

St. Luke School Commission Meeting Minutes Tuesday, May 29, 2014, 7:00 PM

The meeting was called to order at 7:05 PM.

In attendance: Andy Bauer, Matt Behringer, Andy Borland, Pat Crossin, Karen Dickinson, Nicole Duncan, Wendy Mehringer, Sue MacGill, Tim O'Brien, Eileen O'Brien-Metzger, Msgr. Schaedel, Rob Shumaker, Michele Tillery, Steve Weber;

Excused: Charissa Osborne

The May 6, 2014 meeting minutes were approved with no dissent.

Principal's Report – Steve Weber

- **Goal Update:** The following were identified as my goals for 2013-14

1) Continue to implement School Improvement Plan and update as needed.

The School Improvement plan was reviewed as part of the accreditation site visit and update by the SIP team. The goals were reported to the School Commission.

a) Students will continue to improve reading comprehension, with emphasis on vocabulary development.

b) Students will improve mathematical problems solving and computation.

c) Students will grow in faith by identifying and working on the Fruit of the Holy Spirit.

2) Complete and begin implementation plan for the strategic plan for the school part to of the parish planning process.

I have worked with the School Commission on the development of the plan, with emphasis on integrating the School Improvement plan with the overall strategic plan.

3) Finalize technology plan as part of larger plan.

The technology committee has met to make recommendations for improvements and greater integration for instruction.

a) The plan to increase bandwidth to handle increase Internet access is in place

and ready to go online July 1. We have established WIFI airports in all classrooms.

b) I am in discussion with Shannon Morris and Bishop Chatard about professional development for staff on technology integration over the summer and by the start of the 14-15 school year.

c) We are getting pricing on the plan to add iPad technology on a 1-1 basis for grades 5 & 6, with plans to move up the grades the following year.

4) Improve marketing and communication for enrollment.

a) Following the recommendations from the OCE site visit, we are implementing a new family orientation called RamQuest. The goal is to improve the start of the year experience for new families as we become more diverse.

b) A summer process of updating marketing tools and various communications, especially in the area of curriculum, should be completed by the fall. 5) Implement the OCE professional assessment plan for teachers when it is finalized.

a) We continue to follow the OCE process, however, the formal process is not yet finalized, as OCE switched focus to curriculum standards.

- **Staffing Notes:** The following changes in staffing are confirmed as of this writing.

Mrs. Sue Wales is retiring as the K02 kindergarten teacher. Mrs. Carolyn Daly, her partner, will take over the full time role for 2014-15.

Mrs. Meghan Isles will be moving and has resigned her position as third grade teacher. Mrs. Timmi Klezmer, who is a former St. Luke teacher, and has been Mrs. Isles' replacement teacher the past quarter, will take that position for 2014-15.

Mrs. Camille Wallace, the sixth grade social studies teacher, is moving to Fort Wayne and has resigned her position. The position is posted on the state DOE website and the Archdiocese site. It will also be posted on the INPEA site.

Miss Megan Zapfe has resigned as our Spanish teacher and is looking for other opportunities. That position along with a potential Latin teacher position is posted on both the state and DOE sites.

Several instructional aide positions will open or changed. We are hoping for more religious sisters to help fill these spots.

- **Voucher/SGO update:**

As of this writing we have **53 students** qualified for a state Choice Scholarship voucher. The deadline for voucher application is September 1.

We have **19 SGO** applications.

- **Enrollment Update:** There were recent acceptance letters sent out. These are not included in these numbers.

K - 60

1 - 61

2 - 58

3 - 76

4 - 63

5 - 68

6 - 62

7 - 67

8 - 63

Total: 578

- **Classical Education Update:** The summer project listed in the goal report will look at this in our curriculum and how and where it matches with the various definitions of a classical Catholic education. Included in this will be a list of literature that may be read at each grade level. While I have posted an opening for a Latin teacher, but I do not yet have a plan for integration to the curriculum or schedule.

President's Report – Andy Bauer

- Introduction of new members: Suzanne Sherby, Teresa Schutzman, Phil Poirier □ Parish Council budget passed.
- Facilities report.
- School Commission 2014-2015 Officer elections: (All positions were sole nominees and elected unanimously) - President – Rob Shumaker
 - Vice President – Tim O'Brien
 - Treasurer – Wendy Mehringer
 - Secretary- Suzanne Sherby

Strategic Planning – Sue MacGill - The Strategic Plan has now been completed.

- **Facilities** pillar: Approved without dissent with changes discussed at meeting.
- **Academic Excellence:** Approved without dissent with changes discussed at meeting.

Committee/Liaison Reports

- Finance – Tim O'Brien – No report.

- Nominations – Rob Shumaker – Election was a success. Elected to serve:
 - Teresa Schutzman, Suzanne Sherby, Phil Piorier, Tim O'Brien (2nd term)
- Faith Formation – Matt Behringer
 - There will be a tour of Marian Apparition sites this summer.
- Buildings and Grounds – Pat Crossin - Cleanliness issues are being addressed.
- Stewardship – - Finalizing calendar
 - Hot dog nights coming up.

- PTO – Nicole Duncan
 - Hot Dog Night upcoming.
 - Sno Cone Thursday was a success.
 - Bylaws have been changed to increase board to 35 members.
 - Have added an Immediate Past President's role.
 - Next year's Fab Fridays will be focused on service.
 - Grants have been approved for new rugs in 1st grade classrooms and for document cameras for 3rd grade classrooms.
 - Plaques will be put up to commemorate 8th grade awards. - PTO will give one 8th grade polo shirt to each family.
- Pastoral Council – Eileen O'Brien-Metzger. - Had elections.
 - Budget passed
- SLAC – Andy Borland – no meeting.
- Parish Communications –no report.

Open Forum

Thanks to our outgoing members.

Pastor's Comments

- The cleanliness issues are being addressed and will continue to be addressed.
- Believes that our school should continue to provide excellent education and that we should strive to be as Catholic as possible.
- Space concerns are being addressed with discussion of plan to remove a wall to enlarge one of the classrooms.

New Business

- Principal's annual review was discussed. Members reviewed each other's input and made recommendations to Monsignor. Ultimately, Monsignor will prepare a final review to pass on to the Archdiocese.

Closing Prayer was said.

Meeting was adjourned at 9:35 P.M.

Respectfully submitted by Andrew Borland, School Commission Secretary

Important Dates:

Next School Commission Meeting: Tuesday August 26, 2014 at 7pm

Next Executive Committee/Finance Meeting: Tuesday September 2, 2014