

St. Luke School Commission Meeting Minutes

Tuesday, October 3, 2017 7:00 PM

The meeting was called to order at 7:02 PM.

In attendance: Andy Bauer, Beth Borland, Maribeth Cloud, Valerie Esposito, Dan Heslin, Derek Hileman, Elizabeth Kissel, Katie Kumler, Kevin McCusker, Jim Naughton, Sue McGill, Heather Allen, and Jenn Rotz.

The September meeting minutes were approved.

To Do List

Den Heslin began the meeting by reviewing the to do list.

The first item on the to do list was providing results of the data analysis completed by the Rooney Foundation to the School Commission. Elizabeth Kissel met with a representative from the Rooney Foundation to go over some of the data currently available. The services of the Rooney Foundation help the school to look for kids who may be at risk and kids who may not be getting challenged appropriately. The Rooney Foundation will pull data in at the grade level and the teacher level using NWEA data, ISTEP data, attendance data, etc. They will provide an analysis for growth as well as current achievement levels. Student data is protected by a confidentiality agreement signed by the Rooney Foundation. The most recent round of testing ended Friday, September 29th, and the final data is typically available approximately two weeks after completion of the testing. Further data will be provided to the School Commission at that time. Letters containing each student's individual NWEA Map Growth Progress report will be sent home with students on Wednesday. Electronic distribution of this information is not available at this time.

The second item on the to do list was posting the school improvement plan online. The previous school improvement plan covered 2014-2017 and needs to be updated. Elizabeth Kissel has begun the process of developing the school improvement plan after receiving recent testing data. The update school improvement plan is anticipated to be completed in the next couple weeks.

The third item on the to do list was to post the school discipline policy online. The school disciplinary policy has in the past been in the student handbook. The student handbook was in need of updates such as adjustments to the format and adding a table of contents. Elizabeth Kissel, Beth Borland and Jennifer Schaefer began the updates to the student handbook and have a tentative copy available that will be posted on Rediker Plus Portals and emailed to parents by next week's Ram Page. However, as an additional layer, the administrative team is reviewing the school discipline policy. They are reviewing policies of nearby peer schools for comparison and will be meeting with the school behavioral response to intervention (BRTI) team. The update to the student handbook, including the school discipline policy, is estimated to be completed in December. The revised student handbook will be posted online when the updates to the discipline policy are complete.

The fourth item on the to do list is to review themes from the parent survey that was completed as part of the principal search done last year. A review is ongoing, but initial themes include concerns relating to challenging math students, teacher accountability, and consistency of discipline. A new Pulse Survey has been sent out to parents now, and initial results indicate that the information from the new survey will be valuable in evaluating the state of the school.

The fifth item on the to do list relates to whether the pre-school should fall under the purview of the principal and/or the School Commission. Since Msgr. Schaedel was not present at the meeting, this item was tabled until the next meeting.

The sixth and final item on the to do list is an update on the hiring to find a new Spanish teacher. Mrs. Mary Ann Pain was hired as a full time teacher to fill the position.

Principal's Report

Elizabeth Kissel then briefly discussed the principal's report, which had been provided to the members of the School Commission before the meeting. The issue of teacher pay was discussed, including discussions of what, if anything, the school can do to better compensate the teachers.

Finance Update

Any Bauer discussed the financial situation for the 2017-18 school year. The school is currently projected to be under budget by \$10,000. Tuition is behind budget because of additional teacher discounts and because of a high number of families with 3 children who receive a tuition discount.

Liaison Reports

The liaison reports were provided to members of the School Commission prior to the meeting and most were not discussed in detail.

The status of building cleanliness was discussed. The bathroom floors in the boys bathroom in the gym will be redone during fall break. There have been ongoing issues with cleaning that should have been done by the cleaning contractors but was not being done. The contracting company was alerted to these issues and is working to fix the problem by hiring new people. The status of cleanliness will be reviewed after 30 days. Additionally, the gym has been left unacceptably messy after CYO events.

Strategic Plan Update

Dan Heslin briefly discussed the four phases of developing the strategic plan: (1) Gather Input, (2) Draft and Test, (3) Forum Share, and (4) Finalize and Publish. The next step will be to prepare a route take that will lead to development of the strategic plan. Part of this step is to gather questions that the strategic plan should address.

The meeting was closed with a prayer at 8:53 p.m.

Respectfully submitted by Kevin McCusker, School Commission Secretary

Appendix

- I. To do list (p. 4)
- II. Principal's report from September 13 (pp. 5-8)
- III. Principal's report from September 25 (pp. 9-10)
- IV. Finance report (pp. 11-13)
- V. Pastoral Council liaison report (p. 14)
- VI. Building and grounds liaison report (p. 14)
- VII. SLAC liaison report (pp. 14-15)
- VIII. Summary of status of other liaison reports (p. 15)
- IX. Final list of liaison assignments (p. 16)
- X. Strategic plan proposed approach (pp. 17-19)

Track #	Timing	To Do	Owner(s)	Status	Resolution
1	May '17	Provide results of data analysis completed by Rooney Foundation to School Committee	E. Kissel	Open	
2	May '17	Post School Improvement Plan online	E. Kissel	Open	
3	May '17	Post Discipline policy online	E. Kissel	Open	
4	May '17	Provide School Commission with themes of the parent survey from the Principal search	E. Kissel	Open	
5	May '17	Monsignor noted we should consider providing oversight for the Pre-School as part of School Commission's charter; need to confirm this is the expectation and if so how it is incorporated	E. Kissel / Msgr. Schaedel	Open	
6	Aug. '17	Provide School Commission an update on progress to find a new Spanish teacher and/or plan in absence of a permanent hire	E. Kissel	Closed	Full time teacher hired (Mrs. Mary Ann Pain) as of 9/12

Principal's Report
Submitted by Elizabeth Kissel
St. Luke School Commission
September 13, 2017

Mrs. Kissel's Comments: Thank you all for your support as I have transitioned in to this role. The parents, staff and parishioners have been extremely welcoming and I am impressed by the level of support that the St. Luke family extends towards the school.

Facility Updates:

There were several facility updates this summer:

- The wall was taken down between the classrooms that were previously Middle School Spanish & Religion. With growing class sizes, the small size of these rooms became cumbersome to the students and didn't allow for dynamic, collaborative teaching strategies. The new, larger room has been repurposed as a middle school "math lab."
- AYS moved upstairs to the Parish Hall and a kitchenette was installed. This move was initiated in order to allow the school to maximize the use of its instructional space by utilizing the previous AYS classroom/Youth Ministry Room as a 6th grade science room. This space remains available for Parish use before/after school & AYS hours and is utilized as a teacher lunch room during the instructional day.
- The previous AYS classroom/Youth Ministry Room was repurposed as a 6th grade science lab. Mr. Scott moved to this classroom and a set of science lab tables were purchased to convert it in to a lab. When Mr. Scott moved to his new lab, Mrs. Clark (5th grade science), moved in to his previous classroom giving the 5th grade a science lab. In addition to adding instructional space, this allows St. Luke to have a dedicated science lab for 5th, 6th, 7th and 8th grades.
- The wooden bookshelves in the three 8th grade classrooms were removed due to moisture damage. The walls behind these shelves were treated and sealed, the tile adjacent to the wall was replaced, the wooden shelves were replaced with metal shelves, and the rooms were repainted to give a fresh face lift.
- The 3rd/4th grade restroom and middle school restrooms were renovated. An epoxy floor was laid, the stalls were repainted, the walls were repainted, and the ceiling in the middle school restroom was treated.

Staffing Updates: New teachers for the '17-'18 school year include:

- **2nd Grade: Maggie Hagenauer** - Ms. Hagenauer comes to us from St. Philip Neri and has a tremendous passion for faith formation. The 2nd grade team is thrilled to have her on board!

- **3-5th Resource: Kelly Rees** - Mrs. Rees brings a background as an interventionist and recently filled maternity leaves here at St. Luke in both 4th grade and with our Resource Department. We are excited to have her join us in a full time capacity!
- **4th Grade: Kelsey Pison** - Mrs. Pison comes to us from IPS and brings a background rich in differentiation. We are looking forward to the energy and experience she brings to us!
- **4th Grade: Sue Schneider** - Mrs. Schneider joins us from St. Joan of Arc. She brings a passion for teaching novel studies. Our Rams will love the creativity and caring spirit that she brings to the classroom!
- **6-8th Latin: Marisa Bruce** - Mrs. Bruce comes to St. Luke from Tennessee where she taught both Language Arts and Latin in Catholic schools. Our students will enjoy the passion she has for teaching Latin!
- **6-8th Spanish: Mrs. Mary Ann Pain** - Mrs. Pain comes to St. Luke with experience at both Avon Middle School and Sts. Frances & Claire. She has a love of the Spanish language and a tremendous passion for Catholic education!
- **7-8th Science: Cayley Coss** - Mrs. Coss joins us from St. Joan of Arc. She brings a love of science to the middle school team that will allow our students to be engaged through hands on learning!
- **7-8th Math: Molly Reilly** - Mrs. Reilly comes to us from Cathedral. She is excited to work with middle school students and will bring a great source of enthusiasm to the math classroom!
- **7-8th Language Arts: Bridgette Joseph**- Mrs. Joseph comes to St. Luke from Ben Davis High School where she taught Language Arts, oversaw the entire International Baccalaureate program, and was a leader in both curriculum and technology integration. In addition to bringing expertise and leadership to the St. Luke team, Mrs. Joseph is also the parent of one of our second grade Rams.

Technology Notes:

- The bandwidth was doubled and 19 new wifi hotspots were installed.
- Technology Integration is one of the focal points of the SLS Professional Development plan this year. According to current research, effective technology integration strengthens student engagement and learning. It is the philosophy of the SLS administration that technology is a tool to *enhance* the instructional, not replace the teacher's instruction. Technology integration has been emphasized with the teachers. Staff members who are utilizing effective and engaging technology strategies are being highlighted in the weekly staff newsletter and the Technology Team will be collaborating to provide ongoing Professional Development to the SLS teachers in order to empower them to make meaningful use of the devices that are available to them.

Professional Development:

To support our school goals of improving math, reading and writing, the following professional development has been provided for teachers:

- Five teachers from grades 2 - 5 attended a **Smekens** training in July focusing on effective writing strategies.
- A presenter from **Math In Focus** was brought to SLS in August to deliver a professional development session to all teachers in grades K – 4 to train them on instructional strategies for the Math In Focus textbook series that SLS utilizes.
- A presenter from **Reading Mastery** was brought to SLS in August to train teachers in grades K-2 on **Early Intervention Reading Strategies** to support struggling readers.
- SLS has booked a **Smekens** trainer to come to SLS next August to provide training on the *6 Traits of Writing*.
- Ongoing professional development has been provided via staff meetings on the nuances and importance of **Growth Mindset**. This will continue to be a building-wide focus.

Safety:

Keeping our students safe remains a top priority at SLS. Below is a list of items we have addressed in order to better protect our students:

- The school has asked Building & Grounds to **label each of the exterior doors** to the building with a number. This safety procedure allows us to quickly and efficiently notify emergency responders of where to go in the event of an emergency. (This is in progress and has not been completed at this time.)
- The carpool procedures are being continually revisited. The focus during the month of August has been on tightening up the late carpool procedures to ensure the safety of students involved. Mrs. Sue Schneider (4th grade) is a school safety specialist and is working in collaboration with administration to update the carpool policies and procedures. Current updates include:
 - Parents have been reminded that Second Presbyterian is not an approved SLS dismissal site, thus students are no longer being permitted to walk alone through the woods to Second Presbyterian. All students who do not have a parent at SLS to pick them up will remain safely supervised in the late carpool area.
 - In late carpool, students are no longer permitted to run to their parent's car as soon as they arrive. They are asked to remain in the "St. Luke Safe Zone" until a teacher blocks traffic and ensures their safety as they cross the carpool line.
- In accordance with school safety recommendations/guidelines, the door from the Welcome Center to the school office has been replaced with a new door that has a larger window.

Data & Curriculum:

Indiana has released the 2016-17 ISTEP scores and SLS is in the midst of finishing the fall NWEA testing. The results of this data will be used to drive the instruction and enhance differentiation. To accomplish this goal, the following measures have been taken:

- Elizabeth Kissel provided a training on NWEA for the SLS teachers in August. The staff was trained on the data tools that are available to them through the NWEA platform, how to interpret that data, and how to use it to drive instruction and differentiation for their students.
- The staff met in grade level groups in August with an administrator to evaluate their 2016-17 student growth data and identify areas of success and areas where SLS needs to improve.
- Beth Borland presented the ISTEP data to the staff at the September faculty meeting and initiated a data review process.

The SLS administration analyzed the 2016-17 ISTEP results and the Indiana Growth Model school report card to identify which domains we need to focus on during this academic year. Based on this data, we found that our Proficiency scores are very strong in both English/Language Arts (ELA) and Math, our Growth was strong in ELA, and Growth in Math had room for improvement. To address this, the administration is scheduling a meeting with each grade level group to analyze 2016-17 ISTEP results and 2017 Fall NWEA in order to identify the students in each grade who are at risk academically. We will specifically look at students who were low performers with low growth as well as those who were high performers with low growth. This will enable us to develop a plan for both remediation of struggling students and enrichment of high performing students in need of a greater challenge.

Mrs. Kissel will continue the collaboration with Dr. Sue O'Brien in regards to curriculum maps. Dr. O'Brien helped the SLS teachers write an initial draft of their curriculum maps during the 2016-17 school year. This year our focus will be on coordinating the horizontal and vertical alignment of all curricula to ensure that it is designed to offer smooth transitions between grade levels and to foster continuous growth.

Principal's Report
Submitted by Elizabeth Kissel
St. Luke School Commission
September 25, 2017

Mrs. Kissel's Comments: We had a good month at St. Luke School! The students enjoyed PTO's Fab Friday and had fun at Fall Fest. The administration made a strong emphasis to be present in the classrooms

Facility Updates:

- The Chem Surface lab tables that were purchased for the new 6th grade Science Lab arrived. This allows St. Luke to have dedicated science lab space for 5th, 6th, 7th and 8th grade.

Staffing Updates: New teachers for the '17-'18 school year include:

- **6th – 7th Spanish: Mary Ann Pain-** Mrs. Pain joined us with a tremendous passion for Catholic Education, Middle School students, Spanish language and even Spanish cuisine! She brought enthusiasm and excitement to the middle school Spanish program.
- **6th Instructional Assistant:** An additional part time Instructional Assistant has been hired to support the large 6th grade class size.

Technology Notes:

- The new SonicPoint Wireless Access Points (WAPs) were made operational the weekend of September 23-24th.

Professional Development/Data & Curriculum:

- The Administration has been actively analyzing the Fall NWEA results and the 2017 ISTEP scores. We are meeting individually with each grade level team to analyze their growth, identify areas for improvement, and set professional goals pertaining to their curriculum and instructional strategies.
- The Administration has reviewed and updated the Family and Student Handbook.
 - The Behavior Response to Intervention (BRTI) committee has been charged with analyzing the St. Luke Discipline plan and making recommendations to administration.
 - The School Improvement Committee will be meeting on Friday, September 29 to write the new School Improvement Plan. The school goals will be based on the raw ISTEP data, ISTEP Growth data, and NWEA data.

Safety:

Keeping our students safe remains a top priority at SLS. Below is a list of items we have addressed in order to better protect our students:

- The school has asked Building & Grounds to **label each of the exterior doors** to the building with a number. This safety procedure allows us to quickly and efficiently notify emergency responders of where to go in the event of an emergency. (This is in progress and has not been completed at this time.)
 - 9/25/17 – UPDATE: *This is still in progress and has not been completed at this time. We are awaiting Building & Grounds to complete this.*
- Elizabeth Kissel has signed up to attend Indiana’s School Safety Specialist Academy training on November 20-21.

Budget

- Mrs. Noble was asked to run a list of all families who have a negative lunch balance and send it the morning of September 26.

St Luke Catholic School Commission

Finance Report – October 2017

2017-18 Financials

- August results are ahead of budget by \$10k
 - Budgeted subsidy was (\$458,711)
 - Projected subsidy was (\$448,865)
- Cafeteria is above break even, currently and projected
- Tuition is behind budget
 - More than budgeted teacher discounts
 - Mix of families (more 3 kid families, fewer 1 kid families)
- Salary expense is ahead of budget

2017-18 Finances

- Patrick remains comfortable with where we are at this point in the year
- Budget includes contingencies as well
- Next steps for finance
 - Review of status of SGO balance/awards
 - Preparing for next year's budgeting process

Pastoral Council Liaison Report

Meeting Date: 9/15

- Dan Heslin presented Bi-Annual School update to Parish Council:
 - Discussed enrollment statistics, staffing updates, school performance, teacher professional development, safety, and infrastructure - based off the most recent School update sent to School Commission on 9/16
 - Size of 6/8th grade classes was of concern not just from space/teacher-student ratio, but work being done to fill the student pipeline as these classes move to high school
 - Members were pleased we have effectively backfilled teacher roles; questioned if we have a strong sense of what teachers value when selecting where they teach beyond compensation
 - Elizabeth will be meeting with the group next month to provide added detail around our recent performance and future state school vision
- Overall Parish financials was the other focus area. In summary, the parish delivered a \$24k positive budget variance for the 2016-2017 year. The annual report will be published in the bulletin within the next month

Building and Grounds Summary for School Commission meeting on 10/3/17

1. Patrick is working with Beth Borland on a numbering scheme for the outside doors.
 2. A kitchenette was installed in the Parish Hall meeting room/AYS/teacher lunchroom
 3. Request from Holly Page to hang banners featuring 8th grade athletes. Granted, and football ones displayed.
 4. Items to be presented to Finance Council for Capital Expenditures include the re-lamping of the north gym with LEDs and the re-surfacing of the north gym restrooms and locker rooms. Currently waiting for 5 days of no use so that the floors can dry properly.
 5. Additional work is being done on the east side of the school for drainage problems.
 6. Discussion of w/n bleachers along the north gym wall would be useful for football/soccer fans.
 7. Continuing discussion with the Town of MH to get a crosswalk on the north side of 75th street.
- Msgr. Schaedel stated a preference for prioritizing items, 4, 6, and 7.

SLAC meeting 9/11/17:

- Fall Fest volunteers: SLAC members will staff the beer tent.
- The Media Room off of the gym is up and running, and instructions posted for use. There is a Dell computer for use by all who use the room. The WiFi is slow, however. Fall Fest proceeds will go toward improving WiFi.
- Athletic Director (AD) report:
 - Football season has begun with approx 90 boys participating. Concessions have been profitable. New football goal posts with pads have been installed. Signup numbers are down for girls' kickball. Sam Bloomer is the new kickball commissioner. Girls Basketball is off to a solid start with a good turnout for evaluations. Cross country season is underway with approx. 40 runners. Baseball was successful last year; AD expects similar interest or better this year.
- Gym bathrooms will be redone over fall break in October.

- Signage to celebrate 8th grade athletes (2'x3' apiece, approx. \$25, self-funded by the team) is being considered. Football will test interest with hanging these banners this season; signage of 8th grade boys will be hung on outdoor gym wall, facing west.

There was a Communications meeting on 9/18, but no School Commission member attended.

There was no Faith Formation meeting since the last School Commission meeting.

The next Stewardship meeting is October 2.

There will be an update from the PTO meeting forthcoming.

Liaison Area	2017/2018 Assignment	Notes
Buildings and Grounds	Sue MacGill/ Maribeth Cloud	
Faith Formation	Derek Hileman	Connected Derek with Phil and Teresa and Phile
Finance	Andy Bauer/Rob Stapleton	Rob – connect with Andy to get engaged
Nominations	Terri Moore	Work will start early next year
Parish Communications	Jim Naughton	Provided Jim contact info and next meeting ate information
Pastoral Council	Dan Heslin	
PTO	Heather Allen	
SLAC	Valerie Espisito	
Stewardship	Katie Kumler	Kevin McCusker can guide on role

St. Luke Strategic Plan

Proposed Approach

October, 2017



Proposed 4 Stage Approach to Developing Strategic Plan

Phase	1. Gather Input	2. Draft and Test	3. Forum Share	4. Finalize and Publish
Overview	Consolidate existing and develop new data inputs to inform strategic plan	Draft 1st pass Strategic Plan and review with subset of constituents	Host a set of broad forums and focus groups to review draft strategic plan	Pull together final version based on feedback
Key Actions	<ul style="list-style-type: none"> ▪ Catalog existing inventory of surveys and feedback ▪ Launch new survey ▪ Summarize themes ▪ Develop strategic questions 	<ul style="list-style-type: none"> ▪ Answer strategic questions ▪ Draft strategic plan ▪ Gather input from teachers and small group of parents 	<ul style="list-style-type: none"> ▪ Establish parent focus groups ▪ Hold broad forums for all parents to participate ▪ Review strategic plan and gather feedback 	<ul style="list-style-type: none"> ▪ Update document based on broad feedback ▪ Publish document with school community
Primary Involved	Administration, School Commission, Survey Partner	Administration, School Commission, Teachers	Administration, Parents	Administration
Timeline	6 Weeks	8 Weeks	8 Weeks	3 Weeks

Focus: Input Gathering Phase

The following information will be gathered and summarized to inform the strategic plan:

Existing

- Prior Strategic Plan
- Principal Search Survey
- Recent teacher feedback
- SC Committee Recommendations
- Test scores

In Process

- Marketing Plan Survey – new survey evaluating how our school compares to other competitors
- Master Plan Survey – new survey reviewing how our facility needs to deliver on both parish and school needs

New

- Feeder High School Input – survey feeder high schools to gather feedback on strengths/weaknesses of our students
- School Commission Strategic Questions – summary of questions from School Committee that need to be answered as part of the process (e.g., languages taught/when, standout subjects, program design, technology)