

## **St. Luke School Commission Meeting Minutes**

**Tuesday, February 5, 2019, 7:00 PM**

*In attendance:* Katie Kumler, Rob Stapleton, Mary Jo Woodside, Elizabeth Kissel, Beth Borland, Kelly Wessel, Michele Marxer, Daren Beam, Maribeth Cloud, Katee Schrage, Jen Schaefer, Kevin McCusker, and Kevin Stitle

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

Kevin McCusker reviewed an update to the minutes regarding the water fountain to be added to the cafeteria. The school commission unanimously approved the updated minutes.

Duane Emery from Cathedral High School gave a presentation regarding how St. Luke students perform at Cathedral. He said that students from St. Luke do very well at Cathedral and that he believed St. Luke is a great school.

Rob Stapleton gave a review of changes that the parish Finance Committee is planning to make to SGO grants. The current grant levels are \$1,500, \$2,000, and \$2,500 for students in families that are at 200%, 150%, and 100% of income level to be eligible for free or reduced lunch. The proposed changes will increase each grant level by \$500, to \$2,000, \$2,500, or \$3,000. For context, the 200% of the income level to be eligible for free or reduced lunch for a family of four is \$92,870 for 2018-19.

Daren Beam gave an update on the Mission Statement. The proposed mission statement is:

“St. Luke Catholic School, with the love of Jesus Christ as our model and guide, is devoted to teaching Catholic Doctrine and practice and providing a curriculum dedicated to academic excellence.”

The updated language was discussed and unanimously approved by the Commission.

The School Commission reviewed various tuition scenarios, and considered what the projected budgetary deficit or surplus would be under various tuition levels. The School Commission ultimately decided on a tuition increase of 6%, an increase of \$269 to \$4,765 for the single-child parishioner rate. As per the School Commission rules, the Commission first voted 8-0 to set aside the rule requiring that a vote on any motion to increase tuition be delayed until next meeting. The purpose for voting for the increase at this meeting was to provide updated information to the school community as soon as possible. The School Commission then unanimously voted to increase tuition by 6%. The full 2019-2020 tuition scale, including fees, is available below as an appendix to these minutes.

The School Commission also discussed a change to the book and supply fee to emphasize its nature as a non-refundable fee that the administration can use to gauge reenrollment numbers. The current book and supply fee is at three tiers: \$250 before March 31, \$275 before May 31, and \$300 after May 31. The School Commission voted to change the name from the book and

supply fee to the non-refundable reenrollment fee and to change the fee from three tiers to two: \$250 before March 31 and \$300 after March 31. The vote was 7-1.

Katee Schrage gave a liaison report for the Stewardship Committee. There are discussions of making the Fall Fest a two-day event. The deadline for submitting requests for fundraising or major events that will take place between July 2019 and June 2020 is February 28.

Elizabeth Kissel asked for volunteers to help review the handbook and to help review the school readiness plan. Kevin Stitle and Mary Jo Woodside volunteered to help with the handbook and Daren Beam and Maribeth Cloud volunteered to help with the school readiness plan.

Mary Jo Woodside gave a liaison report for building and grounds. The Building and Grounds Committee has spent their budget for the year.

Kelly Wessel reviewed some of the expenditures PTO has made on the school, including a reading diagnostic tool that is expected to be particularly beneficial.

Katie Kumler closed the meeting with a prayer at 9:15 PM.

Respectfully submitted by Kevin McCusker, School Commission Secretary

## **Appendix**

- I. 2019-2020 Tuition Scale (p. 4)
- II. Pastoral Council Liaison Report (p. 5)
- III. Principal's Report (pp. 6-8)
- IV. PTO Minutes (pp. 9-11)
- V. SLAC Liaison Report (p. 12)

## 2019-2020 Tuition Scale

### Parishioner Rate

Single Child	Child #2 <i>25% Discount</i>	Child #3 <i>40% Discount</i>	Child #4 <i>55% Discount</i>	Child #5 <i>70% Discount</i>	Child #6 <i>85% Discount</i>
<b>\$4,765.00</b>	\$3,575.00	\$2,860.00	\$2,145.00	\$1,430.00	\$715.00

### Non-Parishioner Rate

Single Child
\$7,300.00

Sibling discounts for non-parishioners will be shared upon inquiry.

Additional fees:

Kindergarten fee: \$575

Book/Supply Fee: \$250 (\$300 if paid after March 31)

Music Fee (Optional): \$225

Tech Fee (Grades 5-8): \$100

SLS Pastoral Council - Liaison Report  
15Jan2019  
Submitted by Katie Kumler

Capital Campaign Update -

- Archdiocese granted official permission to move forward on the capital campaign
- Note: decided to engage the company (CCS) that conducted the feasibility study to also conduct the capital campaign
- Campaign will end by June 2019. CCS employee will be on site full time until June
- United Catholic Appeal and Stewardship Campaign will still be in the Fall

Finance Council Update -

- Preschool will raise their rates about 2% and pay raises will also correlated (August). Admission still has a waiting list. Loss will be <10K
- No money available for capital improvements. Emergencies will be paid for by the maintenance fund
- School still looking at 110K deficit.
  - Cafeteria is showing a loss and Patrick J is working with them to understand causes (aside from juice sales)
  - Identified a self-restricted account that has funds (ADLF) set aside for emergencies - the council may recommend using some of this money to offset the losses from school budget

# ST. LUKE SCHOOL COMMISSION ~ JANUARY 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: Handbook Review**

**Discussion: Volunteers needed to review the Family and Student Handbook for 2019-20**

Action items	Date	Status
<ul style="list-style-type: none"><li>The Administration is seeking a couple of volunteers to review the language in the 2018-19 Family and Student Handbook in order to create the Handbook that will be distributed to families for the 2019-20 school year. The goal is to have this finalized by the March School Commission Meeting.</li></ul>	Jan. 2018	Open

### **AGENDA ITEM: School Readiness**

**Discussion: Volunteers needed to review the School Readiness procedures for 2019-20**

Action items	Date	Status
<ul style="list-style-type: none"><li>The Administration is seeking a couple of volunteers to review the Back to School procedures in preparation for the 2019-20 School Year.</li><li>I am specifically looking for feedback regarding Back to School Day &amp; RamQuest, the orientation process for new families, and the process of collecting beginning of the school year forms (Handbook Acknowledgement, Photo Release, Technology Agreement, Individual Classroom agreements, etc.)</li><li>The intent will be to have this finalized by the March School Commission meeting.</li></ul>	Jan. 2018	Open

## STRATEGIC PLAN UPDATES

### STRATEGIC PLAN: VISION AND MISSION

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

Action items	Date	Status
<b>GOAL #1: Evaluate the Mission/Vision Statement to ensure they still meet the heart and goal of SLS; Draft revisions if needed.</b> <ul style="list-style-type: none"> <li>EK met with Darren Beam on October 19th to review the Mission Statement.</li> </ul>	Oct. 19, 2018	In Progress

### 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
<b>GOAL #5A: Annual budget process launched earlier in school year to start evaluating current enrollment and expenses and pipeline estimate to draft early forecasts for next year.</b>	Oct. 31, 2018	In progress
<b>GOAL #5B: Evaluate development of a “Total Cost” of attendance model and evaluate using a flat fee approach that covers all needs without further funding requests during year.</b> <ul style="list-style-type: none"> <li>The School Commission Executive Board continues to work with the Finance Committee to evaluate the tuition, the implications of this year’s deficit, the predicted enrollment for 2019-20, and the effect of the additional fees such as the Kindergarten fee, the Technology Fee, and the Music Fee.</li> </ul>		
<b>GOAL #6: Evaluate parking lot traffic procedures before and after school to identify areas of improvement to limit potential accidents</b> <ul style="list-style-type: none"> <li>Patrick Jendraszak has placed an order for directional arrows to be painted in the north gym parking lot to help improve traffic flow.</li> </ul>	Nov. 2018	In Progress

### 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><b>Goal 11:</b> Provide professional development to teachers and instructional assistants on instructional strategies designed to support the needs of students with varied learning needs, including struggling students and high achieving students</p> <ul style="list-style-type: none"> <li>All teachers and instructional assistants in grades K - 3 were trained on the DIBELS assessment in order to better equip them to identify struggling readers and address their phonemic awareness.</li> </ul>	1/1019	Complete



## Saint Luke Catholic School PTO Meeting

1/29/2019

In Attendance: Kelly Wessel, Elizabeth Snook, Emily Barda, Jen Schaefer, Laurie McQueen, Angela Agricola, Mary Wernke, Rachel Gallagher, Stephanie Thompson, Marianne Piazzzi, Whitney Robinson, Laura Tobias, Katheryne Stapleton, Mary Peterman, Jacquelyn Gleaves, Becca Lucado, Kris Arnheim, Suzanne Cornelius, Emi Osterhaus, Nan O'Brien, Betsy Houk, Jocelyn Sifferlen, Heather Allen, Kathleen Art

1. Opening Prayer – Hail Mary
2. President: Kelly Wessel
  - a. Welcome
  - b. Approve November meeting minutes (no Dec meeting)
3. Treasurer Report:
  - a. Please use appropriate form for reimbursement
  - b. We have spent \$4100 of grant budget of \$7000
  - c. \$2900 remaining for grants
4. Guest Speaker: Kelly Rees – enrichment staff at St.Luke
  - a. Requesting \$425 for Fountas and Pinnell Benchmark assessment kit
  - b. Kit is not interventional, used to pinpoint areas of concern or areas for enrichment for all students at SLS in grades 3-8
  - c. Popular tool used by Washington Township & Carmel Schools
  - d. Could be used by teachers as well
5. Grants Review: Kelly Wessel presented four grants submitted by teachers
  - a. Fontis and Pinell Benchmark, \$425– described by guest speaker Kelly Rees
  - b. Cathy King, \$500 Badminton and Ping Pong supplies to introduce to all
  - c. Mrs. Alexander, 274.21 Books for classroom by Indiana Book Award Winners
  - d. Mrs. Kelly, \$527.88 – flexible seating for small group reading
    - i. Motions were made and seconded on all grants and all approved
    - ii. Will seek lower priced option for Mrs. Kelly's seating
6. Committee Reports:
  - a. After School Enrichment- Mary Peterman
    - i. Session started January 28th
    - ii. All classes filled
    - iii. Fewer offerings due to space limitations from school play
    - iv. A suggestion was made to move offerings to different days of the week to allow students to try new things

- b. In-School Enrichment- Kelly Wessel read Liz Held report
  - i. Christmas around the world cultural fair was a success
  - ii. PTO supported with funding and coordinated parent breakfast
  - iii. PTO paid for 6<sup>th</sup> grade to attend international fair last fall
  - iv. Seeking ongoing guests for cultural fair this semester
  
- c. Communications/Membership- Betsy Houk
  - i. Thanks to Emily & Jessie for ongoing help with teacher birthdays
  - ii. Nomination form for new members will be emailed and placed in school office for members to nominate or candidates to self nominate by February 21st
  
- d. Fundraising – Stephanie Thompson
  - i. Blaze dine to donate brought in \$143
  - ii. Minted was around \$1000 (actual \$1031.26)
  - iii. Attendance down from last year, reviewing what is most popular and carefully considering locations to provide geographic variety
  - iv. February 13 City BBQ Carmel location all day
  - v. March 12 Chipotle Nora location
  - vi. April 17 Chik-fil-A – may reschedule due to Holy Week
  - vii. May 14 Panda Express Nora location
  
- e. Special Activities- Jaquelyn Gleaves
  - i. Fab Friday January 25 to prepare for cold went well, popsicles handed out
  - ii. Souper Bowl luncheon this Fri Feb 1
  - iii. Be the Change Week Feb 18-22, hoping to implement random acts of kindness contest, if admin approves, yellow/kindness shirts on Fab Friday, 2/22 (pre-approved)
  - iv. Fourth grade cheerleaders want to do pep rally for March Madness
  
- f. Spirit Wear- Whitney Robinson
  - i. Sherpa flash sale made about 25 sales, delivered next week
  - ii. Distinct Images Feb 15 online store opens for spirit wear/gym clothes
  - iii. Met with school bells to increase inventory of our uniform items
  - iv. Not sure what % of sales PTO or school gets
  - v. Distinct Images sales – PTO gets 10% pop up shop, 15% online
  
- 7. School Rep – Jen Schaefer
  - a. Filled 7<sup>th</sup> grade Language Arts position through end of year, Mrs. Jeatran
  - b. Cultural Fair successful
  - c. Kindergarten screening ongoing
  - d. Mary Poppins off to a great start

e. Katrina replacement has been hired

6. President- Kelly Wessel

- a. Thanked committees
- b. Read Thank you notes from Teachers to PTO.
- c. PTO newsletter completed, planning PTO email for next week with Jenn Rotz.

Communication will include the newsletter, nominations for next year, Dine to Donate future dates, etc.

- d. Meeting adjourned

## SLAC Report Jan/2019

- Introduction of Tommy Grande, new Co-Athletic Director
  - Email Tommy with any gym scheduling questions [tgrande@stluke.org](mailto:tgrande@stluke.org)
- Participation numbers up from previous year
- Update/discussion on uniform rotations, equipment inventory and financials
- Commissioners gave report in each sport
  - 6<sup>th</sup> Grade boy's basketball newest City Champions for this year.
  - New commissioners are needed for 2019-20 school year.
    - Cross Country & Track
    - Girls Basketball
    - Wrestling (potentially)
- Summer Camps will be announced shortly