

**St. Luke School Commission Minutes**  
**Tuesday, October 6, 2020**

*St. Luke Catholic School, with the love of Jesus Christ as our model and guide, is devoted to teaching Catholic Doctrine and practice and providing a curriculum dedicated to academic excellence.*

Attendance:

Member	Present
Kevin McCusker	X
Larry O'Bryan	X
Mary Jo Woodside	<input type="checkbox"/>
Rob Stapleton	X
Katie Kumler	X
Katee Schrage	X
Kevin Stitle	X
Joe Heidt	X
Daren Beam	<input type="checkbox"/>
Maribeth Cloud	<input type="checkbox"/>
Monsignor Schaedel	X
Johnathan Grismore	X
Jen Schaefer	X
Elizabeth Feldman	X

Monsignor opened the meeting with a prayer at 7:03 PM.

The minutes from the September meeting were approved unanimously.

The Parish Manager's Monthly Facility Update (Sept2020) was provided in advance. No other liaison reports were discussed.

**Finance Report:** Larry O'Bryan summarized three meetings he had to date with the Finance Council and the Parish Manager. The school will reportedly have a 100K shortfall due to low enrollment. Monsignor requested a more detailed review of the data and projection as the budgeted enrollment did not seem to be that far off from the actual enrollment. Larry noted that 75% of the school budget is compensation and benefits and another 10% is allocated to the building leaving very little dollars actually within the school's control. Larry emphasized to the Finance Council that there is nothing the school could do at this time to address the current shortfall.

The Commission discussed the reality of addressing the continuing decline in enrollment. Specifically, the Commission should make recommendations about how many teachers/staff are

needed to support various levels of enrollment. The school administration would still be responsible for determining how to properly allocate resources accordingly.

**Principal's Report:** Jonathan Grismore provided the following notes

- School Safety Audit was conducted just prior to the Covid shutdown. The report made some recommendations that will fortuitously be made by the new construction. For example, a private school entrance to improve security.
- NWEA testing is completed. Scores, as anticipated, declined overall. Teachers are working to identify and remediate as needed.
- Teacher Conferences were completed and there was positive feedback from both teachers and parents. Both parents, in many cases, were able to attend even if they were calling in from different places.
- Curriculum for both ELA and Math will be replaced. The current ELA curriculum (Reading Street) is no longer being supported by the new vendor. Math was supposed to be replaced last year, but was delayed due to budget concerns.
- Covid Update - No positive cases have been reported to date. The school is staying current with CDC and State guidelines. Johnathan specifically mentioned his appreciation for the partnership between the school and the parents when it comes to Covid. Siblings still have to go home if a sister/brother is not feeling well. Don't require a Covid negative test as a Doctors note will suffice.
- Strategic Plan is ongoing. Katee, Jonathan and Katie have met once to review the current document. Another meeting is scheduled for October to review the next half of the current plan.
- The School Improvement Plan was approved by the archdiocese.

**Jen Schaeffer's Report:**

- Current enrollment is 534. The target, and budget was based on 542.
- There are roughly 70 staff members
- We have enrolled a handful of new students in the last several weeks. Teachers are fabulous. They have rearranged desks to make room for them and still maintain the social distance. Students are also helping show new students the ropes.
- Attract and Retain efforts continue in earnest
  - Open House will be a hybrid of in-person and virtual on Nov 5th
  - There will be an A.M. and a P.M. sessions
  - Registration will be offered.
  - Incentives for current families are being considered to encourage prospective families to register in advance.
  - Website is being updated
    - Fresh pictures are being added
    - Living Rosary will be live-streamed
    - Saints Procession will be live-streamed
    - Daniel Fleming and Justin Scott are working their magic to create a video using current footage, voice overs from students, staff and administration.

**PTO Update**

- Trash bags sales are not finalized, but appear to be within the range anticipated

**Monsignor's Comments**

- Even the Parish Council discussed what it would take to encourage people to come back to Mass.
- He is soliciting ideas for what we can do to show appreciation for our staff, who worked tirelessly through the summer. Monsignor made special note that Jen and Johnathan worked all of July without contractual pay.
- Suggestions were made for things the Commission could do for the staff/admin in advance of Christmas.

Meeting adjourned at 8:03p.m.

Respectfully submitted by,  
Katie Kumler on behalf of Mary Jo Woodside