

St. Luke School Commission Meeting Minutes

Tuesday February 7, 201 7:00 PM

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

In attendance: Andy Bauer, Beth Borland, Valerie Esposito, Dan Heslin, Mandy Heslin, Katie Kumler, Sue MacGill, Kevin McCusker, Jim Naughton, Tim O'Brien, Phil Poirier, Jenn Rotz, Monsignor Schaedel, Teresa Schutzman, Suzanne Sherby, Steve Weber.

Also in attendance: Brigid Alexander.

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

President's Report – Tim O'Brien

Tim O'Brien and Monsignor Schaedel shared that a Search Committee for the new Principal has been formed. It will be chaired by former School Commission President Rob Shumaker. Members will include: Tim O'Brien, Dr. Suzanne O'Brien (no relation), Joe Muldoon, Mandy Heslin, Tyler Mayer, Beth Leffler and Tara Land DeWitt. Thus far, the committee has met with the Archdiocese and has received some guidance as to what the process and the committee's role as well as templates for job description and other search documents which can be used as a basis for the process. The job posting is currently on both the Archdiocesan and State of Indiana DOE websites. The committee hopes to have received all resumes by March 6th, to complete the interview process and present the top candidates to Monsignor by the end of March.

Principal's Report – Steve Weber

Deposit Process: This year the book and supply fee was set to \$300 to reflect our actual costs for the materials used during the year. The discount of \$50 is still offered if paid by March 1. Families need to sign up on FACTS by February 15 to take advantage of the discount. According to the church office about 180 families have already signed up. Four families, as of this writing, have requested payment plans. A reminder is in this week's Quick Note and will be sent again as a standalone reminder over the weekend.

ISTEP: It looks like the state will continue with the current ISTEP for this year and next year. They have been unable to agree on an alternate tool. I have attached the report prepared by the Office of Catholic Schools with our data included. As noted earlier, most every school showed a drop, but we did well by comparison. We have been focusing on areas for growth with the teachers, since we are still listed as high achieving in all areas.

Crisis Manager: We are looking into *Crisis Manager* as a tool to help all staff respond to emergency situations. It is an app that brings our emergency planning tool to the phones of the staff. Right now we simply have a "red book" of emergency response plans in each room. Our safety committee is meeting with parish staff to determine if this is the way to go.

Catholic Schools Week: We just finished a busy, but fun, week of celebrating our parish school. We are reviewing some of the marketing plans as the numbers of new families wanting tours was down. The number of families coming to the new parent information meeting was also down. Our overall applications are at or above normal for this time of year. We are just wondering if this model provides the best results.

Applications to Date: These are the current admission numbers as of 2.7.2017.

Kindergarten Applications received-49	1st Grade Applications received-2
2nd Grade Application received-1	4th Grade Application received-1

5th Grade Application received-1

6th Grade Applications received-2

7th Grade Application received-1

8th Grade Application received-1

CCSV: The Celebrating Catholic School Values dinner is this Thursday at Union Station. One of our parishioners and former school family being honored is Tom Spencer. I do have some extra tickets if any Commission members would like to attend.

Curriculum Update – Beth Borland

St. Luke teachers continue to work with Beth Borland and Dr. Suzanne O'Brien to complete curriculum mapping. Our goal is to have the first, second and third quarter of maps in English/Language arts, Math, Science, Social Studies, Religion for all grade levels in addition to all special areas complete by the end of February. During the month of March, teachers will focus on completing the fourth quarter map with the goal to complete it in April. As the maps are complete, Dr. O'Brien and Beth Borland will work together to identify any holes in St. Luke's Curriculum and to address those issues within the school's curriculum. We are currently working to confirm a date for a Singapore Math trainer to come to St. Luke and work with our teachers (k-4) to address questions they have after one semester of Math in Focus and to give Fourth grade teachers a basic understanding of Math in Focus/Singapore Math as they prepare to move to Math in Focus in August of 2017

Beth shared a comparison of Saint Luke's 2016 I-Step scores to the rest of the Archdiocese and the State of Indiana and a summary of the recent NWEA testing.

Budget Discussion – Dan Heslin

Since last meeting:

- School Finance Council worked with Monsignor and Parish Business Office to evaluate various tuition scenarios
- Reviewed existing expense structure to identify savings; line level review found few non-personnel savings as many expenses were being absorbed to cover salary and benefits of added roles over past 2-3 years
- Evaluated textbook adoption needs to assure adequate funding for current plans; split accounting for durable and consumables for better tracking.
- Discussed potential addition on \$100 tech fee for students in grades 5-8 to offset cost of technology for 1:1 program (~ \$40k expense/year)
- Locked in a projected tuition need to sufficiently fund school and current programs

Key Budget Notes

- 600 students with similar mix of parishioner/non-parishioner and family size to current
- ~ 4% teacher salary increase based on initial guidance from Archdiocese
- Same size and composition of staff with exception of replacing the Principal and a retiring Master teacher; expect savings in these roles due to years of service pay schedule impact
- Parish subsidy increase of 2% from 2016/2017 plan
- Increased funding in areas such as teacher professional development, school development and technology needs.

Tuition Scenarios

- Option A: 5.3% increase (fully funds school with no tech fee)
- Option B: 4% increase (leaves a \$31K deficit or \$6K deficit with \$100 tech fee - grades 5-8)
- Option C: 3.5% increase (leaves a \$42K deficit or \$17K deficit with \$100 tech fee - grades 5-8)
- Option D: 3% increase (leaves \$54K deficit or \$29K deficit with \$100 tech fee – grades 5-8)

Additional Considerations about our value proposition

- Offer strong arts program to build well rounded student; one of few Catholic Schools with strings/band program
- Our graduates consistently test out of a year in Latin and Spanish; this is evidence of the success of our middle school foreign language program
- K-1 teacher assistants are essential to providing small group differentiated instruction to meet student needs
- Our resource department works by both going into the classroom (push in) and pulling kids out for small group/individual help. Last year our primary resource staff saw 49 students on a regular basis, the intermediate saw 28 and the middle school saw 13. By having early intervention in the primary grades, we are able to assist students while problems are small and reduce the amount of extra assistance that is needed in the upper grades.
- Mr Duggins has done a fantastic job with financial aid by taking a great amount of time off Steve so that he can focus on other tasks. Steve's estimated time per Choice Scholarship student was 30 minutes twice a year with ~ 100 students in the program.

After a brief discussion, a show of hands was requested to determine which option seemed most palatable to members. Two favored Option A as the differential to parents would only be an additional \$10/month with the pay over 10 months tuition option. Option B with the addition of the tech fee was favored by about 5 members. Dan Heslin shared that this was his favorite option as it can be perceived as a tangible commitment to technology. The proposed tech fee is lower than what other Archdiocesan schools are charging and is an actual pass through, as students in grades 5-8 are receiving the benefit of 1:1 computing. It was suggested that Option B be amended to a slightly higher percentage increase to eliminate the \$6K tuition gap. This was not done originally to keep the number round. Under this scenario, option B would become a 4.2% increase rounded up to make tuition for the first child \$4315. Current tuition is \$4135. A new show of hands revealed that 7 members would favor the amended option B along with the imposition of a tech fee. This would fully fund the school and close the tuition gap.

Monsignor thanked Dan and the finance committee and said that this was the most comprehensive budget study and recommendation he's seen in his time at Saint Luke. He thanked the commission for its recommendation, which will be formalized at the March meeting. Monsignor plans to consult with Patrick Jendrasik and other North Deanery Pastors before making any final decisions. Finally, Monsignor suggested that we strive to more clearly communicate to parents the large portion of actual tuition costs are covered by the parish subsidy in an effort to ensure families fully understand the real value of the education offered at Saint Luke.

Strategic Planning Committee Reports:

Academic Excellence – Valerie Esposito

- The Academic Excellence Committee (AEC) will meet with the teacher liaisons on February 9th. The proposed agenda includes Mrs. Forsee leading a discussion related to Dr. Nancie Atwell's work in literature and writing instruction. Dr. Nancie Atwell was the first recipient of the "Global Teacher Prize".
- The AEC acknowledges that many of the planned deliverables and future goals for the AEC committee are highly dependent upon the curriculum mapping being led by Dr. Suzanne O'Brien. This work began in earnest in November and continues with the goal to have Q1, Q2, and Q3 mapped by the end of February. For the AEC, the year began with a goal to introduce a more robust and lively literature/writing program to St. Luke. However, the AEC recognized that without a current St. Luke curriculum map in place, properly identifying or incorporating such literature/writing curricula would be premature. The

AEC does not want to duplicate or undermine the work the teachers and Beth are doing to contribute to the curriculum mapping project, and therefore we have re-focused our efforts. Area schools have been contacted for help to understand their current literature choices across grade levels and also to understand their strategy to incorporate literature/writing in place of, or in conjunction with the basal reading program.

- Professional development opportunities targeting broadening teachers' skills in various areas (e.g., Rediker, Reading Street, differentiated instruction for struggling students) were discussed and details will be investigated.

Development – Tim asked Jen Schaefer to take charge of moving this forward as most of what she's already doing falls under this umbrella

Facilities – Sue MacGill

1. Playground update: The playground was completed in early December, the jeep is being restored.
2. The bathroom renovation project has begun, with the boys'/girls' bath in the primary grades completed first. The committee discussed which restroom should be next, expect a decision this week. The work will be completed in June as spring break won't offer quite enough time to complete all elements of the project.
3. There is a request for recovering/replacing furniture in the Youth Ministry/AYS room. The MOMS group needs a place for 15 people to gather in a circle, and the furniture there is in very bad condition. Is this a Capital expense for next year?
4. Considering moving the cross by the school office to deter roof-climbers.
5. Building and Grounds would like to have budget items presented as soon as possible. Any ideas from School Commission members?

Technology – Dan Heslin

Key Activities

- Developed version 2.0 of the St. Luke Technology Strategy Plan. It put on paper the schools perspective on network, hardware, software, support, and use of tech in the classroom
- Working with Mr. Fleming to make configuration changes in the Apple routers to see if the wifi network can be improved without additional investment
- Parish Office is getting quotes together for a network upgrade if Apple router test doesn't show improvement

Next Steps

- Finalize wifi test and determine if we need to progress upgrade work
- Kick off review of Smart/Interwrite classroom boards as noted in Tech Strategy Plan

Committee Reports:

Buildings and Grounds – Andy Bauer/Sue MacGill – see above

Communications – Katie Kumler - no report/see Stewardship

Faith Formation – Teresa Schutzman/Phil Poirier – The committee hopes to implement showing some spiritual movies for children either in the gym or on the lawn.

Nominations- Jim Naughton - no report

Pastoral Council – Tim O'Brien/Jenn Rotz – The council heard updates last month from various parish groups.

PTO – Mandy Heslin –

- PTO held a very successful winter clothing drive and delivered a large quantity of coats and boots to Saint Mary's child center.
- An Olympic power walker is scheduled to come and deliver a motivational speech to the student body.
- A soup luncheon for teachers is planned for 2/17/17.
- March madness draft activities are planned for students
- A STEM fair is upcoming
- Enrichment is off to a great start and now includes Karate among the offerings.

SLAC – Valerie Esposito –

- The Dad's club continues to be beneficial for replacing small equipment
- There is an effort to field a cadet baseball team at Saint Luke after a hiatus of several years
- The football field is eroding and will be moved slightly north.
- New goal posts for the field are coming soon.

Stewardship – Kevin McCusker – Kevin and Katie switched committee assignments as meeting times were not working under the current arrangement. Kevin will now be on communications and Katie will attend stewardship meetings.

*Beth asked all to save the date of May 13th for a retirement celebration and open house for Steve.

Pastor's Comments:

Monsignor shared that as a graduate and board member of Marion University he has been asked to participate in a fundraising effort which is intended to rebuild the colonnade on campus. He agreed, but challenged the board to increase their fundraising goal by 1/3 to include funding for arts and music at Saint Luke. We'll be hearing more about this effort around the parish soon. The overall goal is now \$200,000, \$50,000 of which will benefit the arts at Saint Luke.

The meeting was closed with a prayer at 8:45 p.m.

Respectfully submitted by Suzanne Sherby, School Commission Secretary