

St. Luke School Commission Meeting Minutes

Tuesday September 6, 2016 7:00 PM

The meeting was called to order at 7:00 PM.

In attendance: Andy Bauer, Beth Borland, Valerie Esposito, Dan Heslin, Mandy Heslin, Katie Kumler, Sue MacGill, Kevin McCusker, Tim O'Brien, Phil Poirier, Jen Rotz, Monsignor Schaedel, Teresa Schutzman, Suzanne Sherby, Steve Weber.

Guests: Brigid Alexander, Annie Spilbeler

The meeting was opened with a prayer.

The May 2016 meeting minutes were approved. Steve noted that since the May minutes, ISTEP results have been updated to show that after a re-score, 100% of students passed I-step.

President's Report – Tim O'Brien

Tim reviewed the school's mission and vision statements as well as the roles and responsibilities of the Commission as a policy making and planning body. Tim reviewed the main points of the Strategic Plan and outlined his goals for the commission to serve as a positive force in realizing the goals of the school.

Vernon Back has resigned his position on School Commission. Monsignor will appoint a parishioner to fill his position. Nominations should be sent to Monsignor. The new member could be either a school parent or an at large member due to the current make-up of the board. The position will be two years in duration.

Principal's Report – Steve Weber

Enrollment (as of 8/30/16)

Grade	Total	Parish	Non-Parish
K	62	50	12
1	69	64	5
2	63	54	9
3	60	55	5
4	63	54	9
5	76	72	4
6	66	58	8
7	77	70	7
8	63	57	6
Totals	600	534	65

Steve noted that as of tonight, we have two new students coming in and 2 leaving due to a move out of state – so no net change.

New Teachers/Staff:

Ian Clerget, as our new music and band teacher. He comes to us from St. Mary's School in Muncie. He is a Ball State graduate with several years of experience.

Ali Shears, a St. Luke and IU graduate, will join the second grade team.

Emily Gray, will come to third grade from Nativity School, where she has been teaching third grade.

Amy wTaylor, who completed her student teaching at St. Luke in fifth grade, will be teaching sixth grade. Mrs. Taylor has her Masters degree and has worked at many levels at St. Monica prior to coming to St. Luke.

Marie Kegley, is our new middle school math teacher and seventh grade homeroom teacher. Miss Kegley comes to us from Franklin Township Middle School West, where she taught math for several years.

Daniel Fleming, who also completed his student teaching at St. Luke, will become the technology/computer instructor.

Amy Sweet will be teaching third grade. Amy is a St. Luke graduate who has been teaching at St. Joan of Arc for seven years. Welcome home.

Jen Schaefer will be our Admissions Director and Resource Coordinator. Mrs. Schaefer is a St. Luke graduate. She will work with new families, update social media, serve and support the resource team and students.

Tera Nutter is our new school counselor. Mrs. Nutter comes to us through Catholic School Social Services from Carmel school where she coordinated the counseling program there. She will be on site Tuesday, Wednesday and Friday.

Cathy Campagna is a new instructional assistant for first grade in 103.

Chris Heater is the new instructional assistant for first grade in 101.

Jessica Pfunder is a new resource instructional assistant working with grade 5.

Sydney Tuttle is working as an instructional assistant for grade 2.

Changes:

Patrick Duggins will remain our grades 6-8 Latin teacher. He will also serve as Dean of Student Services and continue as Financial Aid Coordinator.

Sister Lenitta moved up to grade 7 instructional assistant.

Maggie Rohrer will work part-time in the resource department.

Sister Christabel will work part-time in kindergarten and grade 2 as an IA.

Fran Snetsellar takes over full time as K01 teacher.

Mrs. Bevelhimer will add working with our ELL students, in addition to her gr. 6-8 Spanish instruction.

Finance Notes:

We just received the financial update for **the 2015-2016** school year.

Revenue exceeded budget by \$56,217.32

Expenses exceeded budget by \$42,371.47

Overall, we came in under subsidy budget by \$13,845.85

Current projections for **2016-17** show projected deficit of \$36,534

Salaries over budget by \$122, 615

Tuition over budget by \$46,082

Using restricted dollars avoid spending \$40,000 on technology from budget

Current restricted balances are \$63,360.76

Salary overages came from hiring new admissions/resource coordinator, part time ELL, and technology teacher to free up tech support time as suggested in plan, but the budget was already set. Control of flexible spending is in order to bring closer to budget.

Strategic Plan Notes:

- 1) Curriculum maps were updated for ELA, Math and Religion for grades K-3.
- 2) New Singapore based math series “Math in Focus” in place for 1-3. K using similar materials of teachers but not the “text” based on recommendation of Park Tudor.
- 3) Technology teacher hired to free up time for tech support
- 4) Technology plan update due by October.
- 5) Broadband increased to 100bps.
- 6) Still waiting on final bids and action on commercial grade WIFI system
- 7) We did add 75 iPads for our new 5th grade. Our 7th grade students can take their iPads home.
- 8) Physical plant updates: closets updated and rooms painted in grades 3-4, hallway trim painted, mulch and grass added to kindergarten play area, all HVAC units, not hooked up to central computer network for better control and efficiency, motion sensitive switched in all restrooms, high efficiency bulbs scheduled for installation.

Accreditation: St. Luke will be scheduled for a site visit in 2017-18 to renew our accreditation. Our School Improvement Plan team and School Commission members will need to be working on the process this year to be ready for next year.

Back to School Notes: We had a very large turn-out at our RamQuest evening. The anecdotal feedback was positive. We did a schedule change with a New Parent Info session and I clearly underestimated the turn out given the large number of new families this year for that meeting. The Back to School Nights were also well attended. It was nice to hear a new parent say, “This has been such a great start. I’m really glad we are here!”

ISTEP Notes: We are not officially permitted to release results because scores and final cut scores may be changed. Overall, I thought the scores were somewhat down. I got the same feedback from the other north side Catholic school principals. ELA scores went up in the upper grades but math was flat or slightly down. There were more Pass+ but more Fail scores as well. I do suspect that the increased use of computers for the multiple-choice part of the test had an impact. When we review the records many of those who failed... but had no reason to fail, often spent 5 minutes on a 35-minute test. They seemed to think it was a race or video game. It is clearly something we need to work on if we will continue to have such high stakes testing on computers. Beth noted that they expect to be able to release the results by the end of September.

Financial Aid: As of this writing we had 100 students receiving state Choice Scholarships and 32 parish SGO grants. 92% of the Choice Scholarships (vouchers) are parish families. 8% are non-parish students. Forty-eight (48) students qualified for 90% grants and fifty-two (52) qualified for 50% grants from the Choice scholarship fund.

Garage Sale: The eighth grade parents and students ran a highly successful garage sale. Their gross sales exceeded last year’s record. Last year the gross sales were \$33,535. This year’s gross sales were \$47,272! The funds will go to help defer costs to this year’s class trip to Washington, DC, which will include the Presidential Inauguration in January. Thanks to all who helped in any way... including purchasing items!

Important SC Member Training: The Archdiocese has developed new training and information for ALL School Commission members and administrators. There are two sessions scheduled locally.

Wednesday, September 7 at 6:30 at the Catholic Center (14th and Meridian) or **Tuesday, September 20 at 6:30** at the Catholic Center. Please let me know which session you will attend. There are out of town session, for southern Indiana so let me know if you feel like a road trip. ☺

Phil Poirier asked about the large class sizes in grades 5 and 7. Steve noted that the high enrollment is driven largely by placement of siblings in grades which weren't full, which allowed us to accept all the children in the family. Steve noted that space is tight but said that it is working and everyone has a desk and a locker. Phil also asked for clarification on the role Jen Schaeffer will be playing this year and in what way it has changed Mr. Duggin's role. Phil questioned how these roles evolved as they were not discussed last year in the planning stage. Steve said that Mr. Duggins will still be busy teaching Latin and that he is handling all financial aid issues. Jen will take over the admissions function and will also be involved in case meetings for children with IEPs. Patrick Dggins will be responsible for discipline issues. Monsignor strongly stated that he felt that there were many minor discipline issues keeping Beth and Steve from fully focusing on more important administrative duties.

Katie Kumler asked if Jen's role involves her working directly with Resource. Steve said that it does and that she is empowered to authorize accommodations for children who need them. He also said that the case conferences are extremely time consuming and Jen's role will free up significant time for him.

Tim questioned whether we are prepared to step in if the state were to change the availability of vouchers given than about 1/6th of our students are now recipients. Steve answered that we try to be prepared by pushing the SGO donations within the parish as that's what would keep those families afloat. Monsignor noted that he thinks the State has finally stepped up to ease some of the heavy financial burden many parents are bearing and that we're just seeing more people take advantage due to availability of the funding. Monsignor further noted that it's important to understand that we don't just accept anyone. Kids still have to meet admissions requirements regardless of whether they come equipped with a state voucher. Steve added that we turned a child down recently because we couldn't effectively meet his needs. Finally, Teresa called attention to the CAPE report Steve sent today which points out that young black men coming out of private schools are 60% more likely to achieve a college degree, which points to the importance of funding Catholic education in as many ways as possible.

Curriculum update – Beth Borland:

Curriculum maps for grades K-3 (Religion, Math, reading and writing) are complete. They are on the website and portal. When you look at the curriculum maps you will note that grade level standards are in red and above grade level standards are in blue. Each grade level is reaching above grade level standards throughout the year, moving our students towards the goal of being a grade level ahead of state standards by the end of third grade.

St. Luke School adopted Math in Focus math program for grades 1-3. We believe by following the Singapore Pathway of Math in Focus, our students will be supported and challenged. Kindergarten curriculum aligns with Kindergarten Math in Focus, but we are not using textbooks with Kindergarten students. The students will learn the same skills and vocabulary, but through a variety of methods.

Teachers are differentiating classroom instruction by using small group instruction and individual challenges. There are 3 instructional assistants in kindergarten and first grade to assist with instruction (1 per classroom). Primary resource staff is also pushing into classrooms to help instruct more small groups. There will be professional development at St. Luke for all teachers in grades k-3 on September 7. This professional development will focus on strategies to make differentiated instruction more successful.

Katie Kumler noted that there are significant differences in the curriculum update presented in Beth's report and what was outlined in the May meeting minutes. She called attention specifically to the lack of between classroom differentiation and asked whether these decisions are made by the teachers in each grade level or whether there is an over-arching policy. Beth said the teachers are addressing the needs of students at all levels within their own classrooms and gave several examples. She noted that they have purposefully staggered the schedule for math and reading instruction by grade so that Resource personnel can "push" into the classrooms to assist in differentiation. Katie remarked that the staggered schedule would prevent very bright students from moving up a grade as some schools do in single subjects if their abilities required more challenge. She also asked about the role of Mrs Dorsey and Mrs Hirschauer for in-class differentiation as her understanding is that their role is to bring struggling students up to grade level. Beth noted again that the teachers, aides and resource personal are working with students in small groups in the classroom to challenge students at differing ability levels. Steve stressed that the minutes from last year contain only recommendations and that Beth's report is reflective of what is happening currently. He said that they are doing in classroom differentiation because the teachers are carrying a heavy load trying to get used to a new math program. He further stated that it takes at least until the end of the first quarter and maybe longer for the teachers to get to know the students well enough to ascertain their ability levels and to think about appropriate groupings. Beth added that they may move to between classroom groupings in 3rd grade later in the year but that they would not be as fluid as the 2nd grade, which switches the kids up based on their performance at the beginning of each unit. 3rd grade is thinking of re-evaluating the groups quarterly.

Tim O'Brien challenged the idea that the new curriculum should serve as a reason to change or determine the best method of serving students at varying ability levels. He asserted that learning a new curriculum should simply be part of the profession and should not be a reason not to use leveling in the best way with the students. He cited the success of the 2nd grade differentiation last year and suggested that it is the most appropriate model. Beth and Steve shared that first grade teacher Chris Kelly is very pleased with the Math in Focus program and said that they are having real fun with it in the classroom. Beth noted again that the teachers in grades 1-3 are scheduled to receive additional training in differentiation soon.

Teresa said that she would like to publicly thank Beth Borland again for all her hard work last year and over the summer on the curriculum mapping project and academic committee. She thanked Steve for his support of Beth. She added that she'd like to clarify that the role of the Academic Committee has been that of a research body. The committee attempts to fill this role because our teachers are very busy working hard every day to support all the children at Saint Luke and are too busy to be able to do information gathering of that nature. The committee has sought to go out and find best practices and bring them back for review by the administration who ultimately decide the course Saint Luke will take. She said that the research clearly showed that differentiation between classrooms is best for mathematics instruction. Steve said that they will be differentiating in 3rd grade eventually. Beth said that they have taken a lot of steps to lay out exactly what is to be covered and to have a very concrete outline of all expectations for teachers.

Budget review – Dan Heslin

Dan noted that increased enrollment and the use of the restricted funds for some technology needs made a significant improvement to the budget numbers. He cautioned that we have now added quite a bit of fixed cost in the form of salaries which will make the enrollment number of 600 a necessity rather than a bonus in future years. He also noted that two of the very large classes will graduate in the near term, which will make meeting that 600 number more of a challenge than it was this year.

Mandy Heslin is putting together an analysis of tuition at various area schools for informational purposes. The analysis will include book and supply and other fees to try and convey a true picture of how Saint Luke compares. Dan added that the analysis is intended only to make us informed. The intent is not to influence our model but rather to put it in perspective. He added that the budget process has been moved forward significantly in an effort to allow us to make more informed decisions for next year. He stressed that any expenditures likely to be recommended in the Strategic Planning process must be identified very soon or there simply will not be funding available next year. Teresa said she feels differentiation and academic materials are a huge selling point for the school and should be considered in that light. Tim said he'd like to see us follow a Mitch Daniels/Purdue responsibility model and challenge ourselves to try and freeze tuition.

Strategic Planning Committee assignments:

Tim made the following committee assignments based on the interests expressed by board members.

Academic Excellence Committee –

Valerie Esposito, Katie Kumler, Teresa Schutzman and Suzanne Sherby

Facilities Committee –

Andy Bauer and Sue MacGill

Technology –

Dan Heslin and Phil Poirier

There were no volunteers for Development. Some discussion ensued over the purpose of this committee. Suzanne stated that she felt the Development committee did not make any real progress last year and that she feels it cannot be effective working on its own. She suggested that we think of pairing the Development committee with the other committees for better effect. Steve stated that Jen Schaefer will have a role in this committee and that she should be very helpful. It was also noted that Development typically involves a fundraising component and that there are probably several parishioners who aren't school board members whose talents should be tapped in future.

Reports:

The following reports were submitted via email:

Facilities – Sue MacGill

Areas of Concern

1. The PA/Bell system (Bogan) is over 20 years old and difficult to repair. Can we find an upgrade to present to Buildings and Grounds?
2. The desks in grades 1-4 are 10-20 years old. Funding for new ones?

3. Energy efficient lighting is underway at no cost. IPL has a rebate which will be given to Culture Lighting Company to cover the bulbs. We are meeting Mon. 9/19/16 at 6:30 for fellowship followed by work at 7:00. Any volunteers are invited, particularly those with 10' ladders.
4. Repair south gym padding on main court rims. (estimate?) This sounds like a safety issue.
5. The advanced wifi transition continues. Bandwidth increased from 30 Mbps to 100Mbps. This cost less than originally forecast.
6. Window added to door in classroom above the gym. Private donor.
7. Update lower level classrooms, 701,702,801, and 802. More specifics please. Form or functionality?
8. Gym amplifier was replaced. The old one produced too much heat.
9. PO was issued to continue to cubby plan and paint those rooms.
10. Pursue a "Walk to School" walkway along Illinois and/or Holliday Dr. East. Buildings and Grounds has one estimate for a paved walkway.
11. The bathrooms continue to be an area of concern. The discussion centers around how extensive the renovation should be.
12. Playground-The Playground Committee has been meeting and will select one of two final vendors this week with the recommendation going to B and G. These deals are VERY EXPENSIVE, so let's keep telling the Powers that Be how a great playground is Evangelical ☺)

Technology Report – Dan Heslin and Phil Poirier

2015/2016 Results

- Upgraded bandwidth to 100MBs
- Hired a second technology teacher to help with instruction and free up time for support and strategic project work
- Evaluated Wi-Fi network infrastructure needs
 - o Decided against pilot program opportunity due to compatibility concerns with existing hardware infrastructure
 - o Identified preferred solution and have quotes in place to implement
- Actively engaged with North Deanery Technology Steering Committee

In Progress and Planned for 2016/2017

- Goal #1: Mrs. Eckert is drafting a school technology strategy plan by end of October; can be merged with the Parish for a holistic St. Luke Tech view
 - o Output of this work will inform priorities for remainder of 2016/2017
- Goal #2: Wi-Fi hardware upgrade trending towards Spring/Summer 2017
 - o Take advantage of eRate discount (approx. 40%)
 - o Network wiring required; less disruptive when school is out
- Remain engaged with North Deanery team to identify best practice opportunities and benefit from work done by central resource

Committee Reports:

Tim asked for volunteers to fill the committee/liason positions. He sold the idea of merging the role of Nominations with that of the Communications as most of the nominations role is publishing vacant positions and elections. Dan noted from his experience last year that Ronnie Miller is willing to provide a foldout portion in the bulletin for communicating school news, but that someone will have to get the information to her to make that happen. Steve suggested that the role probably needs to be filled by a school parent and Tim noted that the First Monday's program is already gathering a wealth of school information into one place and should be tapped as a resource. Dan suggested that we think about

profiling what's going on in a column type format which would be presented in a "view of 2nd grade" or view of 5th grade" type format. It was further noted that Jen Schaefer will be helpful for this role. The following assignments were made:

Grounds:

Buildings and Grounds – Andy Bauer/Sue MacGill

Faith Formation – Teresa Schutzman/Phil Poirier

Pastoral Council – Tim O'Brien/Jenn Rotz

PTO – Mandy Heslin

SLAC – Tim will assign

Stewardship – Kevin McCusker

- With regard to SLAC, Tim noted that the main news there is an increase in fees of \$5/sport and an equipment fee of \$15 added to football fees. In addition to these fees, CYO increased their fees as well, so families will see higher costs for participating in sports this year.
- On the Buildings and Grounds front, Sue and Andy noted that there is a call out for people to help install new light bulbs throughout the building. The new LED bulbs are free if they are fully installed by the end of September. Jenn noted that she is worried that the timing of the bulb installation might negatively effect.
- Tim will be presenting the school report to the Pastoral Council in about 2 weeks
- PTO – Mandy shared the following:
 - The pet project of PTO for the 2016/2017 school year will be the shared parish/school library. They have met with Jennifer Burns to discuss possible capital improvements
 - PTO funded the RAMQuest dinner for 69 new families
 - PTO will speak to teachers about the coming year on 9/21/16
 - With regard to field trip funding: PTO has in the past provided a stipend of \$3000 per grade for field trips. They voted to increase that amount to \$4500 per grade for grades K-2 as parents are not allowed to drive for field trips in those grades. This rule necessitates the rental of buses which is very expensive. PTO wants to ensure that field trip funding is adequate to meet the need in those grades. Monsignor suggested that we look into borrowing the Bishop Chatard school buses as a possible savings
 - Due payment is up this year, due to the convenience of paying online.
 - Trash bag sale ends soon and all families are encouraged to sell at least 20 rolls.
 - A complimentary copy of the Buzz Book is provided to all families who have paid their PTO dues. Families who have not will have to purchase the Buzz Book if they wish to have one.

Pastor's Comments:

Monsignor said he feels the school year is off to another good start. He encouraged all to remember that we have it pretty good at Saint Luke. He said he is often approached by families moving to Saint Luke from other Catholic Schools who gush about what a friendly and wonderful school and parish we have here. He said that he has the name of a good differentiation resource to give to Beth.

The meeting was closed with a prayer.

Respectfully submitted by Suzanne Sherby, School Commission Secretary

