

St. Luke School Commission Meeting Minutes

Tuesday May 23, 2017 7:00 PM

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

In attendance: Andy Bauer, Beth Borland, Maribeth Cloud, Valerie Esposito, Dan Heslin, Derek Hileman, Elizabeth Kissel, Katie Kumler, Sue MacGill, Kevin McCusker, Teri Moore, Jim Naughton, Tim O'Brien, Phil Poirier, Monsignor Schaedel, Teresa Schutzman, Suzanne Sherby, Rob Stapleton, Steve Weber.

The meeting was opened with a prayer. The April meeting minutes were approved.

Introduction of new Members

Newly elected members Maribeth Cloud, Derek Hileman, Teri More and Rob Stapleton were introduced and welcomed to the board. The new school Principal, Elizabeth Kissel was introduced and welcomed as well.

Election of 2017/2018 Officers

Dan Heslin was nominated for and elected President for the 2017/2018 term.

Katie Kumler was nominated for and elected Vice President for the 2017/2018 term.

Andy Bauer was nominated for and elected Treasurer for the 2017/2018 term.

Kevin McCusker was nominated for and elected Secretary for the 2017/2018 term.

Principal's Report – Steve Weber

Last Notes: Thank you all for your support, and when needed challenge, over the years. I move on confident that our school is in good shape and confident in our new leadership.

Transition Notes: Mrs. Kissel came last Tuesday, May 16 and spent the day getting a feel for the flow of the day. Mrs. Kissel came again to our Monday prayers yesterday and was introduced, again, to the students. She saw carpool and met with Mrs. Borland, Mrs. Schaefer and Mr. Jendraszak. Her current plan is to be at school every Wednesday in June, until she comes on full-time in July. Beth, Jen and I will work to answer any questions or concerns she may have throughout the month.

She has been given our current strategic plan, faculty and family handbooks, the 2017-18 calendar and budget. She plans on setting times to meet with staff individually over the summer.

We currently have one open teaching position, fourth grade homeroom. We have about a dozen applications at his time. Mrs. Kissel and Mrs. Borland will interview selected candidates next week and have the top candidates meet with a team of teachers. After feedback, she will decide on the new teacher.

New Teachers: As of this writing we have two new staff members for the 17-18 school year.

Mrs. Cayley Coss is our new seventh grade homeroom and middle school science teacher. She most recently has been the science teacher at St. Joan of Arc.

Mrs. Kelly Rees will be our new intermediate resource teacher supporting grades 3-5. She is a current parent and most recently completed a maternity leave at St. Luke.

Technology Notes: We have ordered new 80 iPads for the upcoming fifth grade. This completes our plan to have grades 5-8 using the iPad as a tool. We are upgrading 19 teacher computers and 3 office computers. In addition, an upgrade of MS Office, for the staff is in the order.

Changes: In addition to my retirement, **Mrs. Renner (MS science), Mrs Hirschauer (3-5 resource), Mrs. Dascoli (gr. 5 aide) and Mrs. Mason (gr. 6 aide)** celebrated their retirement last weekend. We thank them for their years of service to our community.

The following points were made:

- Data analysis of all test scores is being completed by the Rooney foundation. The report is due next week and will be available to the new administration and commission for guidance next year.
- Katie requested that the School Improvement Plan be posted on the school website. She also suggested that we do anything possible to ensure the discipline policies are clearly posted and easily available to parents on line.
- Tim had previously requested that the primary themes from the parent survey be made available. This information is not yet available but will be made available within the next 30 days.
- Enrollment sits at about 600 students with calls still coming in every day.

Strategic Planning Committee Reports:

Academic Excellence – Valerie Esposito

The Academic Excellence Committee thanks Steve Weber for his leadership and service over the last 27 years. We appreciate his collaboration with our committee and his selfless dedication to St. Luke School for the greater part of his professional career. We wish him all the best in his retirement. Looking ahead, we acknowledge that we are privileged to work with an excellent and devoted staff. We look forward to collaborating with Mrs. Elizabeth Kissel as we continue to strive for excellence at St. Luke School.

We thank all the faculty who volunteered to act as teacher liaisons with the Academic Excellence Committee throughout the year. Your insight has been tremendously valuable and it has been a privilege to work with you in this process.

The following is our final report for 2016-17. This time period also marks the end of the current strategic plan. As we reflect on the goals of the strategic plan, we are grateful for the continual improvement that St. Luke strives to achieve. For the benefit of the students and the success of the teachers, we aim for a consistent and patterned approach to our education, with a seamless and foundational plan for learning as each child moves from kindergarten through eighth grade.

In alignment with the greater St. Luke School Commission and in collaboration with the administration, we will reevaluate and refresh current Academic Excellence Committee goals from the previous strategic plan and establish new goals as appropriate during the upcoming months. As an advisory body, we are commissioned to provide information relevant to Luke's academics to the pastor and administration as well as provide any information useful in future decisions regarding curriculum priorities and school policy. Data analysis of test scores will allow this committee to evaluate previous performance as it relates to St. Luke's academic expectations and guide goal-mapping for the upcoming strategic plan. In addition, review of current operational academic policies (e.g. St. Luke homework policy, discipline

policy, literature selection policy) would assure alignment with the strategic plan. Finally, the upcoming strategic plan should consider the feedback obtained from parents during the most recent parent survey.

In particular, we look to evaluate and provide recommendations on the following in the 2017-18 school year:

Mathematics K-3:

1. Using the information gained during curriculum mapping and formal testing, we seek to evaluate the success of our current curriculum selections via formal score reports and faculty input.
2. We continue to strongly support a differentiated learning model across homerooms. We recommend additional aide support for these grades, specifically second and third grades, to allow teachers the opportunity to provide optimal instruction. We encourage Elizabeth Kissel to evaluate the current status of differentiated learning and establish a consistent model for implementation. This evaluation may include the potential need for additional teacher training, especially when teaching to the high and low ends of the student ability spectrum, and/or scheduling changes to enable grade up/down remediation or enrichment.

Language Arts:

1. We will continue to evaluate the current reading program for K-3.
2. We will support opportunities to provide faculty with improved access to writing instruction methods.
3. Through evaluation of library systems in area schools, we will evaluate the provision of access to the Indianapolis Public Library via our school library.
4. We will investigate and support the implementation of a merit-based reading program.

Summer enrichment:

1. Evaluation of summer enrichment, specifically online opportunities, will be completed and presented to the administration.

Finally, we would be grateful for a meeting with Mrs. Elizabeth Kissel over the summer to identify how our efforts can augment her successful transition to St. Luke School and work in concert with her priority projects.

Respectfully,

Katie Kumler, Suzanne Sherby, Teresa Schutzman and Valerie Esposito

Facilities – Sue MacGill

1. SLAC member Paul Page met with the Buildings and Grounds to present a proposal to use the room E175 (access from inside of north gym) for video review by coaches with team members. Currently football coaches use video the most. The cost of transitioning this room from storage to video room is estimated at \$7,000.00 which will be raised by SLAC.
2. The renovation of the gym floor will be discussed at the May Finance Comm. meeting.
3. Suggestion was made that post-recess the students reenter the building through the gym doors, not the doors near the library. This may alleviate some of the wear/tear on the short stairwell near the library.
4. The Master Plan for building use has been discussed at length. So far, no action.
5. Much discussion of teacher dissatisfaction with the current work order process. Suggestion made that teacher work orders be routed through the School Office.

6. Andy Bauer will give a brief summary of his canvassing of teachers in regard to facilities.
7. Copies of the Parish Manager's Monthly Annual Report of Facilities will be available at our meeting on 5/23/17.

Technology – Dan Heslin

Key Accomplishments:

- Surveyed teachers to identify most pressing technology needs, leading to focus on a) network performance, b) PC upgrades, and c) training needs
- Developed School technology strategy plan to lay out focus areas and inform future investments
- Evaluated network performance and partnered with Parish office to review potential solution paths; expect network upgrades (i.e. bandwidth, infrastructure) will be completed this summer pending e-Rate funding approval
- Participated on North Deanery Technology Board to bring back best practices and coordinate partnership between the school and CIO office
- Worked with School Finance Exec Committee to ensure funding was secured for next phase of upgrades and training

Initial 2017/2018 Focus Items:

- Evaluate network performance improvement from upgrades and teacher PC refreshes
- Deep dive on SmartBoard technology to assess needs and review potential alternatives due to sizable replacement cost (~\$5k each)
- Review impact of moving back to a single technology teacher/support model
- Work with teachers to identify technology training needs and develop an action plan
- Update technology strategy plan with any needed learnings

The lack of ability to send automatic notifications to parents when a student grade falls below a certain threshold was raised again. As of this time, the feature is still not available. Dan suggested that we continue to push for the feature to be offered from Rediker.

Committee Reports:

Finance – Dan Heslin The final budget deficit for the year is about \$20,000 which represents a big improvement over projections from earlier in the year. The successful collection of unpaid cafeteria balances accounts for a large portion of the difference.

Buildings and Grounds – Andy Bauer/Sue MacGill – see facilities report above.

Communications – Kevin McCusker – A demo of an app for the parish was shared with the committee. It includes a feature which would allow various committees to control messaging and allow parishioners to subscribe to messaging from the committees of their choice.

Faith Formation – Teresa Schutzman/Phil Poirier – No report. The Fatima movie night attendance was low and unfortunately plagued with technological failures.

Pastoral Council – Tim O'Brien – The buildings and grounds/facilities report was the primary focus of the meeting. New officers were elected.

SLAC – Valerie Esposito – A Cadet baseball team was successfully fielded for the first time in several years. The proposal to build a video room for sports teams and other improvements has been submitted. Recent dinner exceeded fundraising expectations.

Stewardship – Katie Kumler –

Stewardship Commission meeting held on 01May2017

Highlights include:

1. P3 Night is all set. Pizza, Pasta, and Parishioners Dinner is scheduled for **14Oct2017** and is a ‘no strings attached event to thank volunteers and the Parish for all they do. Mark your calendars.
2. Pictorial Directory –
 - Have 70-100 families signed up.
 - 2000 families in SLS
 - Would love to see 600 families sign up
3. Master Plan --- Greg Jacobi Company is putting together the Master Plan
 - Looking at the front church entrance
 - Landscaping in the circle area at the entrance
 - Space for the Music Room and the Sacristan
4. Next meeting is in June. No meeting in July. August meeting devoted to 2017-2018 planning

Pastor’s Comments

Monsignor made the following comments:

- A new round of strategic planning may change the structure and purpose of current committees.
- Pastoral council is in the early stages of planning a new capital campaign for the expansion of facilities. The entire parish will have input. Current priorities include
 - A different building for the pre-school. The school is operating with a waiting list already and the house is not large enough.
 - The sacristy and music room are very cramped and in need of expansion.
 - Instructional space for the school
 - Discussion of meeting space needs.
- The organizational structure of the Preschool is being reconsidered. In parishes that maintain a preschool, about 50% report to the Principal of the school. The other half report to the parish. Monsignor feels the Principal should be able to focus on grades k-8, but would like for the Preschool to operate under an advisory board. He would like to consider adding it to the responsibilities of the current School Commission as he doesn’t believe we should form an entirely separate Commission.
- Monsignor commented that although he often hears that there is not enough time for all that must be accomplished in the classroom during the school year, he believes there may be a significant amount of wasted time in the last few weeks of school. He encouraged Beth Borland and Elizabeth Kissel to seek ways to make even the last days of the year purposeful. He noted that he believes this may be more of an issue in the lower grades than in the middle school.

The meeting was closed with a prayer at 8:37 p.m.

Respectfully submitted by Suzanne Sherby, School Commission Secretary