

St. Luke School Commission Meeting Minutes

Tuesday April 12, 2016 7:00 PM

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

In attendance: Andy Bauer, Vernon Back, Beth Borland, Valerie Esposito, Dan Heslin, Anne Horton, Sue MacGill, Wendy Mehringer, Tim O'Brien, Phil Poirier, Jenn Rotz, Monsignor Schaedel, Suzanne Sherby, Rob Shumaker, Steve Weber.

The March 2016 meeting minutes were approved.

Principal's Report – Steve Weber

Budget Notes: The major concern in the last meeting was the surprise change in the teacher salary scale. The Archdiocese, after meeting with the principal's and pastors, modified the plan that keeps it more in line with the original plan that we used for our budget. They did raise the starting salary to \$31,000 but cost of living increases were limited to 2%. We have not received the actual salary scale, but we were told it will be released on April 11 at our April principals meeting. The current budget shows a much lower salary expense, reduction in some cafeteria expenses, and a reduction in the textbook line. This all brings us in to an acceptable parish subsidy level.

Instructional Assistants: We will be able to fund two new instructional assistants for first grade for next year. Funding will partially come from state special-ed dollars that will release current funding for one of the aides. Another will come from one of our sisters moving over to the ECLC and out of our budget. We do have applications for instructional aides on file.

Math Adoption: The teachers have reviewed several series. Right now the strongest series seems to be the Singapore based program. Our teachers went to Park Tudor and saw it in action. They met with their math coach, Krista Fox, a former St. Luke parent and were impressed with what they saw. We will put samples of this material, Rod and Staff Math and Saxon math for comparison and feedback in the library after spring break. Beth clarified that Primary mathematics will also be available in the library for parent review.

Financial Aid Notes: We have requested that all families seeking financial aid apply through the FACTS program by April 1. We will review requests after spring break and contact families with the best option.

More Financial Aid Notes: The state of Indiana cut funding to most public school districts. This did impact the final amount of financial aid the Choice Scholarship families received. For most families the change was under \$100, which we will ask them to pay. Several had significant decreases between \$900 - \$300. We decided to apply for SGO grants to bring balances down to the \$100 level. The total amount of state voucher tuition and fee credit is \$315,880 for 2015-16.

Accepted Applications: As of this writing we have 36 new parishioner families (mostly for kindergarten) and 15 non-parishioners. Additional students have shadowed and acceptance letters sent recently.

Kindergarten:	50 Accepted; 2 Turned down position; 7 to be reminded about paperwork
1st Grade:	1 Accepted; 2 Accepted - waiting on paperwork; 1 Application - waiting to shadow
2nd Grade:	1 Accepted
3rd Grade:	1 Accepted; 1 Accepted - waiting on paperwork
4th Grade:	1 Accepted - Waiting on paperwork; 1 Application - waiting to shadow

5th Grade: 1 Accepted - 1 Accepted - waiting on paperwork

Business Items: Budget – Wendy Mehringer

The Finance Committee has approved a new financial calendar which addresses the concerns raised in recent meetings about the timing of the budget versus revenue discussion. A summer finance committee will be added to facilitate the process. Their purpose will be to:

- Audit the prior 3 years financial performance,
- Review tuition models across the North Deanery,
- Establish vision and projections for school finances, including any revenues and expenses, to align with strategic planning calendar.

The committee will present findings in the fall and work to prepare a budget so that expenses can be considered prior to tuition.

Wendy presented the following summary of the proposed budget

16/17 Budget Recommendation

- Revenue assumptions
 - 580 students. Opportunity to build to 585+
 - Includes KG student fee
- Expense adjustments
 - 2% COLA, \$31K starting base
 - Reduction in Cafeteria capital and textbook expenses
 - Funding two aides in 1stgrade
 - Technology returned to 15/16 budgeted level
- Subsidy = 1.9% increase of 15/16 budget

16/17 Budget Recommendation

	15/16 Budget	15/16 Projection	16/17 Budget
Revenue			
Tuition:	\$2,255,086	\$2,213,783	\$2,313,963
Other:	\$586,000	\$643,295	\$595,085
Total:	\$2,841,086	\$2,857,078	\$595,085
Expense			
Salary:	\$1,947,334	\$1,971,881	\$2,002,807
Other:	\$1,348,870	\$1,336,695	\$1,359,890
Total	\$3,296,204	\$3,308,576	\$3,368,697
Subsidy:	-\$445,118	-\$451,498	-\$453,649

+1.9% of 15/16 budget

The following questions/comments ensued:

- Phil questioned what the \$40,000 allotted to technology is used for. Steve said it will be used to add iPads for the incoming 5th graders as those used by the current 5th graders will move to 6th grade with them.
- Tim noted that he dislikes the method of budgeting which lumps durable and consumable texts together and said he feels strongly that they should be separated so that funds allotted for text books aren't lost or shifted to consumable goods, leaving us unable to make necessary purchases at some point. Steve shared that part of the reason they are lumped together is because it is increasingly difficult to classify in the way we have in the past due to the fact that several of our

texts, such as latin and religion, are text books, but are designed as consumables. Licensing for the online portion of texts also complicates the classification. Some of the issue resides in accounting and book-keeping. Monsignor offered to try to help make some distinctions as to how these things might be accounted for to ensure that the school has the needed flexibility and does not lose funds that should be available for the long term.

The proposed 2016/2017 budget was unanimously approved.

Strategic Planning Committee Reports:

Academic Excellence Committee Report – Teresa Schutzman/Valerie

The members of this committee are grateful to Monsignor Schaedel and the School Administration for allowing us to be involved in this process.

This committee acknowledges that we have an excellent, hardworking, skilled faculty. Their input helped motivate our work. Assistant Principal Beth Borland has worked tirelessly with the faculty to map our current curricula in order to identify our strengths (and there are many) and areas we could improve. Principal Steve Weber has maintained an open door for us and has supplied the committee with all needed data and assistance. Many thanks!

In recent years our school has been impacted by continual changing state standards, state chaos of the ISTEP testing, the retirement of master teachers, and the adoption of common core curriculum (approved by the State of Indiana and Archdiocese of Indianapolis). These circumstances have motivated the school commission, under the guidance of Monsignor Schaedel and the School Administration, to evaluate our curricula and make the following recommendations. This year our focus has been grades K-3.

Academic Excellence Committee Recommendations

Curriculum Mapping

K-3 curriculum map based on new Academic Excellence Goal implemented for the 2016-17 school year (including a full day Kindergarten updated to a full day schedule and reflective of the abilities of the students entering Kindergarten).

Mathematics:

Singapore Primary Mathematics US Edition (Original Pre Common Core) or Saxon (Pre Common Core)

Literature:

Memoria Press or a similar established literature program that is teacher friendly, morally sound, challenging, engaging, enjoyable, and age appropriate.

Differentiation:

1. Recommended for both Mathematics and Literature.
2. Recommended across all three homerooms within grades K-3.
3. Recommended that additional support (teachers aides and resource staff) are engaged 5 days a week in order to challenge the advanced student and meet the needs of a struggling student in both Mathematics and Literature

Schedule:

Recommended that the K-3 schedules be revised to provide consistent time blocks for math, reading, and language arts each day of the week with religion taught 100 minutes per week and science 3 times per week.

Teacher Aides

1. Job description is redefined from clerical help to interactive academic resource for students in differentiation.
2. Additional teacher aides hired.

Beth added an update on the mapping project: The K-3 map is slowly taking shape as they add the information by quarter so that by year end, all will be documented and a summer review can include adjustments. Jenn Rotz questioned whether the amount of clerical work needed will actually decrease with the revision in job description, as she assumes such work must still be done. Beth said that aides will still spend about 20% of their time on clerical type work and that in some grades, aides already function in that way. In other grades, changes are being made, and the clerical work does still need to be completed. Jenn suggested that this type of work, especially if it can be done from home, is a great way for working parents to contribute.

Monsignor asked for clarification on the references to vertical and horizontal differentiation in the consultant's report. Beth said that 'vertical' typically refers to across classroom and possibly between grades and 'horizontal' to small groups within class. Steve and Vernon further clarified that horizontal often means expanding subject matter within the classroom – for instance in literature, a high ability group might be given questions which require deeper examination of a literary work, for instance making inferences, which might not be required of children at a different ability level. Vernon drew further attention to the distinction the consultant made between math and language arts. Those must be approached differently. Vertical integration is almost required in mathematics whereas language arts lends itself to horizontal increases in depth within the subject matter to challenge high ability students. Steve noted that social and emotional issues must be considered when you're talking about moving kids between grades, and that a child who is intellectually capable of performing above grade level is not necessarily best served by being placed with older children. Finally, with regard to differentiating across classrooms as the AE committee has recommended, Vernon referenced the work of Dr. Schacter and the Giffin model which makes the case that teachers and children are more successful when differentiated learning across classrooms is in place as it considers the strengths of each teacher and matches them by need and skill to the appropriate students to maximize student growth rates.

Development Committee Report – Suzanne Sherby

Beth Borland has graciously agreed to put together a summary of the Development Survey results. It will be circulated next week along with a summary of the recent school survey so that all have time to digest results before the May meeting. Suzanne noted that a quick look at the results indicates that the survey failed to answer the question which motivated it, which is why parish parents choose schools other than Saint Luke. The majority of responses appear to be from parents who have pulled a child from Saint Luke.

Facilities Committee Report – Andy Bauer

General Buildings & Grounds Report

1. School bathrooms are getting attention from Buildings & Grounds. B&G is considering some form of remodeling of the school bathrooms. The issue will continue to be discussed and researched.
2. Awaiting a response from Patrick on the status of the church parking lot lighting. Providence never fails, but it apparently takes its sweet time with respect to lighting.
3. B&G continues to reach out to the new council rep and DPW to check on the status of the grant request for the sidewalks to connect the parking lot with 75th St. Once a definitive yes or no is received B&G can proceed with the most cost effective option (yes could mean concrete sidewalks on right of way, no could mean a path on church property).
4. After several gym break-ins a surveillance camera was installed in the north gym.

5. The internet bandwidth available to the school (currently 30 MB) is continuing to be discussed. It would be helpful if the school could provide Patrick with anticipated needs, which would come from a more robust IT plan.

2015-2016 Facilities Work Group Action Plan “To Do” List:

1. Playground
 - a. Determine remaining funding need
 - b. Establish timeline
The first playground committee meeting was delayed due to scheduling issues, but is now scheduled for April 20th. Expected completion is before the end of next school year.
2. Response to Maintenance, Replacement and Repair Issues
 - a. Locate previous punch list if possible
 - b. Update list, with assistance from Principal and Parish Manager
Many of the items are best done over the summer. Buildings and Grounds will consider them and work towards getting this work scheduled.
3. Create Detailed List of Cleanliness Specifications and Capital Improvement/Replacement
Cycling
 - a. Assess current state of cleanliness specifications and work with Principal and Parish Manager to update as necessary
 - b. Create capital improvement and replacement cycle documentation with assistance of Principal and Parish Manager
Next step is to review our current specs against the specs provided by an outside consultant to identify any potential areas for improvement or change. Once identified those changes can be prioritized and then taken to Buildings & Grounds for review.
4. Consult a Design Professional for Space Utilization Assessment and Potential Modification to Existing Space/New Space
 - a. Finish space assessment started Spring 2015 during current school year
 - b. Create plan forward to address recommendations/needs
The ECLC has occupied all the time and resources on this item so there is no change from March.
5. Cubbies
 - a. Assess experience of 1st and 2nd grade teachers for improvements, if any
 - b. Work with Buildings & Grounds, the Principal and Manager to fund one more grade level of cubbies
Funding is included in the 2016-2017 Buildings & Grounds budget for 5 more rooms. Budget is pending approval. Sue has compiled and shared the teacher comments with Patrick and the carpenter. Work is expected to occur this summer if the budget is approved.

Technology Report – Dan Heslin and Phil Poirier

Recent Activity:

- Continued work on evaluating network upgrade opportunities. Parish office getting estimates for the following areas
 - Improving internet bandwidth from 30MB to 100MB
 - Adding commercial grade routers and switches to improve connectivity in the school
 - Upgrading cabling across school to support new bandwidths and equipment
- There is risk that going with more advanced technology comes with more sophisticated support needs. Patrick is comfortable our current support vendors are equipped to manage.
- Dan attended kickoff of North Deanery Technology board. Key themes from the meeting:
 - Committee is meant to oversee parish investment in Deanery CIO role

- CIO role provides focus to identify and go after grants, build best practices and identify opportunities to purchase solutions using our collective scale.
- Technology usage across the Deanery is on the rise; level of sophistication and solutions implemented widely disparate
- Ample opportunity for schools to take advantage of volume purchasing for commodity solutions (e.g., hardware, services, internet)

Action Items:

- Finalize cost estimates and decisions for areas being evaluated (Patrick with support of Tech Committee)
- Continue role working with North Deanery Board; next key step is to continue work on school technology strategy.

The following discussion regarding technology followed:

- Approval and excitement was expressed over the North Deanery collaborative IT plan. Dan added that there is discussion of sharing IT support services across the North Deanery schools. Dan said that it does seem like there are real opportunities for economies of scale in several areas, including internet service.
- Tim asked for clarification as to what the last infrastructure upgrade 2 years ago. At the time we went from 7MB service to 30MB, with the ability to go to 1000MB, which is the step we're talking about next.
- Vernon questioned the note about adding cabling, wondering why we are investing in cabling when wireless technology is so efficient and cost effective. Dan clarified that all will be wireless, but that there is a need to wire up to each of the 17-19 wireless units, or switches, needed throughout the building to support the system. Dan noted that the note also refers to moving from copper wiring to fiber so that the pipe coming in is big enough to handle amount of bandwidth available.
- Phil stated his concern that we are again getting ahead of our ability to support the systems and infrastructure we have in that we are adding no additional tech support on the school side. He questioned the wisdom of making high end investments without really knowing how we're going to use and support it, given that Jen Eckert is able to provide only level one support. Steve mentioned that the collaborative effort may help in that area.
- Tim suggested that we should consider removing computer class from the K-3 curriculum. Phil agreed and further noted that the additional work load may dictate something like that as she will simply not have time to do all the things she's being asked to do. Jen has expressed to the tech committee that she would like to see her role be more along the lines of enabling technology in the classroom and does not want to be in the position of supporting all IT.

Nominations

Rob clarified that May 3rd will be the last School Commission meeting this year unless an unexpected need arises. The election of new members will be May 1st, and those new members are invited to attend the last meeting, although they will not be voting members until next school year. Steve noted that the election and need for nominations was included in the recent quick note. Dan asked that Monsignor consider announcing the need from the pulpit. The deadline for nominations is April 25.

Committee Reports:

PTO – Anne Horton

- Mandy Heslin and Anne have been re-doing the bylaws
- PTO helped to pay for the licensing for the Wizard of Oz production and is helping to fund the art show planned for 4/28/16, as well as a print journal of student art and literature.
- PTO facilitated an effort to send valentines to the Little Sisters of the poor home
- In March, they funded an NCAA bracket by classroom. 6th grade won a popcorn party.
- April 22nd will be a Baby shower for the Women's care center. All PTO efforts have continued to be service focused.
- May 13th PTO will offer snow cones to all as a year-end party
- Planning is underway for the PTO hot dog night and spirit wear sale.
- A T-shirt donation to new families is being discussed.
- Field trip expense is on the rise due to an increased need for buses as fewer parents are available to drive. PTO may try to get approval for a small fundraiser to help offset these costs.

SLAC – Tim O'Brien – no report

Stewardship – Vernon Back

Education / Spirituality

Stewardship Challenge

1. Put together a Team of at least five people by March (Sandy and Jennifer)
2. Develop a Stewardship Challenge plan by April 2.

Messaging

1. Give to the Communication Committee
2. Use the same tag line for a couple of years

Prayer Wall / Information Desk

1. Identifiable Plan by March to Commission
2. Following Commission Approval, Patrick bring to Staff in April
3. Have Prayer Wall in Place by Pentecost

Minute Ministries

1. Report from Ronni in February to Commission
2. One a month beginning in March

Community Building

Non-School Families

1. Three people from our Commission from September through April will help out with a dinner after the 5:30 PM Mass second Saturday of each month.
2. Starting September 2016
3. Our Commission to do for one year, then get an outside volunteer to start in 2017.
4. Target young adults, older members for participation
5. Ask those who come to the dinner to be more involved as ministers of the 5:30 PM Mass

Tour of Parish / History - TABLE

1. Possible scavenger hunt
2. Maybe going around Lenten dinners
3. P3 - Pasta, Pizza, and Parishioners - TABLE
 1. October 15 or October 22

Leadership Meetings

1. OPEN

Pastor's Comments:

- Monsignor stated that he was pleased with the Holy Week and Easter celebrations. He noted that in his time at Saint Luke, there has never been a year when at least one family wasn't received into the church at Easter as a result of their contact with the school. He praised the school's evangelization efforts.
- With regard to discussions about the need for a third administrator, Monsignor strongly encouraged Beth and Steve to appoint someone currently in the school to handle student services. He said that Beth and Steve are too talented and too much in demand in the school to be dealing with day to day discipline and other small student issues. He said he felt efficiencies could be found to free Beth and Steve from those types of duties.
- The ECLC (Early Childhood Learning Center) is now open to all parishioners
- Parish council and other groups have continued to express dissatisfaction with the website. This issue is being looked at and should improve
- Monsignor noted that he had visited Sycamore school and was extremely impressed with their very impressive facilities. He noted that the building is colorful and creative and that he had asked Julie McGinnis and other members of the Buildings and Grounds committee to visit Sycamore and consider ways to make Saint Luke School look less institutional as we move through routine updates.
- There will be a soft opening at a new bar on the campus of Butler owned by parishioner Scott Wise. Saint Luke has been offered the opportunity to participate. The evening is a reduced cost time for the new staff to test out their skills. Proceeds from the event will go to Saint Luke School. The scheduled date is Wednesday May 4th.

The meeting was closed at 8:30 with a prayer.

Respectfully submitted by Suzanne Sherby, School Commission Secretary