherby, School Commission Secretary

### **Important Dates:**

School Commission training at the Catholic Center: Wednesday, September 17, 2014 at 7:00 pm

Next Executive Committee/Finance Meeting: Thursday, September 18, 2014 at 7:30 am

Next School Commission Meeting: Tuesday October 7, 2014 at 7pm