

St. Luke School Commission Meeting Minutes

Tuesday, September 4, 2018 7:00 PM

In attendance: Katie Kumler, Mary Jo Woodside, Mike Hasch, Jen Schaefer, Derek Hileman, Katee Schrage, Kelly Wessel, Rob Stapleton, Maribeth Cloud, Beth Borland, Daren Beam, Kevin McCusker, Elizabeth Kissel, and Msgr. Schaedel

Katie Kumler called the meeting to order at 7:00 PM.

Monsignor Schaedel opened the meeting with a prayer.

Katie Kumler reviewed available liaison assignments. Katie will act as the liaison to Parish Council. Derek Hileman volunteered to be liaison for Faith Formation, Mike Hasch volunteered to be liaison for SLAC (St. Luke Athletic Commission), Terri Moore volunteered to continue to do nominations for next year's members on the Commission, Katee Schrage volunteered to be the liaison for Stewardship, and Beth Borland volunteered to be the liaison for Communications.

The Commission then briefly reviewed the minutes from the June 2018 meeting. One member asked a question about the previous principal's report and where the "eloet observations" came from, and discussed areas of concern such as use of technology in the classroom and availability of space. Elizabeth Kissel discussed the observations, the limitations of them, and some steps being taken to evaluate and remedy any relatively low scores that were present.

The Commission then approved the June 2018 minutes unanimously.

Elizabeth Kissel reviewed the Principal's Update. She reviewed the new hires for the year. The new cafeteria manager is pursuing healthy, high-quality items that are expected to be well-received by the students and parents. The school hired four new full-time teachers. The school is still looking for full-time Spanish teacher, and Elizabeth Kissel discussed some of the challenges in getting a Spanish teacher. The Commission discussed possible alternative options, such as a Spanish teacher scheduled 3 full days a week instead of 5 part days or sharing a Spanish teacher with another school.

There are currently a total of 572 students enrolled. There were 28 transfer out and 28 transfer in. There are 53 new kindergarteners. An early estimate for projected enrollment next year is 580.

Handbook acknowledgement forms will be going out soon. The curriculum map for social studies will be updated this year.

Katie Kumler then discussed a possible update to the Mission Statement to include a reference to academics. The current Mission Statement is "St. Luke Catholic School, with the love of Jesus Christ as our model and guide, is dedicated to educating students in Catholic Doctrine and practice." Daren Beam will work on updating the Mission Statement.

Rob Stapleton reviewed finances. Last year's budget came out ahead about \$60,000. The Commission discussed the PTO fundraising and budget.

Kevin McCusker discussed changes in the law regarding use of 529 accounts for allowing contributions to be used for K-12 education and possible changes in the law limiting the deductibility of donations to SGO organizations. A note will go out in the Ram Page and through the parish reviewing the changes.

Elizabeth Kissel said that the school has purchased new smart boards that should be arriving soon.

Katie Kumler discussed a list of dates for getting various things done at the meetings throughout the year.

Monsignor Schaedel closed the meeting with a prayer at 8:48 PM

Respectfully submitted by Kevin McCusker, School Commission Secretary

Appendix

- I. Principal's Report (pp. 4-5)
- II. St. Luke School Commission Finance Update (p. 6)

ST. LUKE PRINCIPAL'S REPORT

AGENDA ITEM: *PERSONNEL UPDATES*

Discussion: This is an overview of the personnel updates for the 2018-2019 school year as of Tuesday, September 4, 2018.

Action items	Date	Status
UPDATE: <ul style="list-style-type: none">New hires since our final School Commission Meeting of 2017-18<ul style="list-style-type: none">Cafeteria Manager: Debra Haas2nd Grade: Lauren Kashman5th Grade: Rick Wiese6th Grade: Heather MongerMS Religion: Sheila GramlingSpanish: Trish Mong is currently filling this position on a temporary basis while we continue our search for a permanent Spanish teacher. Mrs. Mong is fluent in Spanish and has been doing a beautiful job of teaching our students!	Sept. 4, 2018	Complete (Spanish ongoing)

AGENDA ITEM: *FINANCIAL GRANTS AND EMPLOYEE DISCOUNTS*

Discussion: The following update was provided by Patrick Jendraszak on behalf of the Finance Committee.

Attachment: Financial Grants & Employee Discounts

AGENDA ITEM: *2018-19 ENROLLMENT*

Discussion: Jennifer Schaefer, Assistant Principal & Admissions Director, provided an update on our 2018-19 enrollment.

Action items	Date	Status
Enrollment: <ul style="list-style-type: none">Our current enrollment, as of 9/4/18, is 572 students for the 2018-2019 school year.From the 2017-2018 school year to the 2018-2019 school year St. Luke Catholic School lost 28 students.Excluding the new Kindergarten class, St. Luke Catholic School has added 28 new students for the 2018-2019 school year.The 2018-19 Kindergarten class currently has an enrollment of 53 students.	September 4, 2018	Complete

AGENDA ITEM: ACCREDITATION & STRATEGIC PLAN

Discussion: St. Luke School had our Accreditation Site Visit on February 15, 2018.

Attachment: Accreditation Report; Strategic Plan

Action items	Date	Status
<ul style="list-style-type: none"> UPDATE: Admin & Exec will compare these results of the Accreditation Report and ensured that any recommendations were incorporated in to the Strategic Plan. NEXT STEPS: Admin & Exec will compare these results to the Strategic Plan. 	Goal: Complete by end of June	Complete

AGENDA ITEM: HANDBOOK

Discussion: The school handbook was revised during the Spring of 2018.

Action items	Date	Status
<p>Overview:</p> <ul style="list-style-type: none"> The School Commission designated a subcommittee to review the handbook during the April 2018 School Commission meeting. The School Administration assembled a committee of teachers to collaborate on this process. The school has also assembled a specific team to look at the Discipline Policies and another to review the other items under the guidance of Assistant Principal Jennifer Schaefer. <p>Specific policies reviewed:</p> <ul style="list-style-type: none"> Attendance Policies Discipline Policies Recess Policies Appropriate Use of Social Media relative to the School Technology Agreement Form <p>UPDATE</p> <ul style="list-style-type: none"> The handbook has been posted to the St. Luke School website. Our current enrollment, as of 9/4/18, is 572 students for the 2018-2019 school year. <p>NEXT STEPS</p> <ul style="list-style-type: none"> An electronic handbook acknowledgement form will be sent home to parents. 	The electronic Handbook acknowledgement forms will be collected by 9/21/18.	Ongoing

AGENDA ITEM: CURRICULUM MAPS

Discussion: St. Luke will continue to review and update the curriculum maps to ensure that they are standards driven and vertically/horizontally aligned.

Action items	Date	Status
<p>UPDATE:</p> <ul style="list-style-type: none"> Math & ELA: The Math and ELA curricula and corresponding curriculum maps were reviewed and revised last spring/summer to ensure that they are vertically and horizontally aligned. Social Studies: A new Social Studies curriculum was adopted for the current school year. The Social Studies curriculum maps will be updated this year to reflect the new textbook series and ensure that current Indiana standards are addressed. 		Ongoing

School Commission – Finance Update

- End of Fiscal Year 2017/18 – School budget ~ \$60 K favorable to budget
- Challenges for 2018/19
 - Enrollment: actual number of students short of budget (~572 vs 590)
 - Faculty tuition discounts higher than budgeted
 - Salaries & Benefits showing slightly higher than budgeted
- PTO
 - Current budget at \$103K
 - Projected expenses on budget
 - ~\$50 K in undesignated restricted funds carried over from last year
 - Commission & PTO reviewing budget to determine proper oversight