

St. Luke School Commission Meeting Minutes

Tuesday, October 1, 2019, 7:04 PM

In attendance: Katie Kumler, Elizabeth Kissel, Kevin Stitle, Larry O'Bryan, Kevin McCusker, Jen Schaefer, Elizabeth Snook, Beth Borland, Katie DeLisle, Joe Heidt, and Mary Jo Woodside

Katie Kumler called the meeting to order at 7:05 PM. Elizabeth Kissel led the meeting with a prayer.

As there were two new members of the School Commission at the meeting today, everyone introduced themselves.

The School Commission unanimously approved the minutes from last meeting with some minor corrections.

Katie Kumler discussed a recent Parish Council that addressed the plan for the parish over the next several years. The discussion included plans for the school, such as budget, enrollment, religious upbringing, etc.

Mary Jo Woodside discussed a problem with the roof. There has been a leak in one part of the roof for some time now. The usual contractor for the roof has been unable to fix the problem, so the parish has engaged another contractor to attempt to fix the leak.

Katie DeLisle gave a SLAC update. There has been an issue getting volunteers in place to work the clock, taking tickets, etc., which has caused an unnecessary loss of revenue.

Katie Kumler reviewed the communication from the School Commission in the weekly parish bulletin. The purpose of the communication is to increase the visibility of the School Commission and the school to the wider parish.

Elizabeth Snook gave a PTO update. The trash bag distribution is almost complete. Participation increased from last year. The buzz book has been sent out as well. Dues are slightly above projected as well.

Jen Schaefer gave an enrollment update. A new student has increased the current enrollment to 562. She has distributed some signs for Saint Luke to be placed in various areas near the school to promote awareness of the school. She also reviewed upcoming enrollments events such as an open house. Jen Schaefer mentioned the possibility of preparing brochures to promote the school, although there is not support for that in the budget. The School Commission discussed the possibility of allocating some amount in the budget next year (or finding money in the budget this year) for those types of marketing materials. The School Commission also discussed limitations of the school website and the possibility of upgrading the school website, with or without a simultaneous update to the parish website.

Elizabeth Kissel reviewed the principal's report. She reviewed some staffing updates regarding various maternity leave absences.

There is a possible change to the calendar coming up for next year. Bishop Chatard is going to have a full week fall break, and St. Luke may have a full week fall break as well. Elizabeth Kissel is going to send out a survey to the School Commission members to get some feedback on what would be preferred.

Elizabeth Kissel then reviewed goals related to the strategic plan. Beth Borland reviewed a school safety training session that was put on by the state of Indiana. Elizabeth Kissel also reviewed aspects of operational vitality related to budget and academic excellence in regard to various aspects such as vertical and horizontal alignment of the curriculum maps. She also reviewed the International Society for Technology in Education (ISTE) standards and how the school is working to meet them. ISTE expectations will be incorporated in the next version of the Strategic Plan.

Beth Borland reviewed one issue that came up in the school safety meeting she attended. The current handbook does not specifically address use of an electronic cigarette. The School Commission discussed a clarification to the school handbook to address this issue. The School Commission voted unanimously to clarify the policy in the school handbook that electronic cigarette or vaping devices are not permitted.

Katie Kumler closed the meeting with a prayer at 8:38 PM.

Respectfully submitted by Kevin McCusker, School Commission Secretary

Appendix

- I. Parish Council Meeting Notes (pp. 4-5)
- II. Principal's Report (pp. 6-8)

School Commission update to Parish Council

17Sep2019

St. Luke students were welcomed by blue and gold balloons, a full staff, and lots of smiles on 13Aug2019. We had our first School Commission meeting of the '19-20 school year on 03Sep2019.

Communication:

- The School Commission plans to deliver regular messages to the Parish via the bulletin in the proposed format of the "Commission Corner".
- Currently, the school emails a RAM Quest Newsletter to families every Thursday. This newsletter shares the news of the week and a look ahead. It is the primary source of information for parents. The Parish Office also provides very specific content (e.g., related to Youth Ministry and High School information) for Elizabeth to include in the RAM Quest, as well.
- A parent survey was designed and implemented nearly 3 years ago. Results were used to prepare the current 3 year strategic plan. The school is discussing a follow up survey with the same vendor this year.

Profile of an 8th Grader:

- Academics- St Luke is a 4-star and A-rated school by the Department of Education. The state recently released the results of the first version of I-LEARN. St. Luke scores were very good relative to both archdiocese and state scores. The teachers have had the data for 2 weeks and are already digging into areas of improvement. These data are a source of great celebration
- Catholic Catechesis - Last year's 8th graders received the Sacrament of Confirmation in early September. Second grade parents are preparing for First Reconciliation.

Note: the specific details of the academic and catechesis of the school are not the primary mission of the School Commission.

- Operations/Business - Enrollment is currently 560 students. School Commission set up a sub-committee focused on attracting and retaining families to St. Luke school. Other efforts include additional signage directing traffic to St. Luke. We've also discussed either refreshing or replacing the existing sign off 75th Street. The current sign highlights St. Luke Parish. Many people have commented that it is not obvious that there is school behind the church. We strongly recommend highlighting both St. Luke Catholic Church and School, much like the signs in front of the other area North Deanery schools. It may even be worth considering "St. Luke the Evangelist Catholic Church and School". At night the current lighting does not illuminate the current words - St Luke Parish. While the flowers are beautiful, they block the spotlight.

- Finance discussion, specifically related to tuition will begin in earnest in October and November. As discussed last year, the commission will be putting forward a 3-5 year tuition proposal.
- The Commission is looking to do a better job of helping the school tell the story of a 'profile of an 8th grader'. As parents, we can easily focus on what our children should be learning to do well on a test, or to excel on a standardized test. Because of this focus, we may overlook the holistic journey of St. Luke student. We like to be able to articulate what this K-8 journey means, and encourage families to think about St Luke as an influential and substantial part of that journey.

ST. LUKE SCHOOL COMMISSION ~ OCTOBER 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 potentials 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: Updates & Highlights

Details

Strategic Plan Update: Elizabeth Kissel, Principal

October Updates:

- Staffing Updates:
 - Courtney Kingsley (1st grade) elected to take her full 12 week maternity leave, her return date was changed to November 3. Mrs. Kathleen Leppert will be completing the remainder of the maternity leave.
 - Emily Gray (3rd grade) returned from maternity leave on Friday, September 27
 - Marisa Bruce (Latin) will return from maternity leave on Monday, October 7
 - Tom Miller was hired as an Instructional Assistant in 7th Grade and Middle School Resource
- Potential calendar considerations for 2019-20

Enrollment Update: Jen Schaefer, Assistant Principal

Open House Update: Jen Schaefer, Assistant Principal

Handbook Update: Beth Borland, Assistant Principal

- Beth attended the IN School Safety Specialist Advanced Certification training this week. On the heels of this training, the school is proposing that we provide a clarification of the language in the Family and Student Handbook to explicitly include "electronic vaping devices" in the behavior conduct code which currently reads: *Possessing, passing, using or being under the influence of drugs, alcohol and/or tobacco products on school/parish property or at school functions... are considered severe and warrant suspension or expulsion.*

STRATEGIC PLAN UPDATES

STRATEGIC PLAN: VISION & MISSION

Discussion: This is an overview of the updates pertaining to the Vision & Mission goals outlined in the 2018-2021 Strategic Plan

Action items	Date	Status
<ul style="list-style-type: none"> <i>No updates this month</i> 		

STRATEGIC PLAN: OPERATIONAL VITALITY

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

Action items	Date	Status
<p>Goal 5: Annual budget process launched earlier in the school year to start evaluating current enrollment and expenses and pipeline estimate to draft early forecasts for next year</p> <ul style="list-style-type: none"> <i>Exec and Finance looked at enrollment trends and discussed the potential impact of graduating an 8th grade class of 76 students while our Kindergarten enrollment has been trending in the low 50's. (The current Kinder is 52 and current 1st is 56.) We will continue to discuss the impact this could have on our enrollment and, thus, on our tuition needs.</i> 	9/2019	Ongoing
<p>Goal 6: Meet with school safety expert and work with other area schools to share best practices and implement those that would improve St. Luke's environment</p> <ul style="list-style-type: none"> <i>Beth Borland attended the Advanced School Safety Specialist Training on Monday, September 30 and Tuesday, October 1, 2019</i> 	10/1/19	Complete

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
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<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>Goal 9: Focus on the writing program (K-8) to ensure students are high school ready and will be capable of robust, written communication.</p> <p>Goal 9: Develop a robust and sustainable professional development strategy for teachers (including resource/enrichment personnel) and staff in order to attract and retain top talent.</p> <p>Goal 10: Assess student growth and progress and curriculum effectiveness promptly using school wide standardized tests and other relevant means.</p> <ul style="list-style-type: none"> ● <i>Cathy Tooley's Tools for Success met with our K-8 ELA teachers on September 5th to continue the work on our ELA Curriculum Maps under the tutelage of Dr. Jill Jay, former Director of the EPPSP (Educational Administration) program at Butler University. The curriculum work is rooted in a deep evaluation of St. Luke's performance data and the Indiana State Standards.</i> <ul style="list-style-type: none"> ○ <i>The 5-8 Maps are fully vertically and horizontally aligned.</i> ○ <i>Dr. Jay will work with our K-4 team again on Tuesday, October 8th.</i> ● <i>Smekens delivered Professional Development to all K-8 ELA and Social Studies teachers focused on writing, administering and coaching students through targeted constructive response writing activities and assessments. They will return in March 2020.</i> 	<p>August 2019 - present</p>	<p>Ongoing</p>
<p>Goal 9: Emphasize opportunities to incorporate cross curricular instruction including a focus on STEM, Art and Music, as well as enrichment opportunities (e.g., reading program, spelling bee, GeoBee, Math) to complement learning</p> <ul style="list-style-type: none"> ● <i>9/2019 - Mrs. Finney began meeting with each team during their team meetings to discuss the ISTE Standards and collaborate to find ways to ensure they are being adequately addressed in a cohesive manner between both homeroom teachers and the Computer Special.</i> 	<p>9/2019</p>	<p>Ongoing</p>