

St. Luke School Commission Meeting Minutes

Wednesday, November 6, 2019, 7:00 PM

In attendance: Rob Stapleton, Kevin Stittle, Katie Kumler, Katee Schrage, Larry O'Bryan, Mary Jo Woodside, Beth Borland, Elizabeth Kissel, Elizabeth Snook, Kevin McCusker, Daren Beam, Jen Schaefer, Maribeth Cloud, Katie DeLisle (by phone), Joe Heidt, and Msgr. Schaedel.

Katie Kumler called the meeting to order at 7:02 PM and opened the meeting with a prayer.

The School Commission approved the minutes from last meeting unanimously.

Rob Stapleton discussed the situation of the National School Lunch Program. Under the program, the cafeteria cannot make any profit for the school, after considering cost of food, payroll for kitchen staff, cost capital equipment costs, etc. However, because the kitchen is used for occasional parish events, the state counts it as a shared space, limiting the amount of the costs for the kitchen that can be charged to the school. As a result, the state has determined that the kitchen is running at a profit, even though that is not true when considering the actual cost of the space. There does not seem to be a reasonable path forward to make the school lunch program appear cost neutral under the approach taken by the state.

The School Commission discussed the effects of leaving the school lunch program, which would likely lead to an increased cost for lunch. The parish has already agreed to cover the cost of leaving the National School Lunch Program for those on free and reduced lunch, but being part of the National School Lunch Program also allows us to receive bulk pricing discounts. Forgoing those discounts in the future will likely increase the costs for all lunches. An increase in the costs will likely begin in January of 2020, and a price increase may be needed to defray the cost increases. Understanding that the school and parish administration will make the final decision, the School Commission voted on whether to recommend increasing the price of lunch from \$3.00 to \$3.25 in January 2020, rather than waiting for a potentially more significant increase in August 2020. The vote to recommend increasing the lunch price in January 2020 passed by a vote of 7-4.

Patrick Jendraszack reviewed school finances, covering both income and expenses.

Mary Jo Woodside reviewed the building and grounds update. There is a leak that has been attempted to be fixed twice but is still leaking. The building and grounds committee is working to find a new contractor to remedy the leak.

Elizabeth Snook gave an update from the PTO. The earnings from the trash bags was slightly higher than projected. The buzz books have now been distributed.

Katie Kumler briefly reviewed the notes from the Parish Council. The Parish Council has formed a communications task force, which is considering an update to the parish and/or school website.

Jen Schaefer gave an update on enrollment and the upcoming open house. Postcard invitations were sent out and an invitation was extended to the 4's class at St. Luke Preschool. Additionally,

Jen Schaefer visited several nearby preschools and dropped off brochures to hand out. She has also contacted a marketing company to discuss the possibility of mailing brochures to all households in the area with children in the ages 3-8.

Maribeth Cloud also discussed possible long-term marketing strategies. These can include video testimonials and updating the website.

Elizabeth Kissel reviewed the principal's update. She reviewed the feedback on different options for scheduling holidays and school days for next year's school calendar, and there was no consensus on what to do. She reviewed the average attendance on the Monday and Tuesday before Thanksgiving as well as the number of tardy students on the different days of the week. Elizabeth Kissel will monitor the plans for the north deanery high schools before making any decision. The School Commission discussed the possibility of addressing high tardiness on Tuesdays and Thursdays, such as making it clear that all students are expected to participate in all school activities and the possibility of moving Mass time from 8:15 to later in the morning. Elizabeth Kissel also gave an update on operational vitality and academic excellence.

Monsignor Schaedel closed the meeting with a prayer at 9:07 PM.

Respectfully submitted by Kevin McCusker, School Commission Secretary

Appendix

- I. Report on National School Lunch Program (p. 4)
- II. Summary of Pastoral Council Meeting (p. 5)
- III. Principal's Report (pp. 6-10)

School Cafeteria Update – November 2019

- The National School Lunch Program (NSLP) currently subsidizes our lunch fees at a forecasted rate of ~ \$0.50 per lunch. We also realize food savings through commodity pricing as participants in the NSLP for an additional ~ \$0.30 per lunch.
- The NSLP is effectively forcing our removal from the program
 - The cafeteria cannot be a profit-center.
 - The method the program uses to calculate revenue falsely determines the school cafeteria making significant profits.
 - If we were to remain in the program, SLS will have to create a plan to distribute these “profits” in a manner acceptable to the program. There are no such profits. It is unlikely we will receive the forecasted reimbursements without this plan.
 - This will continue to be an ongoing financial challenge, therefore, the St. Luke Finance Council has unanimously recommended exiting the NSLP.
- The SC executive committee agrees with the recommendation to exit the NSLP
 - In addition to this recommendation, the EC would like to vote on a recommendation for a lunch fee increase to offset the cost of leaving the NSLP.
 - Proposed motion: Vote to provide a SC recommendation on lunch fee increase beginning January 1, 2020. The vote will be a choice of zero or \$0.25 increase per lunch.
 - The result of the vote will be a recommendation ONLY. The final decision will be made by Monsignor Schaedel and Principal Kissel.
 - Regardless of the outcome of this vote, there will likely be a separate increase in lunch fees for the 2020-2021 school year.

St. Luke Parish Council Meeting NOTES - 15Oct2019

Ministry Highlights:

1. Faith Formation - huge thanks to Lourdes Jea for purchasing many rosaries for the booth at the Fall Fest. Wonderfully received.
2. Finance Committee - highlights from report
 - i. National School Lunch program is really pushing us out of the program
 - ii. They consider many of the expenses as 'profit' to the Parish
 - iii. Need to leave the federal program. Will need to find a program to manage the free and reduced lunch. Will need to maintain quality of the food; may lose the 'commodity' pricing. Lose 18K in federal reimbursement
 - iv. <4% Have 25 students/562 qualify for free and reduced lunch program
3. FALL FEST
 - a. Huge thanks to Dave and Heather Fink for efforts
4. National Catholic Youth Conference - in Indy this year
 - a. Teresa has 40 HS kids going to attend
5. Communication is large problem
 - a. Website is hugely lacking
 - b. Meeting with Kevin Kennedy - company the built original website
 - c. Much discussion about the antiquated state of St. Luke
 - d. Content is also an issue
 - e. Action:
 - i. Contact Kevin Kennedy
 - ii. Contact Brian McQueen
 - iii. Contact Nancy O'Bryan
6. Top Priorities:
 - a. Communication Task Force
 - i. Eileen, Katie, Mark, and Dean (Parish - Ronni) (School - Jenn S)
 - ii. Prepare an agenda to share with the Website Builders
 - iii. LPI - Liturgical Productions Inc in Wisconsin
 - b. Evangelization
 - i. Develop template/questions for each ministry to respond
 - c. Ministry Organization
 - i. Organize and crisp description of each to look for overlap or synergy
7. SLAC - hiring a Concession Stand person
8. Monsignor made special mention of the smoothest start of school in his tenure. High compliments for Elizabeth were shared!

ST. LUKE SCHOOL COMMISSION ~ NOVEMBER 2019

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

November Updates:

- **Staffing** ~ Courtney Kingsley has returned from maternity leave in 103
- **2020-2021 Calendar ~ School Commission Survey Data**
 - The complete results are posted below.
 - **Summary:** A full week fall break and an early start to Christmas were equally prioritized with one another and were both consistently placed as a greater priority than a full week at Thanksgiving.
 - **Attendance:** Our attendance rates for the past two school years were evaluated to determine the impact of Thanksgiving on our school attendance.

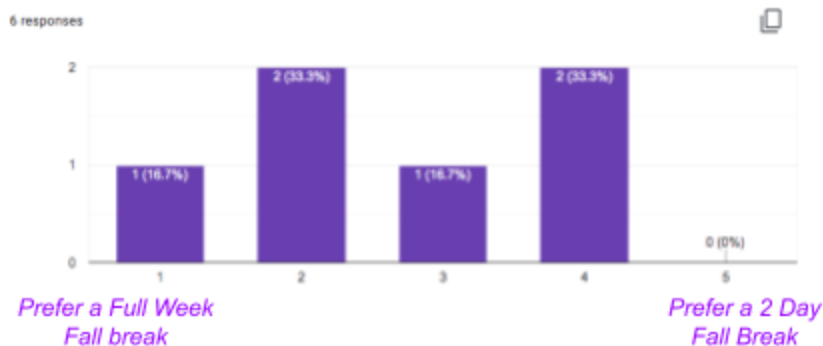
School Year	Annual Average	Monday prior to Thanksgiving	Tuesday Prior to Thanksgiving
2017 - 2018	96%	95%	94%
2018 - 2019	96%	95%	93%
2019 - 2020	97%	n/a	n/a

- Any future work on the school calendar will be finalized once we receive the final school calendars from the high school indicating the dates they have selected for their fall break.
- **Attendance ~ Tardies**
 - **Average Tardies on M/W/F:** 16 students (3%)
 - **Average Tardies on T/Th:** 28 students (5%)

Open House Update: Jen Schaefer, Assistant Principal

2020-2021 Calendar ~ School Commision Survey Data (7 responses)

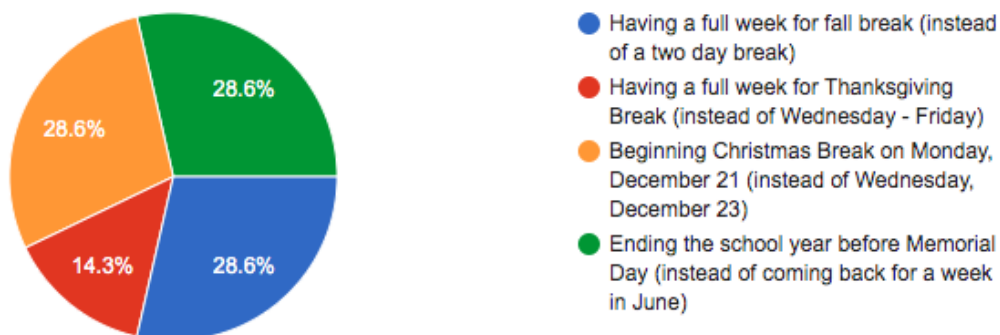
(1) 2 Day Fall Break vs Full Week Fall Break



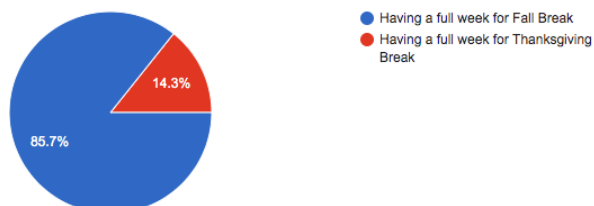
(2) Prioritization

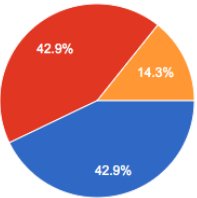
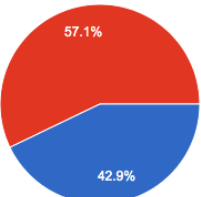
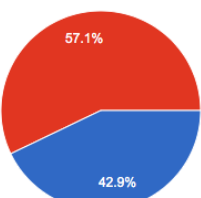
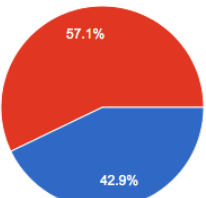
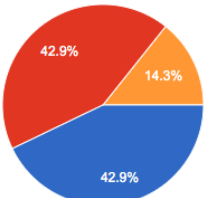
Which of the following is the GREATEST priority to you and your family for the 2020-2021 School Calendar?

7 responses



Full Week Fall Break vs Full Week Thanksgiving Break



<p>Full Week Fall Break vs Earlier Start to Christmas Break</p>	 <ul style="list-style-type: none"> ● Having a full week for Fall Break ● Beginning Christmas Break on Monday, Dec. 21 (instead of Wednesday, Dec. 23) ● No opinion
<p>Full Week Fall Break vs Ending School Before Memorial Day</p>	 <ul style="list-style-type: none"> ● Having a full week for Fall Break ● Ending school before Memorial Day (not returning the first week of June) ● No opinion
<p>Full Week for Thanksgiving vs Earlier Start to Christmas Break</p>	 <ul style="list-style-type: none"> ● Having a full week for Thanksgiving Break ● Beginning Christmas Break on Monday, December 21 (instead of Wednesday, Dec. 23)
<p>Full Week for Thanksgiving vs Ending Before Memorial Day</p>	 <ul style="list-style-type: none"> ● Having a full week for Thanksgiving Break ● Ending school before Memorial Day (not returning the first week of June)
<p>Earlier Start to Christmas vs Ending Before Memorial Day</p>	 <ul style="list-style-type: none"> ● Beginning Christmas Break on Monday, December 21 (instead of Wednesday, Dec. 23) ● Ending school before Memorial Day ● No opinion

STRATEGIC PLAN UPDATES

STRATEGIC PLAN: VISION & MISSION

Discussion: This is an overview of the updates pertaining to the Vision & Mission goals outlined in the 2018-2021 Strategic Plan

Action items	Date	Status
<ul style="list-style-type: none"> ● Goal 4: Establish monthly report-out cadence to drive shared knowledge of attendance program and accountability <ul style="list-style-type: none"> ○ <i>See the Attendance and Tardy data above</i> 		

STRATEGIC PLAN: OPERATIONAL VITALITY

Discussion: This is an overview of the updates pertaining to the Operational Vitality goals outlined in the 2018-2021 Strategic Plan

Action items	Date	Status
<p>Goal 6: Meet with school safety expert and work with other area schools to share best practices and implement those that would improve St. Luke's environment</p> <ul style="list-style-type: none"> ● <i>Elizabeth Kissel and Kelly Rees will be attending the IN School Safety Specialist Academy on Monday, November 11 - Tuesday, November 12</i> 	10/1/19	Complete

STRATEGIC PLAN: ACADEMIC EXCELLENCE

Discussion: This is an overview of the updates pertaining to the Academic Excellence goals outlined in the 2018-2021 Strategic Plan

Action items	Date	Status
<p>Goal 9: Develop curriculum maps for K-8, which are vertically and horizontally aligned to ensure every student successfully completes a coherent sequence of academic courses rooted in Catholic values.</p> <p>Goal 9: Focus on the writing program (K-8) to ensure students are high school ready and will be capable of robust, written communication.</p> <p>Goal 9: Develop a robust and sustainable professional development strategy for teachers (including resource/enrichment personnel) and staff in order to attract and retain top talent.</p> <ul style="list-style-type: none"> ● <i>9/5/19 and 10/8/19 - Our ELA teams spent a day of Professional Development working with Dr. Jill Jay to continue their work in</i> 	August 2019 - present	Ongoing

<p><i>evaluating, writing and developing robust and well-aligned curriculum maps for K-8 ELA.</i></p> <ul style="list-style-type: none"> ● <i>9/24/19 - Smekens came to St. Luke to present professional development to our ELA teachers on how to write, administer and evaluate constructive response writing prompts.</i> ● <i>9/30/19 - Eight teachers attended the ICTM (Indiana Council for Teachers of Mathematics) workshop.</i> ● <i>11/5/19 - Heather Monger, Daniel Fleming, and Zach Brown attended a Smekens Workshop focused on ELA strategies.</i> ● <i>11/13/19 - Six teachers will attend the Greg Tang Mathematics Workshop.</i> ● <i>2019-2020 - Zach Brown and Trish Mong are participating in a year-long cohort with the “Teacher Excellence Program” through Cathy Tooley’s Tools For Success</i> 		
<p>Goal 10: Assess student growth and progress and curriculum effectiveness promptly using school wide standardized tests and other relevant means.</p> <ul style="list-style-type: none"> ● <i>Cathy Tooley’s Tools for Success met with our K-8 ELA teachers on September 5th to continue the work on our ELA Curriculum Maps under the tutelage of Dr. Jill Jay, former Director of the EPPSP (Educational Administration) program at Butler University. The curriculum work is rooted in a deep evaluation of St. Luke’s performance data and the Indiana State Standards.</i> <ul style="list-style-type: none"> ○ <i>The 5-8 Maps are fully vertically and horizontally aligned.</i> ○ <i>Dr. Jay will work with out K-4 team again on Tuesday, October 8th.</i> ● <i>Smekens delivered Professional Development to all K-8 ELA and Social Studies teachers focused on writing, administering and coaching students through targeted constructive response writing activities and assessments. They will return in March 2020.</i> 		