

St. Luke School Commission Meeting Minutes Tuesday, March 4, 2014, 7:00 PM

The meeting was called to order at 7:05 PM.

In attendance: Andy Bauer, Matt Behringer, Andy Borland, Pat Crossin, Nicole Duncan, Beth Leffler, Wendy Mehringer, Sue MacGill, Tim O'Brien, Eileen O'Brien-Metzger, Charissa Osborne, Msgr. Schaedel, , Michele Tillery, Steve Weber;

Excused: Karen Dickinson, Rob Shumaker

The February 11, 2014 meeting minutes were approved with no dissent.

Principal's Report – Steve Weber

- **School Improvement Plan Notes:** While not yet complete the School Improvement Committee met to begin work on the detailed plan for 2014-17. The two major academic goals are to **1) continue to improve reading comprehension and 2) improve mathematical computation, concepts and problem solving.**

The specific language of the goals, strategies and actions steps are still in process. Each grade has been asked to identify specific literature which may be used to meet the reading goals, and targets for math at each grade. Note that Indiana state standards are in flux, so we will set our own for the time being. Remember that standards are not the same as the curriculum used to meet or exceed the standards.

- **Site Visit Notes:** Mr. Weber has met with the parish manager and the team from the Buildings and Grounds Committee to begin addressing the concerns raised by the site visit and survey about cleanliness and maintenance response.
- **Technology Notes:** The technology committee met to update our plan. The immediate infrastructure changes should take place before the end of the year and over the summer. These will include a WIFI “airport” in each classroom, twelve new printers on this year’s budget and an increase in bandwidth over the summer.
The school is looking at starting with 1 to 1 iPads for grades 5 and 6 for next year. The immediate model will keep the units in the classroom and under teacher control. The future would look at expanding to middle school with students able to take home the units. This would also involve providing teacher training and coaching to make best use of the tool. The committee will meet again on March 19 to further refine these early ideas.

- **Financial Aid Information:**

Posted on the website and included as a separate document is the financial aid information for 2014-2015. Since all of these forms of aid require a completed federal 2013 form 1040, Mr. Weber has asked that we receive applications or forms by April 18.

Our SGO, Educational Choice Charitable Trust will change its name and address as of April 1.

The new name is The Institute for Quality Education SGO. They will move from Carmel to downtown Indianapolis. The state has posted the information for all levels of grants and the procedure for application. We have been approved as a Choice school for 2014-15. We now must apply every year.

- **Security Update:** IMPD is offering all schools in Marion and surrounding counties access to their “digital sandbox” system for coordinating emergency responses. It was brought into play for the Super Bowl and is now being expanded to schools in the area.

It allows the police to know our facility, emergency procedures, and contact people for emergency response. It allows us to get automatic alerts to threats in our area, so we don't have to rely on someone remembering to call us. We will be trained on the system at Bishop Chatard on Tuesday, April 8. Patrick Jendraszk and Mrs. Tillery will represent us.

- **School / Parent Covenant:** A one page covenant form is going out with acceptance packets this year. The covenant is an agreement between parents and the school that each party will support the mission of St Luke School in providing an environment and education consistent with our Catholic faith and values.
- **Enrollment for 14-15 as of March 3, 2014:** (Mrs. Tillery) Acceptance packets for next school year are going out. There are 64 kindergarten acceptances being sent. The anticipated enrollment for next year is 598 total students.

President's Report – Andy Bauer

- Cleanliness issues are being addressed through Buildings and Grounds.
- Re-scheduling of April and May School Commission meetings:
 - **April meeting will now be held on 4/10/14.**
 - **May meeting will now be held on 5/29/14.**

Strategic Planning – Sue MacGill, Charissa Osborne

- Reviewed first two pillars of Strategic Plan, the **Development** and **Technology** pillars.
- Four goals were outlined under the **Development** pillar:
 - Goal One:** To increase the awareness, importance, and success of a St. Luke Catholic School education to students, parents, parishioners, and the broader community.
 - Goal Two:** To ensure maximum enrollment levels while maintaining the traditionally high academic standards of St. Luke Catholic School.
 - Goal Three:** To cultivate an environment of Christian hospitality for prospective, new, and existing families at St. Luke Catholic School.
 - Goal Four:** To partner with the Parish Finance Committee to attain and maintain the secure financial foundation that is necessary to fulfill our mission and achieve our goal of academic excellence while providing tuition assistance to families in need.
- Two goals were outlined under the **Technology** pillar:
 - Goal One:** To enhance the technological infrastructure at St. Luke Catholic School to better serve and support advanced learning.

Goal Two: Enhance the educational use of technology at St. Luke Catholic School to prepare students for the technology-rich environment they will experience in high school.

- The final two pillars of the Strategic Plan will be address at upcoming meetings.

Committee/Liaison Reports

- Finance – Tim O’Brien –
 - Presented budget for 2014 – 2015 school year.
- Nominations – Rob Shumaker – no report.
- Faith Formation – Matt Behringer
 - Marriage on Tap continues to be successful.
 - St Joseph’s men’s dinner set for March 19th.
- Buildings and Grounds – Pat Crossin
 - School overall cleanliness issues continue to be addressed.
- Stewardship – no report.
- PTO – Nicole Duncan
 - 1st ever St. Luke Film Festival was a success. Kids had popcorn and got “red carpet” treatment.
 - This month’s theme will be March Madness.
 - Planning a K-3 movie night for April.
 - Family Bingo Night will be held on May 2nd.
 - Wednesday Workshops for parents began February 12th and will be each Wednesday at 2:00. These workshops focus on parenting skills and have been popular.
- Pastoral Council – Eileen O’Brien-Metzger.
 - Seeking nominations for Parish council.
 - Results of Parish survey being reviewed.
- SLAC – Andy Borland
 - Budget for next year has been set.
 - Moving closer to hiring of a new co-AD.
- Parish Communications –no report.

Pastor’s comments – Monsignor Schaedel

- Looking forward to Lent.
- Things are going well in the school and parish.

Closing Prayer was said.

Meeting was adjourned at 9:05 P.M.

Respectfully submitted by Andrew Borland, School Commission Secretary

Important Dates:

Next School Commission Meeting: April 10, 2014 at 7pm

Next Executive Committee/Finance Meeting: March 25, 2014