

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

**Tuesday, September 3, 2019, 7:00 PM**

*In attendance:* Katie Kumler, Elizabeth Kissel, Katee Schrage, Rob Stapleton, Maribeth Cloud, Kevin McCusker, Jen Schaefer, Elizabeth Snook, Msgr. Schaedel, Beth Borland, Katie DeLisle, and Mary Jo Woodside.

Katie Kumler called the meeting to order at 7:04 PM.

Monsignor Schaedel opened the meeting with a prayer.

Mike Hasch has left the School Commission because he is now a St. Luke employee.

The School Commission unanimously approved the June minutes.

Katie Kumler discussed the conflict of interest form that was available for all School Commission members to sign. She also discussed the various liaison assignment to other parish committees and asked for volunteers for liaisons.

Elizabeth Kissel reviewed the principal's report. She reviewed the progress on the 2018-2021 strategic plan.

Beth Borland discussed the ILEARN test scores from last spring. There were some strong points and some weak points in the school, although it is not possible at this point to compare the ILEARN scores with the previous ISTEP scores.

Jen Schaefer discussed the current enrollment. The enrollment is slightly down from the projected enrollment from last year, although additional enrollment is expected throughout the year.

Elizabeth Snook discussed several PTO projects, including trash bag sales, dine to donate, the buzzbook, and spiritware sales. She also discussed grants that were approved for classroom supplies and equipment.

Katie Kumler reviewed the items on the "to do list" for the 2019-2020 School Commission term. One project is to add a School Commission communication in the parish bulletin, such as once per month, in order to provide more awareness of the School Commission in the parish community.

Although there was not a finance review at the September meeting, there will be a thorough finance review in the October meeting.

Katie Kumler closed the meeting with a prayer at 8:58

Respectfully submitted by Kevin McCusker, School Commission Secretary

## **Appendix**

- I. Principal's Report (pp. 3-5)

# ST. LUKE SCHOOL COMMISSION ~ SEPTEMBER 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  |
|--|
| <b>Strategic Plan Overview:</b> Elizabeth Kissel, Principal  |
| <b>Overview of ILEARN:</b> Beth Borland, Assistant Principal |
| <b>Enrollment Update:</b> Jen Schaefer, Assistant Principal  |
| <b>Open House Update:</b> Jen Schaefer, Assistant Principal  |

## 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          |
|---|-----------|-----------------|
| <p><b>GOAL 4:</b> Evaluate school calendar to ensure most efficient and productive use of classroom time balanced with events and extracurricular activities</p> <ul style="list-style-type: none"><li><i>The administration reviewed all calendar events this summer to ensure that they are scheduled in a manner that balances time and schedule changes to maximize the benefit of events while also respecting the scheduling considerations.</i></li><li><i>Ex. Monthly Gathering, RAM Time, Etc.</i></li></ul> | June 2018 | <i>Complete</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><b>Goal #5:</b> Textbook adoption, Professional Development, and Technology Integration roadmaps created looking at 2-3 year view of needs. Ensure Budget planning is commensurate with these roadmaps.</p> <ul style="list-style-type: none"> <li>● <i>Spring 2019 - St. Luke Adopted the Indiana Science Initiative Curriculum for 1st - 5th Grade.</i></li> <li>● <i>Next Steps: Incorporate this curriculum in to 6th, 7th and 8th grade gradually.</i></li> </ul>  | <p>1st - 5th Gr:<br/>Spring 2019</p> <p>6th: Spring 2020<br/>7th: Spring 2021<br/>8th: Spring 2022</p> | <p>Complete</p> <p>Pending</p> |
| <p>Maintain a running list of prioritized school facility repairs to ensure optimal day to day operations and future investments to inform Capital planning when budgets are running favorable to plan</p> <p><i>The following updates were made during the summer of 2019:</i></p> <ul style="list-style-type: none"> <li>● <i>The School purchased standing desks for 7th-8th grade and Zenergy Seats for 4th-5th Grades to provide flexible seating options for older students. The next steps will be to gradually incorporate these to other grade levels, beginning with 6th and 5th.</i></li> <li>● <i>Buildings and Grounds replaced the water fountains throughout the school with updated fountains that include a water bottle filling station.</i></li> <li>● <i>Buildings and Grounds replaced the molded carpet in the staff restroom with a tile floor.</i></li> <li>● <i>Buildings and Grounds replaced the rusted divider wall that was located between the urinals in the boys restroom near 5th Grade/Tech with a wall made of a stain resistant, scratch-resistant, non-porous material</i></li> </ul> | <p>Summer 2019</p>   | <p>Complete</p>                |

## 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 9:</b> 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> <ul style="list-style-type: none"> <li>● Cathy Tooley's <i>Tools for Success</i> will continue to provide support in finalizing the development and implementation of the 5-8 ELA curriculum Maps that were initiated in June. Beginning in August, 2019, the process will be initiated with K-4, as well. The goal is to have complete, updated curriculum maps that are fully vertically and horizontally articulated for K-8 ELA by December 2019.</li> <li>● Beginning in January 2020, Cathy Tooley's <i>Tools for Success</i> will review and update the K-8 math curriculum maps to ensure that they are fully vertically and horizontally articulated by May 2020.</li> </ul> | August 2019 - present | In Progress |
| <p><b>Goal 9:</b> Focus on the writing program (K-8) to ensure students are high school ready and will be capable of robust, written communication.</p> <ul style="list-style-type: none"> <li>● 6/2019, 7/2019, 8/2019 and 9/2019 - Cathy Tooley's <i>Tools for Success</i> provided professional development and guidance on writing proper curriculum maps to integrate reciprocal reading and writing skills.</li> <li>● 9/2019 - Smekens will provide PD for all K-8 ELA teachers focused on Constructed Response writing prompts.</li> </ul>   | June 2019- Present    | Ongoing     |
| <p><b>Goal 10:</b> 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"> <li>● 8/2019 - All K-2 students were assessed using DIBELS, a benchmark assessment designed to provide early identification of students experiencing acquisition of early literacy skills.</li> <li>● 9/2019 - We will review ILEARN results with the staff and use those results to identify at-risk students as well as to adjust our curricula to meet the demands of ILEARN.</li> </ul>  |                       |             |