

St. Luke School Commission Meeting Minutes

Tuesday, May 5, 2020, 7:00 PM

In attendance (via Zoom): Katee Schrage, Kevin McCusker, Kevin Stitle, Larry O'Bryan, Katie DeLisle, Rob Stapleton, Beth Borland, Msgr. Schaedel, Katie Kumler, Elizabeth Kissel, Elizabeth Snook, Mary Jo Woodside, Daren Beam, and Jen Schaefer.

Katie Kumler called the meeting to order at 7:05 PM. Msgr. Schaedel opened the meeting with a prayer.

The April minutes were unanimously approved.

The Indiana Department of Education approved the plan to get the National School Lunch Program (NSLP) budget back on track. Future expenses such as purchasing table and filling a vacant lunch staff position should return the NSLP budget to balanced.

Elizabeth Snook reviewed the PTO status for the year. Even without recent "dine to donate" funds, the PTO income is above budgeted. As the PTO will not be sponsoring any end-of-year events, the PTO is planning on hosting a hot dog night near the beginning of the next school year.

Katie Kumler reviewed the Parish Council meeting. During the meeting, Katie gave a review of the transition of the school to e-learning, which garnered praise from the Parish Council. The website vendor has provided us some upgrades, allowing School Communications to update webpages more easily.

Rob Stapleton gave an update on school finance. The projected enrollment for next year is at 545, and the tuition modeling for the next year was based on 542, putting the budget for next year in a good position. Due to budget uncertainty resulting from the coronavirus, the expenditure on a new math curriculum has been delayed for one year.

Elizabeth Kissel reviewed the Principal's Report. She reviewed staffing updates for next year and provided an update on the transition to e-learning. The School Commission discussed the impact and possible approaches to dealing with any lingering effects of the coronavirus pandemic on the 2020-21 school year. No decisions were made as more information on the situation over the summer will be required.

The School Commission then held elections for the 2020-21 Executive Committee. The unanimous elections were:

Kevin McCusker – President
Rob Stapleton – Vice President
Larry O'Bryan – Treasurer
Mary Jo Woodside – Secretary

Katie Kumler will be joining the executive sessions to provide some additional insight during the executive meetings.

Jen Schaefer reviewed the current enrollment status. There are 46 kindergarteners that have committed and 5 more that are expected to commit soon.

Monsignor Schaedel noted the Indy Star article that profiled teachers that went “above and beyond” during the e-learning transition, including 3rd grade teacher at St. Luke. Mrs. Chandler.

Monsignor ended the meeting with a prayer at 8:54 PM.

Appendix

- I. Principal's Report (pp. 4-5)

ST. LUKE SCHOOL COMMISSION ~ MAY 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 devoted to teaching Catholic Doctrine and practice and providing a curriculum dedicated to academic excellence.

AGENDA ITEM: Updates & Highlights

Details	Date
The school is currently participating in Indiana's first round of ILEARN.	<i>April - May 2019</i>
Handbook Review: Update: The school commission members' feedback has been incorporated in to the 2019-20 Family & Student Handbook.	<i>May 2019</i>
Marketing & Advancement: Jenn Rotz and Elizabeth Kissel are working with Nick LeRoy of Bright Minds Marketing to develop a yearlong Communications Strategy Map for 2019-20.	<i>April 2019</i>
Enrollment Update: Jen Schaefer	

STRATEGIC PLAN UPDATES

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
Goal #5: Annual budget process launched earlier in school year to start evaluating current enrollment and expenses and pipeline estimate to draft early forecasts for next year.	<i>April 2019</i>	<i>Ongoing</i>

<p>Evaluate development of a “Total Cost” of attendance model and evaluate using a flat fee approach that covers all needs without further funding requests during year.</p> <ul style="list-style-type: none"> 4/2019 - The current Exec Committee met with Patrick Jendraszak to begin development a 3-year plan for addressing tuition and fees. 		
<p>Goal #7: SLS will have an active Development and Marketing program focused on attracting new applicants and communication channels to retain existing school families.</p> <p>Marketing communication plan developed for both existing school families and new student recruitment</p> <ul style="list-style-type: none"> Elizabeth Kissel and Jenn Rotz met with Nick LeRoy of Bright Minds Marketing to begin building a yearlong Communications Strategy for the 2019-20 School year. 	Nov. 2018	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
<p>Goal: #13 : Provide professional development to teachers and instructional assistants on instructional strategies designed to support the needs of students with varied learning needs, including struggling students and high achieving students</p> <ul style="list-style-type: none"> Four teachers attended the NCEA Conference in Chicago. 	4/2019	Complete
<p>Goal #12: Collaborate with North Deanery CIO on trends and opportunities to effectively use technology, and ensure bandwidth infrastructure evolves in advance of increases associated with student/staff devices</p> <ul style="list-style-type: none"> Elizabeth Kissel and Daniel Fleming have been meeting monthly with Tom Groot, the North Deanery CIO, to evaluate our Tech Plan and build a Device Lifecycle Management Program. 	4/2019	Ongoing
<p>Goal 14: As part of 3-year technology roadmap, define lifecycle management process to ensure equipment needs are planned and investments incorporated into budget process</p> <ul style="list-style-type: none"> Elizabeth Kissel and Daniel Fleming have been meeting monthly with Tom Groot, the North Deanery CIO, to evaluate our Tech Plan and build a Device Lifecycle Management Program. 	3/2019	Ongoing