

St. Luke School Commission Meeting Minutes

Tuesday, April 3, 2018 7:00 PM

The meeting was called to order at 7:03 PM.

In attendance: Dan Heslin, Elizabeth Kissel, Beth Borland, Terri Moore, Rob Stapleton, Sue MacGill, Maribeth Cloud, Valerie Esposito, Katie Kumler, Andy Bauer, Jim Naughton, Derek Hileman, Kevin McCusker, Jenn Rotz, and Msgr. Schaedel

Monsignor Schaedel opened the meeting with a prayer.

The March meeting minutes were approved.

Elizabeth Kissel discussed the Principal's report. The report from the accreditation site visit may not be received for some time. To prevent further delay, the school improvement committee will proceed before receiving site visit/accreditation report in order to discuss further plans for the strategic plan.

Ongoing safety improvements continue. IMPD gave active intruder training for all school and parish staff. There were many questions, particularly questions about particular rooms. The IMPD officer suggested walking through the school to give recommendations for individual classrooms before any drills. The walkthrough is tentatively scheduled for Thursday at 10 AM. There may be a student, staff, and parent presentation on safety issues.

Elizabeth Kissel requested members of the School Commission assist in reviewing the Student Handbook. In particular, the attendance policy and discipline policy may benefit from a review. For example, the game of "tag" is not permitted by the Student Handbook, and a representative of the Archdiocese has asked us to reconsider that provision. We may also want to consider adding a provision relating to inappropriate use of social media. Maribeth Cloud, Andy Bauer, and Valerie Esposito volunteered to help review the handbook.

Andy Bauer gave a finance update. The finances are doing well for 2017-18. The school is currently expected to be \$60,000 under budget.

Andy Bauer briefly discussed the master plan meetings. The meetings went well and the next steps are ongoing.

Terri Moore gave a brief update on nominations. Information on nominations were in bulletin and will continue in the bulletin through the 22nd. The elections will happen on the 27th.

There were no updates from liaisons to other St. Luke committees.

Andy Bauer reviewed the tuition for the 2018-19 school year. With a few tweaks to the budget and a projected enrollment of 590, an increase in tuition of \$180 will be sufficient. One change to the proposed budget is to give a tuition discount to part-time licensed faculty but no discount

to other part time staff. The suggested tuition levels were that the tuition for the 2nd, 3rd, 4th, 5th, and 6th child would be 75%, 60%, 45%, 30%, and 30% of the first child.

The School Commission unanimously passed a motion to amend the motion on the table to increase tuition by \$180 instead of 5.2%. The motion also included the discounted tuition levels for additional children as described above.

The School Commission passed the amended motion unanimously. The School Commission also passed a budget unanimously.

Kevin McCusker and Katie Kumler discussed amendments to the School Commission Bylaws, Rules, and Policies. The proposed amendments would permit non-Catholic parents of students to be members. The proposed amendments would also clarify the role of the School Commission, give a tuition discount for children of part-time licensed faculty, allow the School Commission to increase tuition or fees in one meeting in some circumstances, and remove redundancies of the Policies in light of similar policies in the Student Handbook. Some changes to the proposed amendments were discussed, including allowing two of the eleven School Commission members to be non-Catholic instead of three and to change the requirement to be Catholic to a requirement of being active parishioners. The purpose of the latter change would be to permit a non-Catholic spouse of a Catholic parishioner to serve on the School Commission.

Monsignor Schaedel closed the meeting with a prayer at 8:32 PM

Respectfully submitted by Kevin McCusker, School Commission Secretary

Appendix

- I. Principal's Report (p. 4)
- II. 2017-18 and 2018-19 Budget Report (pp. 5-11)
- III. Proposed amendments to School Commission Bylaws, Standing Rules, and Policies (pp. 12-13)

St. Luke School Commission ~ April 2018

St. LUKE PRINCIPAL'S REPORT

AGENDA ITEM: ACCREDITATION SITE VISIT

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

Action items	Date	Status
<ul style="list-style-type: none"> ✓ UPDATE: We are still awaiting the final Accreditation Report. Results will be shared once the report has been received. ✓ NEXT STEPS: The School Improvement Committee will meet to review the initial draft of the Strategic Plan and make their recommendations. The School Improvement Committee / School Commission will revise the Strategic Plan to reflect the results of the Accreditation Report once it has been received. 		<i>Open</i>

AGENDA ITEM: SCHOOL SAFETY

Discussion: St. Luke is continuing to work on improving school safety policies and procedures.

Action items	Date	Status
<p>School Safety:</p> <ul style="list-style-type: none"> ✓ UPDATE: IMPD came to St. Luke on March 14th and provided Active Intruder Training for all staff members (school and parish) ✓ NEXT STEPS: IMPD will come back to St. Luke to watch through each individual classroom to give guidance on how to handle lockdown and evacuation drills relative to the specific nuances of each individual classroom. Once this is complete, we will begin training students on the steps for lockdowns and evacuations and providing communication to parents to keep them informed of the language we are using and the steps we are following. Following this training and communication, we will host an active intruder drill. ✓ UPDATE: IMPD conducted a safety audit on the building earlier this semester. The results of the audit were received. The IMPD Officer will be meeting with Administration and Patrick to review the results of the audit. ✓ Administration contacted the National Association of School Resource Officers (NASRO) to inquire about the possibility of providing some student, staff and parent presentations and/or training regarding school safety. 	<i>February</i>	<i>Ongoing</i>

AGENDA ITEM: HANDBOOK

Discussion: The school handbook is due for a revision.

Action items	Date	Status
<p>Overview:</p> <ul style="list-style-type: none"> ✓ The Administration is seeking a couple of volunteers from School Commission to provide input on potential revisions for the 2018-2019 School Handbook. <p>Specific policies to be reviewed:</p> <ul style="list-style-type: none"> ✓ Attendance Policies ✓ Discipline Policies ✓ Recess Policies ✓ Appropriate Use of Social Media 	<i>April (GOAL: Complete by end of school year)</i>	<i>Ongoing</i>

SAINT LUKE CATHOLIC CHURCH SCHOOL COMMISSION

The Saint Luke Catholic Church School Commission amends the Saint Luke Catholic Church School Commission Standing Rules and Policy Manual as follows.

I. Bylaws, Article II, Section 1

Article II, Section 1 of the Saint Luke Catholic Church School Commission Bylaws is amended to read:

The Pastor and the Parish Pastoral Council establish the Commission as the policy-making and planning body for Saint Luke School. The Commission is responsible for plans and policy, and the School administrator is responsible for policy implementation and the day-to-day details of educational administration in the School. Commission policy and decisions shall be binding throughout the School upon ratification by the Pastor. Commission policy and decisions shall be ratified by signature of the Pastor using a process and procedure established and approved by the Pastor.

II. Bylaws, Article III, Section 2

Article II, Section 1 of the Saint Luke Catholic Church School Commission Bylaws is amended to read:

Eleven (11) registered Saint Luke parishioners or parents of children enrolled in Saint Luke Catholic School, eight (8) of whom are elected by the parishioners and three (3) of whom are appointed by the Pastor shall be voting members of the Commission. A minimum of six (6) members will be from the Saint Luke School population, and at least three (3) members will be from the Parish-At-Large community, who do not anticipate having children attending Saint Luke School for at least two years from the time of election or appointment.

III. Standing Rules, Article I, Section 1

Article I, Section 1 of the Saint Luke Catholic Church School Commission Standing Rules is amended to read:

Each member of the Commission shall be (i) a practicing Catholic of at least eighteen years of age who is registered in Saint Luke Catholic Church or (ii) a parent of a child enrolled in Saint Luke Catholic School. At least eight of the eleven members of the Commission must be practicing Catholics. Non-Catholic members are to reflect the teachings and values of the Catholic Church in their lives. Those persons who intentionally are former or inactive Catholics are not eligible for membership on the Commission.

IV. Standing Rules, Article II, Section 7

Article II, Section 7 of the Saint Luke Catholic Church School Commission Standing Rules is amended to read:

A motion regarding an increase in tuition or fees for school families must first be discussed by the Executive Committee, then added to the Commission's monthly meeting agenda, and finally discussed by the Commission at its next meeting. A vote may only be taken at the next Commission meeting following the Commission meeting where the motion was presented unless two-thirds of the voting members of the Commission vote to consider the motion at the meeting at which it was presented.

V. Standing Rules, Article IV, Section 1

Article IV, Section 1 of the Saint Luke Catholic Church School Commission Standing Rules is amended to read:

Election of the President, Vice-President, Secretary, and Treasurer shall be held at the June meeting of the Commission. New Commission members shall not be entitled to vote for these officers. Only practicing Catholics are eligible to be President or Vice-President.

VI. Policy Manual, Policy 4103

Policy No. 4103 is amended to read:

No. 4103 Full-Time Employee Tuition Waiver

All full-time employees of the School and Church shall be granted a 75% waiver of tuition, from the parishioner rate, for their children who attend the School. All part-time licensed teaching staff of the School shall be granted a waiver of tuition equal to 75% of the proportion of their contracted hours to the contracted hours of a full-time employee, from the parishioner rate, for their children who attend the School.

VII. Policy Manual, Removal of Redundant Policies

Policies Nos. 5400 (Weapons), 5500 (Alcohol and Drugs), 5600 (Tobacco), 5700 (Threats of Acts of Violence), 5800 (Gangs), and 5900 (Technology Policy) are removed in light of similar language present in the School Handbook.

The amendments presented above have been approved by the School Commission and are hereby ratified by the pastor.

Daniel Heslin
School Commission President

Monsignor Joseph Schaedel
Pastor