

## St. Luke School Commission Meeting Minutes

**Tuesday, October 1, 2013, 7:00 PM**

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

In attendance: Andy Bauer, Matt Behringer, Andy Borland, Pat Crossin, Nicole Duncan, Beth Leffler, Sue MacGill, Wendy Mehringer, Tim O'Brien, Charissa Osborne, Rob Shumaker, Michele Tillery, Steve Weber

Excused: Msgr. Schaedel, Karen Dickinson

The September 3, 2013 meeting minutes were approved with no dissent.

### **Principal's Report** – Steve Weber

- **Principal's Coffee Notes:** The fall Principal's Coffee was held on September 18. About a dozen people attended. We had a wide ranging discussion on important issues, including the new K-2 Archdiocese report card (a work in progress), the impact on St. Luke of Common Core standards (not much), the length of middle school lunch time (short but it works), car safety and car pool (problems with the light at 75<sup>th</sup> and Meridian. Request was made through the Mayor's Action Center for a review of the east-west light times so that they may be increased during AM arrival (7:30-8:00AM) and dismissal (3:15-3:45PM).
- **Open House October 30:** We will host a fall Open House on Wednesday, October 30 from 8:15-10:30. We will begin with program overview remarks and then follow with student led tours.
- **Uniform Notes:** The SC Policy is that there shall be a uniform code and the principal shall establish and enforce it. Several years ago, 2006, a teacher and parent group was established to review and update our uniform code. The code began the process of having a St. Luke School logo on the uniform shirt or sweatshirt. This logo came about both as part of school spirit and school branding. The intention was to make it optional the first year and then move gradually to requiring it by 2008.

This past summer it was communicated that all uniform shirts would have the school logo starting 2014-15. Parents could "use up" their older non-logoed shirts this year or buy the logo shirts from our store or Lands End. These shirts are a little more expensive than bargain or on sale plain shirts, since they are high quality and have the embroidered logo.

- **ISTEP+ Update:** The state finally released basic ISTEP+ scores this month. The state data is on the doe website. Our code is C435. They have not yet posted growth or other specific scores. Our overall passing rate remains about the same in the 97% range. The teachers have just completed a review of individual scores and are developing plans to enrich and support those who need either.
- **ECA Algebra 1 Update:** Last year's eighth grade had a 98% pass rate on ISTEP+.
- **IRead Update:** St. Luke had a 100% final pass rate for the grade 3 reading exam. One student initially failed the exam but retook it in June and passed.

- **Marketing:** Part of our marketing plan is to put our best face forward. We had almost all of the teachers help with the Fall Festival wearing new “St. Luke Catholic School” Staff shirts. We have ordered new signs for our open house and updated information. In addition, Mrs. Tillery, staff and volunteers staffed a school information table at the Fall Festival. Mrs. Tillery also attended the Midtown School Summit at the Children’s Museum this past Thursday.

Mr. Weber has written an article for the North Deanery Newsletter that Bishop Chatard is publishing. He has also submitted an article for the Williams Creek/Meridian Hills newsletter that will come out in November.

We are working with Mrs. Miller, in the church office for more input in the bulletin and the video system in the Narthex. We have updated our brochures.

- **SGO:** Now is the time to give names for possible donors to our SGO. Information was included in the last Rampage.
- **School Accreditation Site Visit:** We are scheduled for our site visit for accreditation on November 12. The School Improvement lead team met and we’ve scheduled a full team meeting for October 16 to be sure that we are prepared.

#### **President’s Report – Andy Bauer**

- Presented SGO information to Pastoral Council
- Good start to the school year.
- Positive feedback from the parish festival.

#### **Strategic Planning – Sue MacGill, Charissa Osborne**

- **Mission Statement:** Discussed whether the current Mission Statement needs adjustment or updating. The decision was made to continue forward with the Strategic Plan under the current statement and to re-evaluate the mission statement as necessary going forward.
- **Stakeholders:** Discussion of groups of stakeholders at St. Luke. Included were students, parents, teachers, school staff, parish members, parish staff, Archdiocese, neighbors, alumni, high schools, donors.
- **Going forward:** The commission members will consider the stakeholders and begin the process of obtaining input from those groups as to the priorities for the strategic plan.

#### **Committee/Liaison Reports**

- **Finance – Tim O’Brien** – Revenues were slightly higher than anticipated and expenses were slightly less than anticipated. The plan is to present next year’s tuition recommendation by the December meeting.
- **Nominations – Rob Shumaker** – no report
- **Faith Formation – Matt Behringer** – no report
- **Buildings and Grounds – Pat Crossin** – no report
- **Stewardship – Beth Leffler** – Welcoming committee has contacted new parents.
- **PTO – Nicole Duncan** –
  - 70% participation by school families in PTO.
  - Teachers have been provided with new St Luke staff shirts

- Trash bag sales had 89% participation. This year's sales exceeded last year's. The final numbers are still being tabulated.
- Faculty is adjusting well to using iPads in classrooms.
- PTO approved a grant for the first grade to see Junie B Jones show.
- **Pastoral Council** – Eileen O'Brien - Metzger – N/A
- **SLAC** – Andy Borland – Consideration being given to modification of academic eligibility standards; Field maintenance expenses greater than expected.
- **Parish Communications** – Karen Dickinson – N/A

**Pastor's comments** – Msgr. Schaedel – Although not present, wanted to pass along that consideration should be given to extending tuition discounts to staff of Bishop Chatard to reflect those given to St Luke employees by the high school.

**Open Forum** – Happy Birthday to Principal Steve Weber.

**President's comments** – Andy Bauer – Thanking everyone for their service; Want to encourage Commission members to attend Open House.

Closing Prayer was said.

Meeting was adjourned at 8:35 PM.

Respectfully submitted by Andrew Borland, School Commission Secretary

**Important Dates:**

Next School Commission Meeting: November 5, 2013 at 7pm

Next Executive Committee/Finance Meeting: October 29, 2013