

St. Luke School Commission Meeting Minutes

Tuesday, February 4, 2020, 7:00 PM

In attendance: Katie Kumler, Rob Stapleton, Kevin McCusker, Larry O'Bryan, Katie DeLisle, Elizabeth Snook, Beth Borland, Elizabeth Kissel, Mary Jo Woodside, Msgr. Schedel, Joe Heidt, Kevin Stitle, and Katee Schrage

Katie Kumler called the meeting to order at 7:05 PM. Katie Kumler opened the meeting with a prayer.

The school commission unanimously approved the January minutes.

Katie Kumler gave a brief update from SLAC. Volleyballs and basketballs that were purchased within the past few years are not in good condition, and some of them have gone missing. SLAC is considering keeping the CYO and school equipment separate.

Mary Jo Woodside gave an update on buildings and grounds. The building and grounds committee is considering a capital improvement plan that will cover furniture, a PA system, door replacement, security cameras, etc. Some wiring issues will be addressed over President's Day. A mold inspection will be done on February 14.

Msgr. Schaedel noted that there is now a plan to replace the roof to address the leak issue. The roof will be replaced this summer.

Kevin Stitle volunteered to be the election coordinator. The normal election date is during Spring Break, so the election will have to be rescheduled.

Kevin McCusker gave an update on the School Commission bylaws, standing rules, and policies. The Archdiocese has model bylaws for parish schools. The model bylaws are similar to the current School Commission bylaws. The suggested changes to the bylaws is to follow the model bylaws except for specific changes the School Commission has made in the past. The current School Commission policies largely reflect staffing policy that is more the domain of the administration than the School Commission. The revision of the bylaws will be discussed more next meeting.

Elizabeth Kissel reviewed the principal's report. The staff intent to return form has been sent out. A family intent to return questionnaire has been sent out. Completing the intent to return form by February 14 will give families a reduced reenrollment fee of \$250 that will be charged in March. Otherwise, the reenrollment fee is \$300.

Jen Schaefer gave an enrollment update. There are currently 49 kindergarteners that have applied for next year. 190 students have reenrolled, and one student has stated an intent to leave. Lawn signs that families can put in their yards have been ordered. An infographic has been created that summarizes some of the strengths of the school. The infographic can be provided to prospective families.

Rob Stapleton gave a review of SLAC finances. Some weaknesses have been identified such as a lack of enforcing payment of fees or volunteering at the snack bar. There is a plan to correct some of the issues.

Rob Stapleton reviewed tuition models. Due to a larger than average graduating class, enrollment is projected to be about 15-20 students below current enrollment. As a result, tuition would have to increase approximately 7% in order to have a balanced budget.

After discussing various options, the School Commission voted unanimously to increase tuition. Seven members voted to increase tuition by 6%, and two members voted to increase tuition by 7%. If kindergarten enrollment reaches 60 students, tuition for the 2020-21 school year may be decreased.

The School Commission discussed incorporating the music fee and the kindergarten fee into the general tuition. There was some discussion of alternative options for covering the music fee, such as seeking grants specific for music programs. The School Commission voted to incorporate the kindergarten fee into the general tuition amount, which will increase tuition by about \$50 per child for grades 1-9. The School Commission did not vote to incorporate the music fee into tuition at this time.

Msgr. Schaedel gave some closing remarks to the School Commission.

Monsignor closed the meeting with a prayer at 8:48 PM.

Respectfully submitted by Kevin McCusker, School Commission Secretary

Appendix

- I. Principal's Report (p. 4)
- II. 2020-21 Tuition Models (p. 5)

ST. LUKE SCHOOL COMMISSION ~ FEBRUARY 2020

ST. LUKE PRINCIPAL'S REPORT

Vision Statement

St. Luke Catholic School (SLS) will graduate students that are prepared to attain their greatest spiritual, academic, social, physical, emotional, and creative potentials to make a positive difference in God's World.

Mission Statement

St. Luke Catholic School, with the love of Jesus Christ as our model and guide, is dedicated to educating students in Catholic Doctrine and practice.

AGENDA ITEM: *Updates & Highlights*

Details

Strategic Plan Update: Elizabeth Kissel, Principal

The Strategic Plan Update is omitted this month due to the short timeframe between the January and February School Commission meetings.

February Updates:

- **Staff Updates:**
 - Tisha Jackson began in K01 on 1/30/2020
 - The Staff Intent to Return has been sent; we are currently collecting results and will report on 2020-21 staffing changes at the March School Commission meeting.
- **Enrollment/Family Intent to Return:**
 - The Family Intent to Return was sent on Friday, January 31.
 - Re-Enrollment Fee
 - Responses submitted on or before Friday, February 14th will receive the early bird discount of \$250/child on their re-enrollment fee. This fee will be assessed through FACTS in March.
 - Responses received after February 14th will pay the standard \$300 re-enrollment fee. This fee will be assessed through FACTS in May.
 - Per early School Commission discussions, the re-enrollment fee is non-refundable. It is a supplemental fee on top of the school tuition, thus is not reflected in the total tuition figure.
 - Future Enrollment
 - To better support the data driving our enrollment projections and tuition needs for future years, we added a new section to the Intent to Return asking families to indicate their anticipated enrollment over the next three school years.

Enrollment Update: Jen Schaefer, Assistant Principal

Attendance Update: Beth Borland, Assistant Principal

Tuition - 2020/2021 School Year

- ▶ Current enrollment is 564 students
 - ▶ SLS will graduate 75 8th graders May 2020
 - ▶ Incoming Kindergarten ~46 confirmed students, projected 51-55 students
 - ▶ Net reduction in enrollment is likely to be 15-20 students. 545-550 likely total enrollment for '20/'21
- ▶ Tuition Levels (using single-child parishioner rate)
 - ▶ Keep same (\$4,765) budget shortfall projected ~\$175M
 - ▶ Raise by 6% budget shortfall projected ~\$26M
 - ▶ (\$5,051 total; increase = \$286 per year/child)
 - ▶ Raise by 8% budget surplus projected ~\$23M
 - ▶ (\$5,146 total; increase = \$381 per year/child) - consistent with projected increase from May '19 SC Meeting
- ▶ Fee Roll-Up
 - ▶ Music - \$250; KG - \$575
 - ▶ Models indicate that ~200 families will pay more, ~100 families will pay less
 - ▶ Rolling-up fees reduces total revenue vs. fees due to Teacher Discounts

7% breakeven?