

## St. Luke School Commission Meeting Minutes

**Tuesday October 4, 2016 7:00 PM**

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

*In attendance:* Andy Bauer, Beth Borland, Valerie Esposito, Dan Heslin, Mandy Heslin, Katie Kumler, Kevin McCusker, Tim O'Brien, Phil Poirier, Teresa Schutzman, Steve Weber.

The September 2016 meeting minutes were approved unanimously.

### Principal's Report – Steve Weber

**ISTEP:** The basic review of our ISTEP scores shows a decline from prior years. Other north-side Catholic schools report a similar decline. Some of the decline is due to the change in standards, which may have impacted some scores. The other issue, as I have noted before, is the use of computers for high stakes testing.

The multiple-choice test on the computer is 70% of the score. The written applied-skills test done in March is 30%. When we tracked actual time on task with the computers more than a few students would race through and finish a 35-minute test in 5 minutes. About half of those who did not pass in fifth and sixth grade were A/B students.

The state has not posted results for 2016, but SPX shared their total school scores, expressing the same frustration. The state rounds-up scores, so some may not equal 100%.

St. Luke 2015-16	% DNP	% Pass	% Pass plus	Total Pass
3 <sup>rd</sup> grade ELA	8	60	32	92
3 <sup>rd</sup> grade Math	14	33	52	86
4 <sup>th</sup> grade ELA	10	66	25	91
4 <sup>th</sup> grade Math	18	47	36	83
4 <sup>th</sup> grade Science	10	51	40	91
5 <sup>th</sup> grade ELA	19	50	31	81
5 <sup>th</sup> grade Math	13	56	31	87
5 <sup>th</sup> grade SS	10	38	51	90
6 <sup>th</sup> grade ELA	18	51	29	82
6 <sup>th</sup> grade Math	14	51	32	83
6 <sup>th</sup> grade Science	17	54	26	80
7 <sup>th</sup> grade ELA	6	56	40	96
7 <sup>th</sup> grade Math	13	46	41	87
7 <sup>th</sup> grade SS	5	21	75	96
8 <sup>th</sup> grade ELA	12	55	32	88
8 <sup>th</sup> grade Math	17	35	46	83

School	Subject	Total DNP	Total Pass	Total Pass+	Total Pass 16	Total Pass 15
St. Luke	ELA	12%	55%	33%	88%	89%
	Math	15%	45%	40%	85%	91%
St. Pius	ELA	10%	56%	34%	90%	
	Math	18%	51%	31%	82%	

**NWEA:** Beth is covering NWEA in her report. NWEA replaces AIMSweb as a formative assessment tool to help measure growth and guide instruction. We have just finished the first baseline session of the assessment. Parents will be given student reports and recommendations at parent conferences.

**Accreditation and Strategic Planning:** Next year we will be entering our Accreditation site visit and need to update our strategic plan with the new protocol using the National Standards and Benchmarks for Effective Catholic Schools. The website for an overview is <http://www.catholicschoolstandards.org>. There are four sections to the process, which mirror the pillars process we used before.

- 1) Mission and Catholic Identity
- 2) Governance and Leadership
- 3) Academic Excellence
- 4) Operational Vitality

While the School Commission has a role in all four areas, the key areas of focus that clearly fall under the School Commission are Governance and Leadership and Operational Vitality.

As we update our School Improvement Plan which is required for state accreditation and the Strategic Plan which is used for our Advance Ed accreditation, it is important that we make sure that these two areas are both aligned and integrated to make a meaningful plan. Academic Excellence has already reviewed the standards and benchmarks.

#### **Curriculum update** – Beth Borland:

On September 21, Beth hosted a Singapore Math night session for parents. Approximately 40 parents (and school commission members) attended. The principals and some of the practices of Singapore Math used in Math in Focus were presented. School administration has received several positive comments about the night. The presentation is on the Portal for parents unable to attend.

Students have completed NWEA testing. This is a formative assessment that will be given 3 times a year (fall, winter, spring) and focuses on individual student growth. Student reports will be shared with parents at Parent Teacher conferences later this month and sent home with letters of explanation for anyone not attending conferences. A NWEA parent guide is on the portal and additional resources will be posted there throughout the year.

This year's Arts and Enrichment focus is STREAM (Science, technology, religion, engineering, art, math). In addition to additional STREAM integration in each class, we are working with PTO to bring large scale hands on experiences to our students. The school staff is planning a Family Math night during Catholic Schools Week.

#### Discussion:

- About 40 parents attended the math night.
  - Phil suggested looking for a way to document the benefits of Math in Focus for use in Development efforts
- Valerie asked if we will be comparing NWEA reports with IStep to assist in interpreting the results. Teresa asked what the State is telling parents with regard to the poor testing results and whether Saint Luke's results are in line with the trend in the State. Steve said there are still a lot of unknowns and that many questions cannot be answered yet.
- Andy Bauer asked if there is a testing opt-out provision in Indiana for parents. Steve clarified that we have to take the test to be eligible for the State Choice scholarships and that the school

would be penalized for students not taking the test. Overall the trend in terms of poor scores is not representative of typical performance.

- The I-step and NWEA discussion will be revisited next month.

### **Principal's Coffee –**

About 15 people attended the first Principal's coffee. Steve gave updates regarding the school and staffing. Tim briefly shared the role of the School Commission with them. The following items were topics of discussion:

- Signage on Meridian – there are issues regarding setbacks as well as other concerns of homeowners. Steve would like to see some type of signage pursued
- Parents requested all communication come in the same form from the specific teacher.
- Parents want a common way to find homework without using the portal. Several parents stated that this is particularly important for children with attention issues.
- Tim stated that he liked the open dialogue and relaxed environment. The next coffee will be at 6:30 p.m. in December to allow working parents to attend more easily.
- Phil Poirier said that he would like to see us revisit the use of scatter plots to communicate growth data. DOE provides this data. Phil mentioned that Vernon Back was able to make excellent use of this data.
- The use of final exams at semester end in 6<sup>th</sup> grade was brought up by a parent at the coffee. Valerie asked about the genesis of this practice. Steve and Beth clarified that this will be the 3<sup>rd</sup> year 6<sup>th</sup> grade has done this. One reason for doing it is to help students learn how to study for tests to help them in later school years. We may look for feedback from students who have come through 6<sup>th</sup> grade under the finals system as to whether it helps them in high school.

### **Budget review – Dan Heslin**

Recent Highlights

- Latest budget vs. forecast has school running a ~(\$72k)

**deficit** driven by:

- ❖ (\$116k) overage salary / benefits
- ❖ +\$19k in additional tuition revenue
- ❖ +\$40k in savings from technology purchases not expensed; pulled from restricted funds
- School leadership is monitoring flexible spending to work down deficit in current year; concern we will need to draw down on buffer savings to balance 2016/2017
- Initial draft of 2017/2018 tuition need model developed

Initial 2017/2018 forecasts a need of 10% additional tuition to close projected deficit. (Baseline 2016/2017 is \$2,332,564. 2017/2018 need projected at \$2,556,605) Model assumptions:

- No staffing additions or deductions
- All fees (registration, book and supply etc) remain steady.
- Consistent mix of family structure and parishioner vs. non-parishioner enrollment
- Cost inflation applied to key expense areas – (Salaries 4%, Health 7% and remaining 3%)
- No additional investments beyond current 2016/2017 plan)

Notes:

- Saint Luke's mandatory attendance cost ranks well against North Deanery averages. Dan presented a chart which showed Saint Luke tuition cost is a strong value when compared to peers.

It was noted that Saint Luke tuition is on the low end of our peer schools. Monsignor opted to keep tuition rise low last year.

- The revenue gap will be difficult to close as we are at functional capacity. If tuition is topped out, there are few levers left to pull. Will require a tougher look at expenses as it cannot be filled by enrolling 50 new students. The budget does include the router project.
- SJA has a passionate alumni network that makes the school run well. Mandy Heslin offered to look into developing a similar group for Saint Luke
- It was noted that as tuition rises, parents expect more. Tim noted that we should be pushing back on all expenses.

#### **NEXT STEPS:**

- Support school as they manage variable expenses to offset deficit
- Refine 2017/2018 tuition model with input from school commission. Dad request that any strategic planning investment needs not currently in budget baseline be sent to him ASAP.

#### **Teacher Compensation Task Force – Beth Borland**

- Plan to explore the archdiocesan pay scale. Stipends might be ok beyond payscale
- Create restricted fund for innovative instruction
- Will be asking for donations to help fairly compensate teachers
- Monsignor suggested including people from parish council., finance council and school commission. Andy Borland volunteered.

#### **Orientation Training feedback – Tim O'Brien**

- Action item for next month: We will implement the “Conflicts of Interest” forms. Suzanne will bring next month for all to sign.
- Action – we will look at combining bylaws and policies into one document

### **Strategic Planning Committee Reports:**

#### **Academic Excellence Committee – Valerie Esposito via email:**

The Academic Excellence committee met with Beth Borland last week to discuss last year's progress and this year's goals. Main topics of discussion included curriculum changes in math and literature and differentiated learning for K-3. Also discussed was this committee's relationship with the faculty and our desire to obtain additional insight from the teachers as we pursue our goals for this year. We have sent a general invitation to all teachers to a meeting scheduled [on Wednesday, October 5 at 3:15 PM](#). We are hopeful that following this meeting, we will have a team of representative teachers who will work as liaisons with the academic excellence committee throughout the 2016–2017 school year, with the general goal of one representative per grade for K-8. The academic excellence committee will finalize its goals for the year following the aforementioned meeting with the faculty.

#### **Development –**

Still no one on committee. Tim spoke with Jen Schaefer and asked her to take responsibility for managing a school presence in the Sunday bulletin every week. Jen suggested once a month highlights for the school. There was discussion of a school facebook or Instagram page. This would require Monsignor's ok since we don't want to go through the parish office for managing this as that often adds delay due to additional layers for approval.

**ACTION:** - possibly assign this responsibility to board member. Jen works well with Ronnie, but more thought is needed.

### **Facilities Committee – Sue MacGill**

Steve had proposed several areas of concentration for the 2016-1017 school year and the items were presented at the September Buildings and Grounds meeting.

1. Patrick will take note of the padding around the south hoop in the south gym. This was noted as a safety concern.
2. The 20 year old PA/Bell system needs replacement. This is a school expense; Patrick indicated he forwarded several options to Steve. The cost is approximately \$15,000.00. Where does this fall on our priority list?
3. The desks in grades 1-4 are beyond their useful life. This was also determined to be a school expense. Should we examine the estimates that Steve has?
4. The water in the drinking fountains will be tested for lead using a company was 120 Water Audit. The cost is \$59.00 per location (of water). This is a safety issue.
5. The walkway to school (along Illinois and Holliday Dr. E.) has had ongoing discussion. A consensus was reached in B and G to provide a gravel path.
6. The playground plan (the nicest, most comprehensive of the three presented) was APPROVED. Sorry for the all-caps, some of us thought it might never happen. Should be installed by Thanksgiving.
7. The list at the September B and G was not too long. Is this the time to jump into the restroom issue? This is a very expensive issue and will require a great deal of discussion.

### **Technology – Dan Heslin**

North Deanery Schools are focused on three key technology initiatives:

1. Improving network infrastructure: updated wiring, commercial grade network access points and dedicated firewall, network mgmt. systems
2. Developing technology strategy plan: Seek multi-year view, lays out approach to devices, software and learning environment. Guides investment strategy.
3. Improve network security: recognizes that threats via malware, ransomware are increasing and evolving. Schools aren't well equipped to manage these complex and challenging issues. There is limited progress in deanery. Will be next area of focus.

Dan presented charts sourced from the North Deanery Technology Board Assessment which show that Saint Luke's network infrastructure is in the bottom quartile of Deanery schools while paying at the top end for Broadband service. He also presented data showing the status of all the plans in draft across deanery schools. BCHS and St. Pius have plans that are 100% complete. IHM is 90% complete. Saint Luke is 50% complete. SJA and St Simon are at 20% and St. Lawrence is at 10%. CTK, St Thomas and St Matthew have not started their planning.

We have assigned Mrs. Eckert to complete the plan prior to her maternity leave in October via a template consistent across the North Deanery. The plan will be revised with input from the North Deanery CIO, SC tech group and parish office.

#### **NEXT STEPS:**

- Review school technology strategy plan draft and share with CIO to incorporate his experience and work with parish office to incorporate their needs.
- Dig into tech support tickets opened since beginning of school
- Hold introductory call with Mr. Fleming
- Work with parish and school to narrow down timing of network upgrade

## **Committee Reports:**

### **Grounds:**

**Buildings and Grounds** – Andy Bauer/Sue MacGill

**Faith Formation** – Teresa Schutzman/Phil Poirier

**Pastoral Council** – Tim O'Brien/Jenn Rotz

**PTO** – Mandy Heslin

- In response to feedback regarding parents wanting more communication there will be a monthly newsletter via email. RAM reminders provided for monthly communication envelope.
- Helping with orientation day. Providing fortune cookie with “Your future is looking bright at SLS” fortune library.
- Library vendor kickoff meeting
- STREAM – met with forensic program “Is Milton Missing” for k-4. Will know if we’ve been approved by October 14th
- Trash bag sales exceeded previous year

**SLAC** –

- Anita Hernandez new co-athletic director
- Made \$1000 at Fall fest raffle.
- Issue with people from opposing teams parking along Illinois to avoid paying entrance fees.
- There are traffic issues which may require some new signage.

**Stewardship** – Kevin McCusker

Steve Weber closed the meeting at 8:46 with a prayer.

Respectfully submitted by Suzanne Sherby, School Commission Secretary with gratitude to Katie Kumler for excellent notes.