

## St. Luke School Commission Meeting Minutes

Tuesday, October 7, 2014, 7:00 PM

The meeting was called to order at 7:00 PM.

*In attendance:* Andy Bauer, Matt Behringer, Beth Leffler, Sue MacGill, Tim O'Brien, Eileen O'Brien–Metzger, Phil Poirier, Teresa Schutzman, Jen Schaefer, Suzanne Sherby, Rob Shumaker, Steve Weber;

The September 2, 2014 meeting minutes were approved with no dissent.

### Principal's Report – Steve Weber

**Assistant Principal Job Description:** The revised job description was reviewed. The main changes involve coordinating various roles that are now being done by other staff members and increasing time for educational leadership. It is also written in a way to leave open the possibility of an admissions coordinator. It was suggested that it might be beneficial to add language to the job description asking for experience with directing curriculum. There was also a suggestion that consideration should be given as to whether this hire should be looked at as a potential successor to the principal role someday, or whether it might be a more transitory role. Steve asked that additional comments be emailed to him and said that he hopes to have the job posted by January with the intention of having the position filled by June 1, 2015.

**Spanish/Latin Update:** Mrs. Heather Jones was hired as our Spanish teacher for grades 5-8. She taught middle school Spanish in Carmel before taking time off to rear her family. She started on Monday, September 29. The role of Latin instruction for grades 5-6 reverted back to the homeroom teachers effective that date. Mrs. Jones teaches Spanish two days per week to grades 5 & 6 in addition to the Latin taught by homeroom.

Grades 7 & 8 were given the option to take Latin or Spanish. The distribution by grade was fairly even but varied widely by homeroom. Note that several students who have specific learning disabilities use the foreign language block for resource support and do not take a foreign language.

<u>Spanish</u>	<u>Latin</u>	<u>Spanish</u>	<u>Latin</u>	
801	6	701	14	8
802	10	702	10	12
803	15	703	13	5
Total	31	37	25	

**Curriculum Review:** The curriculum overview is largely complete and is now being updated with specific materials used in the classroom. Completion is expected within a few weeks. At that time it will be emailed for review, with the intention of using the curriculum map to identify the elements already within our curriculum that are specifically “Classic” in nature and as a guide to the elements that might serve as a foundation or springboard in support of the Academic Excellence pursuits outlined in the Strategic Plan.

**New Accreditation Process:** The five Catholic Dioceses of Indiana have banded together to develop a common independent accreditation process. They are using the current AdvanceEd (the old North Central Association of Colleges and Schools) model for core academics and have developed an additional religious assessment program for Catholic schools.

The first step is to complete a survey of parents, students and staff. This was done electronically last week. We should be able to get results by the end of the month. Because we completed our School Improvement Plan last year through Advance Ed, we will not do a complete review for three years. However, we must update the plan annually. We have additional training in the new model coming up later this month. Mrs. Chris Kelly and Mrs. Kate Bruner are supporting me and acting as the lead team for this process.

The new accreditation process is being pursued to provide a specifically Catholic model which speaks especially to the integration of our Catholic faith in all elements of our schools.

**DOE:** St. Luke was rated as an “A” school for 13-14 and a “4 Star” school for 12-13 by the Indiana Department of Education. Our code is C435 [www.doe.in.gov](http://www.doe.in.gov) to review data

### **President’s Report** – Rob Shumaker

**Bylaws and Standing Rules:** Rob asked that any comments or suggestions for change to the existing bylaws and rules be emailed to Tim O’Brien

**Ratification of Strategic Plan:** Sue MacGill offered potential language for adding the inclusion of Latin to Goal Four of the Academic Excellence pillar. A motion was made and seconded to adopt the new language, but on discussion, members believe the language could be misinterpreted. It was decided that Sue will work separately to revise the language to ensure that the original intent is entirely clear. The new language which clarifies fully that Spanish will not be sacrificed to Latin in any way will be presented at the November School Commission meeting and ratification discussed after agreement is reached.

### **Strategic Planning** – Sue MacGill/Beth Leffler -

The following potential jobs were laid out with the goal of beginning to form committees and further identify specific tasks and timelines for moving the implementation of the plan forward.

**\*\*Technology:** The goals here are to enhance the technological infrastructure of the school and to support advanced learning.

Jobs:

1. Determine w/n improved infrastructure is making a difference to staff/teachers.
2. Determine w/n Tech Comm has been established, attend meeting.
3. Learn what area high schools expect as to technology, and w/n SLCS meets those requirements.
4. Observe (or have others observe) other tech-rich environments to look for ways to enhance learning at SLCS.
5. Look for teacher-training and other services to aid teachers to use of current technology. Request funding if necessary.

**\*\*Facilities:** The goals here are to provide a safe, clean environment and to professionally assess space concerns for future modifications.

Jobs:

1. Review the safety protocol manual with the principal, addressing any deficiencies with the B & G committee.
2. Monitor the satisfaction of teachers/administrators as to the cleanliness of the building and response time of the custodial staff.
3. Review and refine the specs list for cleaning, repair, and replacement of areas within the school. Work with the Parish Manager and B & G.

**\*\*Development:** The goal here is to spread the good word about St. Luke Catholic School.

Jobs:

1. Establish a Marketing Committee. This could include Katrina (website updates) and Ronni Miller from the Parish office.
2. How does the church promote the school? How can we improve this?
3. Look at ways to publicize student/alumni/staff accomplishments to the Parish at large.
4. Determine how to best capture the interest in the school of new parishioners and SMRE parents.
5. Assist in additional open houses throughout the school year.
6. Work with PTO for new parent committee/communication/concerns. Interview new parents to see what works/what would be helpful.
7. Publicize and promote SGO's and gifts to the school.

**\*\*Academic Excellence:** Several goals here including curriculum enhancement, continued integration of Catholic values into curriculum, increasing parental participation in Sacramental life at St. Luke, and improved proficiency in either Spanish/Latin.

Jobs:

1. Understand the work of the curriculum committee, and increase knowledge of the curriculum to SLCS parents.
2. Review the Scope and Sequence, seeking teacher feedback on how the S and S is implemented. Do we do what it says we do?
3. Ask teachers about the use of classroom aides and any need for more.
4. Review SIP and determine ways to increase input from stakeholders.
5. Solicit input from recent grads and high school counselors on ways to improve preparedness of SLCS grads.
6. Evaluate which elements of a Classical Education Model exist at SLCS

There was discussion about the importance of moving the process along and of the need to fill each of these jobs to ensure that the goals of the plan are achieved. It was agreed that each member will review the listed jobs and contact Sue or Beth via email within the next two days with notes on their particular interests/calling with regard to the list. Steve will then help to coordinate which staff and administration members need to be involved in the resulting committees and timeframes developed from there.

Additional discussion on the addition of proficiency in Latin as well as Spanish per Monsignor's request. This goal will be revised slightly to reflect the intention that students who choose to study Latin in Middle School will have the preparation to test into the second level of Latin upon entering high school. This mirrors the intention that the students who choose to study Spanish in Middle School will have the preparation to test into the second level of Spanish upon entering high school.

### **Committee/Liason Reports:**

- Finance/Wendy Mehringer (submitted via email) – Through August, the school projects a loss of \$28,000 more than budgeted. This is due to a decrease in tuition revenue based on our projected mix of students. The finance commit is quick to point out that we are very early in the year with plenty of time to save on expenses for the year. The finance task for the commission at the October meeting was to have been the book and supply fee increasing from \$225 to \$250, payable in the spring semester for next year. We will consider and vote on that issue at the November meeting.
- Nominations/Phil Poirier - No need to move forward until further into the year. When the time comes, a one month lead time for posting information on all the parish media will be planned for.
- Faith Formation/Teresa Schutzman - No report will be made until Sister Diane has recovered and returned to work.
- Buildings and Grounds/Andy Bauer - A proposal to re-floor the south gym floor was submitted and reviewed and moved to Finance Committee for consideration. The gaga pit was approved. Clearing the brush from the west end of the football field is being planned for spring. Approval of a walk through for space utilization within the school was granted. A new snow blower will be purchased for winter. Review of plans to update and improve the closet/storage space in the 1<sup>st</sup> through 4<sup>th</sup> grade classrooms is in the early stages with a possible springtime implementation.
- Stewardship/Matt Behringer - The fall fest was a great success. Stewardship commitment cards will be coming within a week or so.
- PTO/Jen Schaefer - 8610 rolls of trash bags were sold for \$87,250 gross. Total profit is not yet known. All but 43 families participated in the sale. Awards were made at First Monday Prayers. Miss Sarah Scheidler was awarded as the top seller. The celebration of the trash bag success will conclude with a pizza party for all students on the next fab Friday. PTO continues its focus of the year on service/stewardship. In accordance with that pursuit, an ice cream sale to benefit Tatum's Bags of fun was held at lunchtime. There was full participation and \$585 was raised for the cause.
- Pastoral Council/Eileen Metzger - Nothing major to report at this time.
- SLAC/Andy Borland (submitted via email) - Corey Hernandez has been hired as the new athletic director. He will take over from Diane Anglen very shortly.
- Communications/Suzanne Sherby - Bulletin announcements must be submitted by Friday one full week prior to the desired run date. Ronnie Miller expressed the parish's eagerness to include school news in the bulletin.

Closing Prayer was said.

Meeting was adjourned at 8:25 P.M.

Respectfully submitted by Suzanne Sherby, School Commission Secretary

**Important Dates:**

Next Executive Committee/Finance Meeting: Thursday, October 16, 2014 at 7:30 am

Next School Commission Meeting: Tuesday November 4, 2014 at 7pm