

## **St. Luke School Commission Meeting Minutes**

**Tuesday, May 1, 2018 7:00 PM**

Katie Kumler called the meeting to order at 7:05 PM.

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

The meeting was opened with a prayer.

The April meeting minutes were approved.

Elizabeth Kissel discussed the Principal's report. She received a phone call that accreditation report would be ready soon, but she has not received the report yet.

The school had a lockdown drill, which went well. The staff prepared the students and everyone responded well.

The gate to the gym parking lot has begun to be locked during after school enrichment.

The School Commission is working with school staff to update parts of the handbook related to attendance, discipline, recess, use of social media, and a technology use agreement.

The curriculum mapping is nearly complete.

Mrs. Noble is retiring from her position running the school kitchen. There will be a reception for her on May 20<sup>th</sup> from 10-12.

Andy Bauer gave a brief finance update. The school's finances for the current school year remain strong and no significant issues are expected for the remainder of the year.

The election for new School Commission members was last week. There was a large number of candidates. The four new members are Daren Beam, Mike Hasch, Katee Schrage, and Mary Jo Woodside.

SLAC has decided that bleachers are not the highest priority right now as they may not get much use.

Due to a strong financial position of the parish overall, several projects have been approved by building and grounds related to the school, including replacing lockers, a new stair covering, redoing a parking lot, improving the north gym lights, and tree trimming.

A draft of the strategic plan is underway. The strategic plan will be based on the feedback we have received from teachers, parents, and other stakeholders.

Katie Kumler and Kevin McCusker discussed the proposed amendments to the School Commission Bylaws, Standing Rules, and Policies. Some changes were suggested to state that nine of the eleven members must be parishioners at St. Luke (as opposed to parishioners at another parish). The President and Vice-President must also be parishioners at St. Luke. The amendments were passed unanimously by the nine members of the School Commission present.

Monsignor Schaedel closed the meeting with a prayer at 7:50 PM

Respectfully submitted by Kevin McCusker, School Commission Secretary

## **Appendix**

- I. Principal's Report (pp. 4-5)
- II. Amendments as approved to School Commission Bylaws, Standing Rules, and Policies (pp. 6-8)
- III. SLAC Meeting Minutes (p. 9)
- IV. PTO Meeting Minutes (pp. 10-14)

## St. Luke School Commission ~ May 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"><li><b>UPDATE:</b> We are still awaiting the final Accreditation Report. Results will be shared once the report has been received.</li><li><b>NEXT STEPS:</b> 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.</li></ul>	<i>Goal: Completed by June 1</i>	<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
<b>School Safety:</b> <ul style="list-style-type: none"><li><b>UPDATE:</b> The school conducted their first lockdown drill on Friday, April 27th. The staff and students did an excellent job following the procedures!</li><li><b>NEXT STEPS:</b> Administration will debrief with teachers during this month's PLC meetings to identify and address their concerns in order to fine tune the process.</li></ul>	<i>April</i>	<i>Complete</i>

### AGENDA ITEM: HANDBOOK

**Discussion:** The school handbook is due for a revision.

Action items	Date	Status
<b>Overview:</b> <ul style="list-style-type: none"><li>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.</li></ul> <b>Specific policies to be reviewed:</b> <ul style="list-style-type: none"><li>Attendance Policies</li><li>Discipline Policies</li><li>Recess Policies</li><li>Appropriate Use of Social Media relative to the School</li><li>Technology Agreement Form</li></ul> <b>UPDATE</b> <ul style="list-style-type: none"><li>The school has assembled a specific team to look at the Discipline Policies and another to review the other items.</li></ul>	<i>April (GOAL: Complete by end of school year)</i>	<i>Ongoing</i>

## AGENDA ITEM: CURRICULUM MAPS

**Discussion:** The Math and ELA curricula was reviewed earlier this year and the respective curriculum maps are being revised in order to ensure vertical alignment.

Action items	Date	Status
<b>UPDATE:</b> <ul style="list-style-type: none"><li>• <b>Math:</b> The revisions are well underway. We anticipate them being completed by the conclusion of this school year.</li><li>• <b>ELA:</b> The Reading and Writing maps are both under revision. We have compiled a vertically aligned list of core skills to be mastered at each grade level for Reading, Writing, Language, and Study Skills. The next step will be to review these in conjunction with the curriculum maps to identify where best to embed each of these skills authentically in to the curriculum.</li></ul>	<i>April</i> (GOAL: Complete by end of school year)	<i>Ongoing</i>

## AGENDA ITEM: PERSONNEL UPDATES

**Discussion:** This is an overview of the personnel updates for the 2018-2019 school year as of Monday, April 30, 2018.

Action items	Date	Status
<b>UPDATE:</b> <ul style="list-style-type: none"><li>• <b>Current Openings:</b> Cafeteria Manager, Band/Music, Kindergarten, Fifth Grade</li></ul>	<i>May</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 Bylaws, Standing Rules and Policy Manual as follows. Deleted text is struck through and added text is underlined.

### 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~~ 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. Bylaws, Article III, Section 5.

New section of Bylaws to read:

Commission Members should meet the following criteria:

- i. Demonstrate an interest in and a commitment to Catholic education, and to the mission of St. Luke School;
- ii. Attend Commission meetings regularly;
- iii. Maintain the highest level of honesty and personal integrity, actively and fully support Commission decisions, and avoid disclosure of confidential matters;
- iv. Abide by the Bylaws and policies of the Commission and support the school administrators in the performance of their duties;
- v. Be a credible witness to the Catholic faith and to Catholic moral values and religious teachings in the School community and beyond;

IV. Bylaws, Article III, Section 6.

New section of Bylaws to read:

Paid employees and spouses of paid employees of the St. Luke School or Parish are not eligible for Commission membership. Business interests with the St. Luke School or Parish may also cause a conflict-of-interest. Each Commission Member shall annually sign a Conflict-of-Interest Disclosure form for the Archdiocese of Indianapolis and make known any potential conflicts of interest that may impair the member's ability to serve on the Commission.

V. 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 parishioner who is at least eighteen years of age or (ii) a parent of a child enrolled in Saint Luke Catholic School. At least nine of the eleven members of the Commission must be practicing Catholics and parishioners at Saint Luke. 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.

VI. 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.

VII. 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 who are parishioners at St. Luke are eligible to be President or Vice-President.

VIII. Policy Manual, Policy 4103

Policy No. 4103 is amended to read:


No. 4103      ~~Full-Time~~ Employee Tuition Waiver

~~All full~~ 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. Part-time licensed teaching faculty 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.

IX.      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.

  
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Dan Heslin  
School Commission President

  
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Monsignor Joseph Schaedel  
Pastor

## St Luke Athletic Committee Meeting 4/23/2018

### Finances/Facilities:

Finances are currently on target for this time of year.

Still looking for new asst. AD (to replace Anita); new asst AD would be responsible for gym schedule/rentals/set up and 7-9 PM close down shifts. 10-12 hours/week. Someone with flexible schedule would be ideal; can do some scheduling work from home. (Junior/senior college student welcome). Would like to fill this position by July 2018.

Casino night funds: originally planned to use proceeds for outdoor bleachers but may instead use for new gym wall pads, ice machine, field striper, and/or new gym water fountain.

Becker landscape is no longer in business so we are no longer using their services; we are presently re-bidding landscaping contracts.

Poor weather has been affecting all spring sports practices with limited outdoor practice time available.

### Athletics:

Boys Volleyball: 5/6 boys volleyball A/B were city champions.

Girls Basketball: 5/6 girls basketball were city runners-up.

Wrestling: Younger boys won city championship; cadets got 4<sup>th</sup> place

Summer camp announcements: June 4-8 football camp  
(Waiting for additional camp dates; will announce in May)

All-school Sports banquet is 5/4/18. Can buy tickets online.

Athletics department is currently collecting applications for the 8<sup>th</sup> grade student athlete award; winner will be announced during graduation festivities.

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## St. Luke Catholic School - PTO Meeting

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Present: Heather Allen, Kristin Beam, Kathleen Art, Kelly Wessel, Mary Peterman, Emi Osterhaus, Liz Held, Angela Agricola, EJ Whitacre, Beth Brown, Lori Feldman, Katheryne Stapleton, Elizabeth Snook, Kim Moriarty, Rachel Gallagher, Patricia Cominsky, Lori LeRoy, Whitney Robinson, Jacquelyn Gleaves, Jen Schaefer.

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Not Present: Mandy Heslin, Alyssa Wagner, Kelly Rees, Nan O'Brien, Bis Feldmann, Kristin, Crisp, Mary Petruzzi, Ashley Hileman, Amy Waninger, Jenn Rotz, Heather Malarney, Laura Deer, Molly Beckman, Jenny Rohn.

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**Meeting began at 7:05pm in the Teacher's Lounge with prayer.**

### **Committee Reports:**

#### **Special Activities (Angela Agricola):**

- Thank you for all who helped with the Pep Rally last month. 4 classes are still to-be scheduled with homeroom teachers a date for their pizza party (for being in the final 4).
- Thank you to all who helped distribute coffee to the teachers on 4/23. The teachers really love the coffee cart!
- This week thru 4/27, teachers are collecting for the Women's Care Center (WCC) baby shower items such as diapers, diaper bags, clothes, etc - as well as money for cribs. Beth Brown will be taking all donations to the WCC. If room moms want to collect money for cribs. Cribs cost about \$100 thru the WCC discounted supplier and Beth can arrange that money.
- Teacher Appreciation Week is 5/7-5/11. Each PTO committee will be assigned a day.
  - Monday: Communications/Membership - will arrange a catered lunch from Cancun Mexican Restaurant.
  - Tuesday: Fundraising will distribute thank you notes to teachers from their class room children.
  - Wednesday: School Commission will host a Teacher's Breakfast
  - Thursday: Special Activities will host a Secret Pal Lunch - a school-wide Sign-up Genius will be sent out soon. 2nd Grade will be on a field trip that day so they will request gift cards for those teachers.

Tuesday, April 24, 2018

- Friday: Spirit Wear/Gym Clothes will “treat” the teachers.
- Fun Day is 5/16, Fun Day will follow the school’s walk-a-thon that morning.
  - Fun Day will include Sno Cones, bounce houses, tattoos and field games, like last year.
  - The Walk-a-Thon will proceed lunch which will be catered by PTO and will include pizza, apples and water. School dismisses at 2pm that day.
- Kindergarten Field Day is NOT a PTO sponsored event - that is set up by the Kindergarten room moms, just for clarification.

**Membership/Communications** (Rachel Gallagher):

- Thank you to all who submitted names for the 18-19 PTO Board. We had lots of names submitted. New members are being slated and will be invited to the May meeting. PTO will vote on the slate at the next meeting.

**Finance** (Kathleen Art):

- Grants for this month. Note, PTO has distributed approx \$2500 in teacher grants prior to this meeting and has an additional \$2500 available for this year. NOTE: After meeting, Kathleen Art confirmed expenses prior to meeting were \$3100 - just slightly more than reported at the meeting.
  - Mrs. King requests \$699.41 (includes S/H + tax) for new balls to be used for gym/recess. EJ Whitacre motioned for approval, Elizabeth Snook 2nd, motion passed.
  - Tara Strohl requests \$120 for Magna Tiles set for K-3 Math enrichment. Elizabeth snook motioned the request to be passed, Kim Moriarty seconded, motion passed.
- All PTO receipts (including teacher stipends) should be turned into Kathleen Arty by May 15th.
- No additional grants will be voted upon this year after the May meeting. If you have a grant request, please submit prior to next meeting.
- Kathleen Art will provide Jen Schaefer a balance update on teacher stipends.

**Fundraising** (Kelly Wessel):

- We are planning an April Dine-to-Donate at Pot Belly in Carmel (116th/Illinois St) on 4/30 from 5-8pm.

Tuesday, April 24, 2018

- Chipotle was a huge success last month - thank you!!! We collected nearly \$1350 (NOTE: at the meeting, Kelly reported \$1200 - but meeting notes reflect correct collection.). Wow!!!
- May Dine to Donate is being planned currently and will be followed by summer months at local ice cream shops.

**Spirit Wear/Gym Clothes (Heather Allen):**

- Heather Malarney, Jenn Rotz, and Beth Borland met with Distinct Images to create a schedule for next year that will set dates for all spirit wear and gym clothes sales. That schedule will be posted for parents. There will be no additional sales outside of those dates.

**Arts & Enrichment (Mary Peterman/Liz Held):**

- There are lots of classes currently going on for After School Enrichment (ASE). Safe sitter, taught by Nurse Gillig, was so popular that they opened up a second class. The cheer class was also popular for the young girls!
- Committee chairs are working out some registration kinks for next year. This year, when a class was filled, parents couldn't register additional children. ASE Teachers added children to their classes if it was possible and accommodated most.
- Safety emails and texts have been sent out detailing the new procedure to keep the back gate closed until 430pm. PTO and ASE committee are monitoring to see if safety improves. **Reminder, please pull into a parking spot and walk up to meet your children after school.**
- In-School Enrichment will be celebrating this year's theme, Young Authors, the week of 5/7-5/11. That week's events are detailed below.
  - Sunday, May 6th - Kid's Ink Book Fair in the library
  - Monday, 7th - DEAR : Drop Everything AND Read during school hours
  - Tuesday, 8th - Author, Dave Anderson will speak to grades 3-6th and will host a writing workshop for 6th graders. Mr. Anderson will return later that week and talk with 3rd and 4th graders.
  - Wednesday, 9th - Dress-up as your favorite story book character
  - Thursday, 10th - Parent book walk from 2-3pm and Kid's Ink Book Fair from 2-5pm. Help is needed for that book fair.

Tuesday, April 24, 2018

- In addition, PTO has donated a "Little Free Library" that will be installed near the gazebo for families to read and share books with the community.

**School Notes: (Jen Schaefer)**

- Thank you, PTO, for the coffee cart this week. It is one of the teacher's favorite events.
- Thank you, PTO, for hosting the March pep rally. It was super fun and had a nice, quick pace to keep things moving.
- May calendar is busy as we close out the year.
  - Calendar dates include the new and improved Walk-a-Thon which will be hosted by Booster Thon. Mrs. Schaefer, Mrs. Sweet, Mr. Scott and Mrs. Kelly are the Walk-a-Thon committee members and in charge of that morning. Donations will be collected online and Booster Thon will provide a DJ (all day - staying for Fun Day, as well!), tunnels and a fun event that the kids are going to love! Students will be paired with buddies for the start of the walk-a-thon. Classes will also start in shifts.
  - Field Trips coming up:
    - 1st to Marengo Cave
    - 7th on Vocations Trip
    - 4th grade retreat
  - Mrs. Noble's retirement Party is Sunday, May 20th from 10am-12pm in the Fr. Courtney Room. Mrs. Schaefer is interviewing for her replacement. Candidates include individuals as well as a company currently used at Park Tudor, Orchard, St. Richards, Our Lady of Mt Carmel and other local schools.

**President's Report: (Heather Allen)**

- Exec members met with Mrs. Borland on 4/24 to schedule next year's PTO calendar dates.
- **Important!** We learned at the above meeting that the church office requests ALL PTO requests for space, tables, etc for next year be reserved in the system **by 4/30**. This year's chairs, please assist next year's chairs by completing this for them by that date. Sorry for the late notice!!!!

Tuesday, April 24, 2018

- Next year's school calendar is set and it includes changes to RamQuest and Meet-the-Teacher. These events will all take place on August 13th. RamQuest will be held for new families from 9-11am. An Ice Cream Social for ALL St Luke school families will be hosted by PTO from 11-12. Meet the Teacher (for existing families) will be held from 12-2pm. Spirit Wear/Gym Clothes will be sold from 9-2 that day.
- Next Year's PTO fundraising has been approved to include Buzz Book sponsorship, PTO dues, Trash Bag sales, Monthly Dine to Donate and Spirit Wear sales. PTO has not yet been approved for any additional fundraising including, hat and gloves drive for St. Mary's (January) or baby shower donation drive for Women's Care Center (April). PTO Exec and Mrs. Borland have requested Parish Commission to review additional fundraising opportunities requested by PTO to keep up with the rising costs of field trips, etc. PTO has worked hard all year to control spending, but currently the PTO budget is eating away at any additional funds available. PTO dollars are used to fund school field trips, annual teacher stipends, teacher grants and teacher/student activities that make St. Luke a fun environment for all!
- Question: Can Mrs. Schaefer share any additional staff changes for next year, if any, in addition to Mrs. Noble? Answer from Jen Schaefer: School will have a better idea of what staff changes will occur by the May meeting. Mrs. Kissel is really good at utilizing staff to their best potentials. She is looking at possibly shifting teachers, if necessary, to make the entire "puzzle" very strong. Mrs Kissel is really good and she is taking St. Luke to the next level with her thoughts and management!

**Next Steps: Next meeting: Tuesday May 22, 2018 7:00pm**

Meeting adjourned @ 8:04pm.