

St. Luke School Commission Meeting Minutes

Tuesday, October 2, 2018, 7:00 PM

In attendance: Katie Kumler, Mary Jo Woodside, Mike Hasch, Jen Schaefer, Katee Schrage, Kelly Wessel, Maribeth Cloud, Beth Borland, Kevin McCusker, Elizabeth Kissel, Dan Heslin, Kevin Stitle

Katie Kumler called the meeting to order at 7:02 PM. Katie Kumler led the meeting with a prayer.

The School Commission unanimously approved the minutes from last meeting.

Katie Kumler informed the Commission that Derek Hileman has left Commission because he is being transferred to another state for his job. As the current by-laws do not directly state what to do when there is a vacancy, the School Commission will consider amending the by-laws next meeting to allow Monsignor to appoint a new member. The new member will be Kevin Sidle, who was present at the meeting.

Katee Schrage briefly reviewed the agenda she received from the Stewardship Committee. The Stewardship Committee reviewed hot dog night and is planning for P3 (pizza, pasta, and parishioners) as a thank you to all of the volunteers at St. Luke.

From the PTO, the revenue for the sale of trash bags was approximately what was expected, at \$76,000 from an expected amount of \$80,000. The number of donations in lieu of trash bag purchases increased from last year.

There was a brief buildings and grounds update. There is still a need for arrows on the parking lots showing the direction of traffic flow. The lock for the gate to the gym parking lot has gone missing, so a new one will be purchased.

There is no update on the review of the Mission Statement at this time, but Daren Beam is working on this.

Elizabeth Kissel reviewed the Principal's Report. She hired Trish Mong as a regular part-time faculty member (instead of being a long-term sub). Trish Mong is getting a provisional teaching license.

Elizabeth Kissel recommends updating the Spanish books next year to improve the Spanish curriculum.

There is currently a significant budget shortfall. The gap is mostly explained by a lower-than-projected enrollment and one additional faculty member.

The School Commission discussed falling enrollment and how to increase it in the future. Jen Schaefer, Maribeth Cloud, and Katee Schrage will be on an enrollment committee to consider what we can do.

The School Commission discussed some steps to take to address lower revenue and falling enrollment, including reaching out to the Mother of Young Children (MOYC) group at St. Luke, revamping some of the class offerings, and looking into group discounts for buying books across many schools in the Archdiocese.

Elizabeth Kissel then discussed adoption of new science text books and an update on technology. The school has purchased several new smartboards that have now been installed.

The electronic handbooks have been sent out.

Beth Borland is reviewing the current Social Studies curriculum. Mary Jo Woodside will be helping with that review.

Elizabeth Kissel reviewed the attendance policy. The School Commission discussed whether tardies should be excusable or just recorded regardless of an excuse. The School Commission also discussed whether assignments should be sent home to sick kids and how that would be done, such as by posting the assignments online.

Katie Kumler closed the meeting with a prayer at 8:50 PM.

Respectfully submitted by Kevin McCusker, School Commission Secretary

Appendix

- I. Principal's Report (pp. 4-9)