

St. Luke School Commission Meeting Minutes Tuesday, February 11, 2014, 7:00 PM

The meeting was called to order at 7:05 PM.

In attendance: Andy Bauer, Matt Behringer, Andy Borland, Pat Crossin, Nicole Duncan, Wendy Mehringer, Tim O'Brien, Charissa Osborne, Msgr. Schaedel, Rob Shumaker, Michele Tillery, Steve Weber;

Excused: Karen Dickinson, Beth Leffler, Sue MacGill, Eileen O'Brien – Metzger

The December 3, 2013 meeting minutes were approved with no dissent after a change correcting a typographical error.

Principal's Report – Steve Weber

- **School Calendar:** The 2014–2015 school year calendar has been set. It mirrors this year's calendar in most areas. It was to be sent to parents on Wednesday, February 12
- **Discount for BCHS Staff:** Bishop Chatard High School offers a 25% tuition discount for full-time staff members at St. Luke and all other North Deanery Schools. They have requested a reciprocal discount for their full-time staff members whose children attend ND schools like St. Luke. At this time we have one child who would qualify for such a discount. Like adding an additional discount for the fifth child, it would have a minimal impact on budget (under \$1,000). It is Mr. Weber's recommendation that we formally establish this reciprocal discount.

Be It Resolved: That St. Luke School offers a reciprocal discount for full-time staff members of Bishop Chatard High School who send their children to St. Luke of 25% of regular tuition.

- **Site Visit Thoughts:** The complete OCE accreditation site visit report was sent out in January. Mr. Weber addressed several of the challenges listed in the report. Many of these may fall within our strategic plan and school improvement plan.
 - 1) Technology Infrastructure: Mr. Weber has worked with Patrick on a plan that had to be submitted for e-rate funding (40% discount on our electronic, telephonic and web based expenses) by the end of January. The plan involves the parish staying with Windstream Communications for parish data, parish and school phone, and parish and school webhosting and e-mail. All school Internet access would shift to Comcast for much higher speed Internet. We would also add WIFI "airports" to each homeroom classroom. In addition, will continue focus on professional development in best practices for integration of technology with the curriculum.
 - 2) Building Cleanliness: Recommendation that we work with buildings and grounds on reviewing expectations for cleaning company and consider additional personnel for improved daily, business hours cleaning and maintenance response.

3) Concern as to inconsistency in discipline in middle grades. Mr. Weber describes this as a fairly regular concern as “fair” and consistent can be in the eye of the beholder.

4) Space issues: Do need to be addressed as part of the strategic plan. We have a full second grade (75 students) going into grade 3. Room 302 as it is currently configured is too small to handle 25 students.

5) Changing Demographics: Looking at ways to bring new families into the St. Luke family is important. The staff is looking at a family welcome orientation to expand the new parent orientation. The mentor family program exists but it did get overwhelmed with so many new families right before the start of school.

6) Concern about length of lunch: Long day, short lunch – true. Mr. Weber and Mrs. Tillery have experienced that with longer lunches, students tend to become distracted and disciplinary problems increase.

7) Improving communications: Mr. Weber states that we can always improve communication. Teachers and administration have the same response time expectation for parent requests. We don't always agree on a decision or an outcome. Some grades are better than others in online communication, including grade level websites and regular assignment posting. There can be confusion between grade level websites and the MSP assignment posting. That can be clarified.

8) Foreign Language: Some parents express a need to expand foreign language program. The foreign language program can be improved. The key question is with our “long day”, what gets deleted? The current recommendation is to use the PTO After School Enrichment program to offer foreign language either for those wanting Spanish before 4th grade or another language.

- **Enrollment update** (Michelle Tillery) – There has been 60 kindergarten applications as of the first week of February. 53 of these children are Catholic.

President's Report – Andy Bauer

- Parish Council update – Parish Council is developing goals and action plans based on the results of the Parish Survey.

Strategic Planning – Charissa Osborne

- Areas of focus are Catholic Identity and Faith Formation, Development, Technology, Facilities.
- Catholic Identity and Faith Formation will guide our efforts in all areas.
- A list of priority objectives that require funding was developed:
 - Internet upgrades – (set to be completed this summer).
 - Hiring of an in-house maintenance person.
 - Hiring of in-house technology coordinator to troubleshoot and train and assist staff.
- A suggestion was made that Academic Excellence be included as a named area of focus.

Committee/Liaison Reports

- Finance – Tim O’Brien –
 - SGO limits for next school year will be kept the same as the current year.
- Nominations – Rob Shumaker – no report.
- Faith Formation – Matt Behringer – no report.
- Buildings and Grounds – Pat Crossin
 - Concerns have been expressed about messy classrooms.
 - Gym lobby and restroom remodel is complete.
 - School overall cleanliness needs to be addressed.
- Stewardship – no report.
- PTO – Nicole Duncan
 - Encouraging current families to become mentor families.
 - December Christmas activities were a success.
 - January events included Souper Bowl luncheon for teachers and frozen yogurt from Menchies for students.
 - Arts and Enrichment programs have kicked off in February.
 - Wednesday Workshops for parents begin February 12th and will be each Wednesday at 2:00. These workshops will focus on parenting skills.
 - PTO has given two new grants: One for Asian cultural presentation and one for a science project.
- Pastoral Council – no report.
- SLAC – Andy Borland – no meeting. Next meeting February 17.
- Parish Communications –no report.

Pastor's comments – Monsignor Schaedel

- Thanks to parishioners for being active and caring.
- SGO fundraising was good due to the generosity of parishioners. With encouragement from the Parish, the numbers can be increased.

Closing Prayer was said.

Meeting was adjourned at 8:50 PM.

Respectfully submitted by Andrew Borland, School Commission Secretary

Important Dates:

Next School Commission Meeting: March 4, 2014 at 7pm

Next Executive Committee/Finance Meeting: February 25, 2014