

St. Luke School Commission Meeting Minutes

Tuesday, December 4, 2018, 7:00 PM

In attendance: Katie Kumler, Michele Marxer, Kevin Stitle, Rob Stapleton, Katee Schrage, Mary Jo Woodside, Mike Hasch, Jen Schaefer, Kelly Wessel, Msgr. Schaedel, Terri Moore, Beth Borland, Daren Beam, Kevin McCusker, and Elizabeth Kissel

Katie Kumler called the meeting to order at 7:00 PM. Msgr. Schaedel opened the meeting with a prayer.

The School Commission unanimously approved the minutes from last meeting.

Katee Schragee gave a brief update from the Stewardship Commission. The stewardship cards for the next year are available.

There was also a brief discussion about the staff luncheon put on by PTO, which is this Friday.

The School Commission briefly reviewed current mission statement. The current iteration will be revised to add more of an emphasis on academic excellence

The School Commission then returned to the discussion regarding the absence policy. The administration reviewed the absence policy with teachers and solicited feedback regarding possible changes. The teachers generally indicated that were happy to work with parents and students to get the students the work they need while they are absent. Elizabeth Kissel will meet with her team in January to come up with some new language regarding the absence policy. There is still some concern regarding planned absences, such as vacations during spring break of a high school. Those absences are inevitable to some degree, but that is something the School Commission does not want to encourage because it impedes the education of the students and because lower attendance affects the rating of the school.

Katie Kumler provided an updated conflict of interest policy that is on the google doc drive. The Commission briefly reviewed the form that we will use. Each Commission member will fill out the form and submit it.

The School Commission then discussed consolidating fees, such as rolling the “book and supply fee” into tuition. Any new/renamed fees must match an approved fee in order for school choice funds to cover them. The School Commission discussed eliminating the partial refund of the book and supply fee if withdraw before May 1. Some of the fees discussed being rolled into tuition were the instrumental music fee, the kindergarten fee, and field trip fees (other than the eighth grade Washington, D.C., field trip). While the change in cost from these changes will be, on average, zero, there is some concern that the change may result in some families paying somewhat more as compared to previous years. No decision was made regarding any change.

The School Commission discussed the funding/expenses of PTO and 8th grade. The School Commission may exercise further oversight of those funds and expenses in the future.

Elizabeth Kissel then reviewed aspects of the principal's report that were not already discussed. She will review the handbook update for any updates that should be made and will review those changes with appropriate personnel.

Mrs. Kissel reviewed the "school readiness" plan, which is the plan for getting all the start-of-the-year information organized.

There is a new Indiana standardized test (ILEARN) that will be done in late April. The School Commission briefly reviewed the contrast with the old standardized test, ISTEP, and with NWEA, which is more of a formative assessment that can be used to track student progress.

Monsignor closed the meeting with a prayer at 8:53 PM.

Respectfully submitted by Kevin McCusker, School Commission Secretary

Appendix

- I. Principal's Report (pp. 4-7)
- II. Summary of Pastoral Council meeting (pp. 8-9)

ST. LUKE SCHOOL COMMISSION ~ DECEMBER 2018

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: *School Commission Google Drive*

Discussion: Mr. Fleming created a Team Drive in the school Google Drive to house School Commission Documents

Action Items	Date	Status
<ul style="list-style-type: none">A School Commission Team Drive was created. Mr. Fleming created a user account for all School Commission members. These were emailed to the members on November 29th.	Nov 2018	Complete

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">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.. We will begin meeting in January with the intent of having any revisions completed by March 2019.	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"> The Administration is seeking a couple of volunteers to review the Back to School procedures in preparation for the 2019-20 School Year. I am specifically looking for feedback regarding Back to School Day & 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.) The intent will be to begin meeting in January with the goal of having our recommendations made by March 2018. 	Jan. 2018	Open

AGENDA ITEM: ILEARN**Discussion: Beth Borland will provide an overview of how we are preparing our staff and students for the state's new ILEARN testing format.****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
GOAL #1: Evaluate the Mission/Vision Statement to ensure they still meet the heart and goal of SLS; Draft revisions if needed. <ul style="list-style-type: none"> EK met with Darren Beam on October 19th to review the Mission Statement. 	Oct. 19, 2018	In Progress
GOAL #4: Attendance Update (Beth Borland) <ul style="list-style-type: none"> Beth will provide the most current Attendance Report. *Discuss the best method for sharing this information with families. 	8/2018 to present	Ongoing

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>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.</p> <p>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.</p> <ul style="list-style-type: none"> 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. 	Oct. 31, 2018	In progress
<p>GOAL #6: Evaluate parking lot traffic procedures before and after school to identify areas of improvement to limit potential accidents</p> <ul style="list-style-type: none"> Patrick Jendrzsak has placed an order for directional arrows to be painted in the north gym parking lot to help improve traffic flow. 	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

Attachments:

- [Math Program Overview](#)
- [Math Support Systems Overview](#)

Action items	Date	Status
<p>GOAL #9A: Curriculum Maps</p> <ul style="list-style-type: none"> Social Studies Curriculum Mapping is in progress. 	11/2018	In Progress
<p>GOAL #9C: Describe and communicate the SLS approach to Differentiated Instruction.</p> <ul style="list-style-type: none"> Math Program Overview Math Support Systems Overview 	11/2018	Math Complete
<p>Goal #10: SLS will use school wide assessment methods and practices to document student learning and program effectiveness to make</p>	11/2018	In Progress

<p>student performances transparent, and to inform the continuous review of curriculum and improvement of instruction practices.</p> <ul style="list-style-type: none"> ● The school purchased a K-8 site license for MobyMax. MobyMax is an adaptive technology allowing teachers to provide differentiated practice for students in Math, Reading, Language, Spelling, Writing, Science, and Phonics. ● The school purchased a 5-8 license for ALEKS to provide differentiated instruction and targeted interventions for mathematics. 		
<p>Goal 11: Develop a strategy to identify students for whom resource or enrichment will benefit most by using objective data (e.g., Individual Service Plan, NWEA data, ISTEP data, teacher input based on classroom performance). Develop a communication plan to keep parents abreast of these services.</p> <ul style="list-style-type: none"> ● The middle school math team developed a Math Intervention class for 6th - 8th grade students who either failed ISTEP last year or are showing signs of being at risk for failing ILEARN this year. This class will take place during the child’s study hall (40 minutes, once per week) and will be led by the Middle School Math Interventionist, Mrs. Garrison, and will be supported by the Middle School Resource Teacher, Mrs. Moore. They will work in conjunction with the students’ math teachers to analyze NWEA reports, ALEKS data, and classroom data to help gauge the standards that each students needs to address during this time. See Math Support Systems Overview . 	<p>11/2018</p>	<p><i>In Progress</i></p>

Summary

St. Luke Pastoral Council Meeting 20Nov2018 @ 7pm

- Chair Update
 - Amendments to the Constitution and Bylaws were approved
 - COI Policy was adopted as proposed
- Youth Ministry Update
 - Teresa Hartley presented
 - 294 students at 14 different High Schools
 - Meet 1st and 3rd Sunday of month for 1hour for prayer/program. Can stay as long as they want.
 - North Deanery Pro-Life Trip to Washington DC is 16-19Jan2019
 - Ski Trip – 06Jan2019
 - NCYC – National Catholic Youth - Dec2019; Will have it in Indpls until 2021
 - 168 Junior High Students (many are SMRE students)
 - Breakfast Club during Advent 1x/week
 - Challenges at the HS level – at this period, the HS seems to compete with the Youth Ministry Events. So families tend to make the HS their Parish rather than their home Parish. Trying to figure out this issue.
 - SERV – Students Evangelizing Religious Vocations
 - LOCK – Loving our College Kids; sending care packages with some religious information and stay connected.
- Annual Report Spiritual Life Commission
 - Around 20 different committees (e.g., Liturgy, Spiritual Renewal, MAMAS, DIMMERS, GLYMMERS)
- Finance Council – Report
 - School is expected to be about 100K deficits
 - Preschool is expected to be about 15K deficit; should raise rates about 2\$/day. Attendance is at capacity.
 - Probably no capital expenditures this year
- Council Updates
 - SLS received A rating!
- Business Manager Report
 - B&G starting to put their lists together even though they may not likely be completed. However, continue to keep putting list together

- Capital Campaign Update/ Feasibility Study
 - Patrick J and Tom Hirshauer
 - Feasibility Group was very positive about SL Parish
 - Good Participation:
 - Goal was to get 40-50 1:1 meetings. Interviewed 48 people meeting
 - General requests in the pews - >600 received
 - Could you support a 4.5million - consultants said YES
 - One negative noted in the Survey is gap between School and Non-school Communication
 - SLS Parish should run the campaign and still do their jobs
 - Will still have to hire local people (not Chicago) to keep the day to day work complete
 - CCS would charge about 160,000\$ to do this
 - We could do this for ½ of this amount
 - Last one was 1million done in house (for the Gym) and done in house
 - Would allow for an enrollment increase from 66 kids to 88 kids in the pre-school - Questions persisted about whether this value was worth the expense.

NEXT MEETING – 15JAN2019 (no December meeting)