

St. Luke School Commission Meeting Minutes

Tuesday May 3, 2016 7:00 PM

The meeting was called to order at 7:00 PM.

In attendance: Andy Bauer, Vernon Back, Beth Borland, Valerie Esposito, Dan Heslin, Anne Horton, Sue MacGill, Wendy Mehringer, Tim O'Brien, Phil Poirier, Monsignor Schaedel, Suzanne Sherby, Rob Shumaker, Steve Weber.

New members Kevin McCusker and Katie Kumler were introduced. Dan Heslin will begin a full 3 year term on the school board next year, having completed one year as a temporary appointment to fill Andy Borland's vacated seat.

The April 2016 meeting minutes were approved.

Officer Elections: The officers for the 2016/2017 school year were appointed as follows:

| | |
|----------------|----------------|
| Tim O'Brien | President |
| Andy Bauer | Vice President |
| Dan Heslin | Treasurer |
| Suzanne Sherby | Secretary |

A motion was made and approved to temporarily suspend a section of the bylaws which states that a member cannot fill the same executive officer position for more than two years in a row so that Suzanne can continue her illustrious career as School Commission secretary. The motion was made to account for the fact that no other member would consent to become secretary ☺

Principal's Report – Steve Weber

IRead: The third grade took the required IRead testing in mid-March, right after the first part of ISTEP. Individual results were sent to parents in last Wednesday's packets. Public release of results is restricted by the state until later this month.

We had one student not pass the test. The student is an English language learner who came close, but not quite high enough to pass. That put our "pass rate" at 98.4%. That student is getting extra support and will have to retake the test this summer. As an ELL student, the student can still go to fourth grade with language support.

ISTEP: We are still taking the multiple-choice portion of the ISTEP. There were fewer technical problems with this year's administration, but it still took too much time away from instruction. We are hopeful that we will get results before the end of the year, but that is beyond our control.

Formative Assessment: Formative assessment is generally used to measure growth and provide information to guide instruction. We currently use AIMSweb as our formative assessment instrument. It provides measures of reading fluency, reading comprehension, math computation and math concepts and application. It provides comparative measures for national norms of over about 100,000 grade level students and local St. Luke norms. Typically, our students perform well above national norms. It helps us to see where an individual student fits in with the class. We do use it as part of the measures for assigning math and reading level differentiation.

Its strength is the teacher must actually listen to the student read the fluency sections and respond to the comprehension component and score the math problems. Its weakness is that the teacher must do

all of that manually. It does take time for normal usage for the three times per year students take the assessment. It becomes a problem in the spring since it follows right after ISTEP and everyone is tired!

We are looking at other options, including NWEA, which is on the list for possible state adoption. Several Catholic and many public schools use this computer- based program. Its advantage is that it 1) can be done on the computer and is automatically scored, 2) it adjusts question difficulty based on student performance, and 3) it comes with both challenge and remediation suggestions. Since the state is now able to pay for this fairly expensive product, we are going to meet with staff at IHM. They currently use NWEA and we want to learn from their experience.

Fine Arts: Each year we try to have an enrichment focus. Last year it was our culture fair. This year it is the arts. In addition to our regular concerts, we added the production of the *Wizard of Oz*, the new tile wall where each student and staff member produced a tile. (Full disclosure, do to a busy schedule and no talent, Miss Laux did a tile for me!) We also held our first student art fair sale, where every student had a framed piece of art. Finally, with the help of the PTO, we will publish a literary art journal with student writings and artwork. Next year we will have a STEM focus. A member asked about the financial outcome of the production. Steve said that it did well. It was budgeted to lose \$4500 and the actual loss was only \$3000. Monsignor clarified that the shortfall was always intended to be made up for with trivia night proceeds.

Staff Notes: As you already know, **Mrs. Debby Miller** will be retiring after 37 years with St. Luke and **Mrs. Kathy Chapman** will be retiring after serving us for 10 years and St. Thomas Aquinas for 28 years. Their retirement celebration will be held on Sunday, May 15 from 10:30-12. All are invited.

In addition, I just received notice that two other teachers will leave us to stay home with their babies. **Mrs. Rebecca Torzewski**, who has been teaching 6th grade social studies and English is expecting her fourth child in June and will be staying home. **Mrs. Lydia Nayler**, our second grade teacher, and her husband decided that she would stay home to enjoy their first child, who is due in the early fall. We wish them well.

We have been interviewing for both middle school math and music and band. Sadly, our top two math candidates declined contract offers, one because she and her husband just got a transfer out of state and the other could not make logistics work with young children at home. We are continuing to interview this week with other candidates. We are doing second interviews for music as I write this report.

We are setting up interviews for the remaining openings, grades 6, 3, 2 this week and next. There is a wide range and number of candidates for these positions.

Admissions/Financial Aid: Right now most admission time is being spent completing financial aid for current and new families, who qualify. We are still giving tours to new families.

Enrollment as of 5/2/16 for 16-17

| | |
|--------------|------------|
| K | 56 |
| 1 | 63 |
| 2 | 60 |
| 3 | 57 |
| 4 | 64 |
| 5 | 74 |
| 6 | 65 |
| 7 | 72 |
| 8 | 63 |
| Total | 574 |

Acceptance packets were sent out for gr. 3, 4, 5 and app received for gr. 7.

Once FACTS notices were sent out we have confirmed 12 students not returning.

Two families (4 kids) indicated logistics with job change. Two families (4 kids) are moving. One is transferring because of going to Zionsville HS. Two families (3 kids) unknown or not certain. The budget was prepared assuming an enrollment of 580. Steve and Beth indicated that they are still doing tours and taking calls on a regular basis and that they believe we will be able to hit that number. Steve said that ideally, they would love to be at 590 students.

Budget Clarification– Wendy Mehringer

The Parish Finance Council made one adjustment to the budget that we submitted. Our occupancy assessment increased by \$11,596 to cover the school's share of the increased bandwidth through Comcast. To cover the increase, our parish subsidy increased by the \$11,596 (from \$453,649 to \$465,245).

Strategic Planning Committee Reports:

Academic Excellence Committee Report – Teresa Schutzman/Valerie

The Academic Excellence Committee is very encouraged at the changes that have been implemented, those being considered, and the continued desire for excellence displayed by both the faculty and administration. Below I have posted the committee's recommendations from our April 2016 School Board Meeting for your review. It has been a privilege to be a part of this process.

Vernon Back, Valerie Esposito, Tim O'Brien, Phil Poirier, Teresa Schutzman, Suzanne Sherby

Academic Excellence Committee Recommendations

Curriculum Mapping

K-3 curriculum map based on new Academic Excellence Goal implemented for the 2016-17 school year (including a full day Kindergarten updated to a full day schedule and reflective of the abilities of the students entering Kindergarten).

Mathematics:

Adopt Singapore Primary Mathematics US Edition (Original Pre Common Core) or
Adopt Saxon Mathematics (non-common core)

Literature:

Adopt Memoria Press or a similar established literature program that is teacher friendly, morally sound, challenging, engaging, enjoyable, and age appropriate.

Differentiation:

1. Recommended for both Mathematics and Literature.
2. Recommended across all three homerooms within grades K-3.
3. Recommended that additional support (teachers aides and resource staff) are engaged 5 days a week in order to challenge the advanced student and meet the needs of a struggling student in both Mathematics and Literature

Schedule:

Recommended that the K-3 schedules be revised to provide consistent time blocks for math, reading, and language arts each day of the week with religion taught 100 minutes per week and science 3 times per week.

Teacher Aides

1. Job description is redefined from clerical help to interactive academic resource for students in differentiation.
2. Additional teacher aides hired.

Development Committee Report – Suzanne Sherby

Below is the report Beth Borland put together summarizing the results of the recent survey of Parish families who choose schools other than Saint Luke and families who have removed a child from Saint Luke in the past five years. She did an excellent job of summarizing. It's fairly obvious that the majority of respondents were from the latter category which leaves the question of why some parish families don't consider Saint Luke for their children's education largely unanswered.

For on-going Development efforts, Suzanne suggested via email that future Development efforts might be most effective if the committee works in tandem with the Academic Excellence committee and the School Administration to really publicize our academic successes and highlight the excellent efforts taking place in our classrooms every day. Rob cautioned that we should exercise caution in drawing conclusions from such a small sample.

Summary of St. Luke School Commission Development Survey:

18 responses.

What school do your children attend?

- Lumen Christi -1
- Public – 9
- Other catholic schools – 3
- Private/non-catholic schools – 4

To what degree did you consider St. Luke School

- Equal number (5) attended open house and talked to school families and did not consider or significantly research

What was the deciding factor in your decision to enroll your children in their school?

- 6 responses indicated academics/curriculum. The next highest responses (2 each) were distance/location and wanting amore broad experience beyond your faith.

Why did you not choose St. Luke Catholic School

- 3 responses indicated academics/curriculum. 2 people sited distance/location/logistics

St. Luke School provides a strong academic education

- 52.94% agreed/strongly agreed
- 29.41 % no opinion
- 11.7% disagreed

St. Luke provides a strong religious education

- 73.3% agreed/strongly agreed
- 26.67 no opinion

St. Luke is a well run school (16 people responded)

- 37.5% agreed/strongly agreed
- 37.5 % no opinion

What would encourage you to take a second look at St. Luke?

- 3 responses of won't reconsider as happy where they are
- 3 responses relating to instructional techniques/more rigorous curriculum
- 2 responses related to cost

Did your children ever attend St. Luke School

- yes 64.7% (11)
- no 35.29% (6)

Why did you leave St. Luke

- Academics (6)

- Administration of school (4)
- Curriculum (3)
- Faculty (3)
- Lack of diversity (3)

Facilities Committee Report – Andy Bauer

General Buildings & Grounds Report

1. Church parking lot lighting will be installed tomorrow May 4th!
2. B&G continues to reach out to the new council rep and DPW to check on the status of the grant request for the sidewalks to connect the parking lot with 75th St. Once a definitive yes or no is received B&G can proceed with the most cost effective option (yes could mean concrete sidewalks on right of way, no could mean a path on church property).

2015-2016 Facilities Work Group Action Plan “To Do” List:

1. Playground

- a. **Determine remaining funding need**
- b. **Establish timeline**

The playground committee met on April 20. The school was represented by Beth Borland (administration), Cathy King (faculty), and Sue MacGill (school commission representative). Suzanne Mencias is going to be the chairperson and Nicole Duncan is the secretary. Other members include: Sandy Miller (B&G), Andrea Donaldson (SLAC), Angela Agricola (MOYC), and Maggie Rohrer (ECLC). The next meeting is May 11 at which we will compile photos of area playgrounds for review and secure two bids on a play area. Some discussion was had on moving the play area, or at least moving the entrance to route kids through the grassy area instead of across the parking lot.

2. Response to Maintenance, Replacement and Repair Issues

- a. **Locate previous punch list if possible**
- b. **Update list, with assistance from Principal and Parish Manager**

The requests of the teachers have been compiled and reviewed. Patrick is working out how best to fulfill those requests using internal staff.

3. Create Detailed List of Cleanliness Specifications and Capital Improvement/Replacement Cycling

- a. **Assess current state of cleanliness specifications and work with Principal and Parish Manager to update as necessary**
- b. **Create capital improvement and replacement cycle documentation with assistance of Principal and Parish Manager**

NO UPDATE FROM PREVIOUS REPORTS

We've enlisted the help of parishioner Renae Breitbach who has experience in commercial property management. She shared the existing specifications and cleaning schedule for property she manages and has offered to meet with Patrick and our Facilities group to discuss potential improvements at St Luke. Her main focus is making sure we are happy with the service for the price we pay. She has also offered her assistance in forming a capital replacement/maintenance plan.

4. Consult a Design Professional for Space Utilization Assessment and Potential Modification to Existing Space/New Space

- a. **Finish space assessment started Spring 2015 during current school year**
- b. **Create plan forward to address recommendations/needs**

NO CHANGE IN STATUS FROM PREVIOUS REPORTS

From Patrick:

We have two items moving forward.

The first is the site plan for the St. Luke Early Childhood Learning Center (ECLC). When we started the school facilities plan, that was an unknown and as soon as the final site plan is completed, it will be merged into the overall Master Plan.

The second is the Space Utilization Assessment. We have a revision in hand that both Steve and I agreed to, but now there is an additional issue. The thought with Buildings and Grounds and the architect is that we should be developing an overall Master Plan for the entire facility. In addition to addressing the issues previously surfaced as part of the school space utilization study, it may include such issues as:

- Potential expansion of current sanctuary space;
- Potential expansion or development of new areas designated for the parish choirs;
- Possible changes to the entry on the west side of church, whether that take the form of:
 - landscaping the entry way circle or
 - providing a canopy or a true drive through porte cohere
- Addition of new meeting spaces

Once we get the architectural issues resolved for the St Luke ECLC, I anticipate us moving forward in a more inclusive way on the Space Utilization, transforming it into more of a Master Plan process.

5. Cubbies

- a. **Assess experience of 1st and 2nd grade teachers for improvements, if any**
- b. **Work with Buildings & Grounds, the Principal and Manager to fund one more grade level of cubbies**

The refinements from the teachers have been noted and the goal is to complete the build out of the main floor this summer.

Past progress was: Sue met with the 1st and 2nd grade teachers to get their input on how the cubbies have functioned and how they could be modified for installations in 3rd and 4th grade.

The teachers were all excited to chat about the cubbies and had several observations on how the designs could be enhanced, which will be shared with Buildings & Grounds. All the teachers noted they would like one locking cubby for their personal things. Andy spoke with Mrs. Price at the school open house and she noted a specific need for storage for her science equipment which may require specialized cubbies or a separate storage structure elsewhere in the room.

General Buildings & Grounds Report

1. School bathrooms are getting attention from Buildings & Grounds. B&G is considering some form of remodeling of the school bathrooms. The issue will continue to be discussed and researched.
2. Awaiting a response from Patrick on the status of the church parking lot lighting. Providence never fails, but it apparently takes its sweet time with respect to lighting.
3. B&G continues to reach out to the new council rep and DPW to check on the status of the grant request for the sidewalks to connect the parking lot with 75th St. Once a definitive yes or no is received B&G can proceed with the most cost effective option (yes could mean concrete sidewalks on right of way, no could mean a path on church property).
4. After several gym break-ins a surveillance camera was installed in the north gym.
5. The internet bandwidth available to the school (currently 30 MB) is continuing to be discussed. It would be helpful if the school could provide Patrick with anticipated needs, which would come from a more robust IT plan.

2015-2016 Facilities Work Group Action Plan “To Do” List:

1. Playground
 - a. Determine remaining funding need
 - b. Establish timeline
The first playground committee meeting was delayed due to scheduling issues, but is now scheduled for April 20th. Expected completion is before the end of next school year.
2. Response to Maintenance, Replacement and Repair Issues
 - a. Locate previous punch list if possible
 - b. Update list, with assistance from Principal and Parish Manager
Many of the items are best done over the summer. Buildings and Grounds will consider them and work towards getting this work scheduled.
3. Create Detailed List of Cleanliness Specifications and Capital Improvement/Replacement Cycling
 - a. Assess current state of cleanliness specifications and work with Principal and Parish Manager to update as necessary
 - b. Create capital improvement and replacement cycle documentation with assistance of Principal and Parish Manager
Next step is to review our current specs against the specs provided by an outside consultant to identify any potential areas for improvement or change. Once identified those changes can be prioritized and then taken to Buildings & Grounds for review.
4. Consult a Design Professional for Space Utilization Assessment and Potential Modification to Existing Space/New Space
 - a. Finish space assessment started Spring 2015 during current school year
 - b. Create plan forward to address recommendations/needs
The ECLC has occupied all the time and resources on this item so there is no change from March.
5. Cubbies
 - a. Assess experience of 1st and 2nd grade teachers for improvements, if any
 - b. Work with Buildings & Grounds, the Principal and Manager to fund one more grade level of cubbies
Funding is included in the 2016-2017 Buildings & Grounds budget for 5 more rooms. Budget is pending approval. Sue has compiled and shared the teacher comments with Patrick and the carpenter. Work is expected to occur this summer if the budget is approved.

Technology Report – Dan Heslin and Phil Poirier

Recent Activity:

- Continued work on evaluating network upgrade opportunities. Parish office getting estimates for the following areas (figures given below where available)
 - Improving internet bandwidth from 30MB to 100MB (additional \$800 monthly, 40% increase paid by eRate after July 1)
 - Adding commercial grade routers and switches to improve connectivity in the school (upfront cost for installation of \$1,700; equipment purchase at cost of \$4,921 likely in Q2 2017) Note: this is the program Dan previously referenced in which we get to utilize the routers at no charge for one year and then purchase them after the allotted time for a greatly reduced cost.
 - Upgrading cabling across school to support new bandwidths and equipment (need and cost uncertain at this point)

Action Items:

- Finalize cost estimates and decisions for areas being evaluated (Patrick with support of Tech Committee) NB: Steve has indicated that almost all of next year's tech endowment funding will go to iPad acquisition; Patrick has stated that if that is the case, unspecified other restricted funds could be employed to acquire the upgraded Ruckus system.
- Continue role working with North Deanery Board; key next step is to continue work on school technology strategy; scheduling a meeting in May to discuss technology planning and support needs.
- Priority for first part of next year will be to finalize a medium-term technology plan, setting out a technology instruction and support model that is calibrated to the funding support likely to be available for this area at the School in the future.

Committee Reports:

Nominations: Rob congratulated Dan and Valerie for completing the School Board roster for 2016/2017

Buildings and Grounds: Working through a potential bathroom remodel of the oldest bathroom in the school, which is the one near 1st and 2nd grade. If successful, this would serve as a model for the remainder of the restrooms in the school.

PTO – Anne Horton

- There were ten open positions of which six were filled. PTO will be using this as an opportunity to pare back and try to run with a smaller board.

SLAC – Tim O'Brien – funding shortages continue to be an area of concern. SLAC voted to raise fees for all athletics by 5\$ per registration. The board plans to push raffle sales heavily next year to try and address the shortfall.

Communications – Dan

There will be a meeting soon. No real change. Steve asked that the committee work to clarify whether there will be a change to the school logo used on the uniforms as quickly as possible as those orders need to be placed.

Stewardship – Steve's year-end report of the school's activities was well received. The report included a summary of the recent school survey which identified areas of strength and areas for potential growth.

Pastor's Comments: Monsignor said he feels that the school year is coming to a close nicely. He shared that he will be attending an all day conference on running a daycare for the opening of the ECLC. He said that they are still working through enrollment and hours and in general will be feeling their way through the first year and plan to evaluate the success and make adjustments as needed after they gain a year of experience.

The meeting was closed at 7:40 for the annual Principal's review.

Respectfully submitted by Suzanne Sherby, School Commission Secretary