

St. Luke School Commission Meeting Minutes

Wednesday, April 10, 2019, 7:00 PM

In attendance: Katie Kumler, Mary Jo Woodside, Elizabeth Kissel, Beth Borland, Katee Schrage, Jen Schaefer, Kevin McCusker, Daren Beam, Mike Hasch, Maribeth Cloud, Kevin Stitle, Michele Marxer, and Kelly Wessel

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

Rob Schumaker from Bishop Chatard High School gave a presentation. He reviewed the role Bishop Chatard has in the lives of students and families in the north deanery in general and in St. Luke in particular. He reviewed the levels of success of St. Luke students at Bishop Chatard High School. Overall, the St. Luke students are performing well at St. Luke.

The February minutes were approved.

Katie Kumler reviewed the status of the election. The bulletin last week included an announcement of the election. The deadline for submitting nominations is

Kevin McCusker reviewed an update to the minutes regarding the water fountain to be added to the cafeteria. The school commission unanimously approved the updated minutes.

Katie Kumler reviewed a proposed amendment to clarify the role of the Principal in regard to expenditures from school-related groups such as PTO.

Mary Jo Woodside gave an update on Buildings and Grounds. Buildings and Grounds has now painted the arrows on the parking lot. There will also be a speed table installed soon on the parking lot to slow cars driving too fast, and another camera installed covering the football field. Buildings and Grounds will determine if another camera is needed and where it should be located. They are also going to discuss with neighbors surrounding the football field whether they had any issues. Building and Grounds will take the responsibility to determine what and where things should be done as it seems to be less a School Commission issue and more of a Building and Grounds. The water fountain in the cafeteria is on hold until the availability of the funds is confirmed.

Katie Kumler reviewed a meeting from two weeks ago with the School Commission Executive Committee and the PTO. The finances of the PTO were reviewed. A plan was put in place for the PTO to submit their budget at the same time as the School Commission. The meeting also covered purchasing additional gym uniforms for students who may need it partway through the year, which could not be done previously.

Katie Kumler briefly reviewed a task force to address tuition going forward. The tuition task force will include the Executive Committee, Elizabeth Kissel, and Patrick Jendraszak. The task force will report back by next meeting. Another task force will be assembled to address strategies to attract and retain students at the school. Some possible objectives would be to determine how

we can advertise the school more and how to establish an identity for the school. That task force will include Jen Schaefer and Katee Schrage.

Jen Schaefer reviewed projected enrollment for next year.

Elizabeth Kissel reviewed the principal's update. The School Handbook has been revised by members of the School Commission and will be reviewed. The school readiness plan is also ready for final review. Since the last School Commission meeting, St. Luke was awarded a four star rating from the Indiana Department of Education, which is the highest rating. There will be an evacuation drill this week.

Katie Kumler closed the meeting with a prayer at 8:47 PM.

Respectfully submitted by Kevin McCusker, School Commission Secretary

Appendix

- I. February Pastoral Council Liaison Report (p. 4)
- II. March Pastoral Council Liaison Report (pp. 5-6)
- III. Principal's Report (pp. 7-10)
- IV. Amendment to the School Commission Bylaws (pp. 11-12)

Parish Council Liaison Meeting Report
19 Feb 2019

1. Elections - there are likely to be 2 openings for the upcoming term. Nominations will be expected by end of March/early April
2. Annual report - Capital Facilities
 - a. Last years plans included about 80K of capital repairs and improvements
 - b. Vendor for landscaping and grounds was higher than previously used who is now out of business
 - c. Snow/ice removal is 12K to date (9K was budgeted amount)
 - d. Wish list includes some school items
 - i. Replace old style 4th grade desks - School Capital expense
 - ii. Replace brown student chairs in 7th grade - School Capital expense
 - iii. New shelving for lost and found - School Capital expense
 - iv. **Email** Patrick any items you want to "add" to the Blg and Grounds list
3. Update on Capital Campaign
 - a. The consultant is on site and ready to go - Jason Pinkstaff; Indiana native
 - b. He's putting together job descriptions for Sub-Committees
 - c. Campaign Due to wrap up in June2019
4. Parish met the United Catholic Appeal goal of 206K
5. Finance Council Summary
 - a. Challenging year thus far with regard to expenses
 - b. January collections were down 44K
 - c. School is 90-100K loss still predicted
 - d. Pre-school is at/near full capacity and on budget; likely to break even
 - e. Will be using the 'school contingency' to help offset the losses
6. Solicitation Cards are due for any Ministry or Major Events - end of February!
 - a. Stewardship meets March 4th to review and make recommendations
7. Monsignor's Comments
 - a. Quarterly 'Anointing of the Sick' started. First one last week - 18 people received
 - b. Lenten Speakers for 'Lenten Wednesdays" are excellent

**Parish Council Meeting
19March2018**

Rob Schumaker - Bishop Chatard; Member of BCHS Board of Regents

- report on the Parish's investment in BCHS
- partners with all 9 North Deanery Middle School
- partners with SLS to:
 - Tech Support in North Deanery; Tom Grute
 - >25 summer camps with goal of engagement. 240 campers w/ >300 sessions
 - monthly north deanery newsletter
 - 2x year north deanery news
 - offers north deanery placement test
 - hosts many special events - sporting and arts
 - assisted North deanery to enhance recruiting and marketing
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Faith & Extracurricular

Demonstrate a greater GPA when students participate in EC activities
98 support Liturgical Masses. 11/98 are from SLS

Academic Excellence

Total 713 students (would like to have 740)
55/713 are SLS

Lowest enrollment of all the North Deanery is from SLS

Placement scores from 4-99 in 2018 and then meet them where they are now
80% of college & Career Readiness Core based on AP scores and Dual Credit

Scores

Highest of any school (Public or Private) in the N. Deanery
A grade
4 start for 6 consecutive
Ave earned 10.2 college credits!
2018 - 100%graduate

Affordability

- 9705 tuition rate in archdiocese
- 46% get financial aid; need based aid

Parish Demographics from Patrick J

- Database (Fellowship One)
- Contribution Info
- FACTS for financial side of school

Households

1340 Indy zips
500 with Carmel
Few with Brownsburg

Decreased numbers of children registered (1-5yrs)

Sacramental data goes to Archdiocese

Baptism
Communion
Confirmation
Burials
Marriages

School Data

Enrollment 572 students
Parishioner 515
non-Parishioner 57

Voucher

328K from State in Choice Scholarship/Voucher
76 Parish and 14 Non- Parishioner

Get ½ in Fall
Get 35% in Spring
Get 15% in May

ST. LUKE SCHOOL COMMISSION ~ APRIL 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

Details	Date
Four Star School - St. Luke Catholic School was recognized by the Indiana Department of Education as a Four Star School. To earn Four Star Status, school must have received an A rating during the previous school year and scored in the top 25 percentile for each grade testing in ELA and Math.	<i>March 2019</i>
Parking Lot Arrows - The directional arrows have been painted on the north parking lot to better facilitate a safe traffic flow, especially during ASE and CYO events.	<i>April 2019</i>
School Safety - The school will be practicing an evacuation drill on Friday, April 12. Our evacuation site is Second Presbyterian.	<i>April 2019</i>
Technology - <ol style="list-style-type: none">Elizabeth Kissel and Daniel Fleming have been meeting with Tom Groot, the North Deanery CIO, to review our Technology Plan and evaluate our Device Management lifecycle.St. Luke engaged in a contract with NetXcellence to purchase a block of time where they will provide onsite technology support.	<i>March 2019</i>

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">Update: Two School Commission members submitted their feedback and updates for the handbook. They are being compiled in to one final version for the 2019-20 Family & Student Handbook which will be	<i>Jan. 2018</i>	<i>In Progress</i>

distributed to families electronically at the start of the 2019-20 School Year.		
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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 have this finalized by the March School Commission meeting. 	Jan. 2018	Open

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
<p>Goal #2: Evaluate Catholic Knowledge progress test results (e.g., ACRE/IFG) to ensure students are learning at or above national standard and make necessary curriculum, resources and/or time spent adjustment.</p> <ul style="list-style-type: none"> The 5th and 8th Grade Religion Teachers were given their ACRE results and will be reviewing the results with the administration. 	4/2018	In Progress

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 5: 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>	Oct. 31, 2018	In progress

<ul style="list-style-type: none"> Elizabeth Kissel and Daniel Fleming met with Tom Groot, the North Deanery CIO, to begin analyzing device lifecycles and initiating the process of building a Device Management Process. 		
<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 Jendrazsak has placed an order for directional arrows to be painted in the north gym parking lot to help improve traffic flow. 	Nov. 2018	Complete!

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>Goal #9: 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"> The Teachers received 3 days of instructional Coaching from Dr. Jill Jay (Instructional Coach for Cathy Tooley's <i>Tools for Success</i> and Director of the EPPSP Program at Butler) on strategies for Differentiated Instruction. The 5th - 8th Grade Language Arts teachers received Professional Development from Smekens on Reciprocal Reading and Writing Skills. It focused on how to integrate the reading and writing standards within ELA as well as across the curriculum in other content areas. 	2/2019 4/2019	Complete
<p>Goal: #11: Evaluate opportunities to ensure cafeteria menus meet nutritional value for healthy lunches and are commensurate with financial needs of the student body.</p> <ul style="list-style-type: none"> The Cafeteria underwent an Accreditation Review through the National School Lunch Program that analyzed our nutritional programming, budgeting process, and overall programming. 	4/2019	Complete
<p>Goal #12: Collaborate with North Deanery CIO on trends and opportunities to effectively use technology, and ensure bandwidth infrastructure evolves in advance of increases associated with student/staff devices</p> <ul style="list-style-type: none"> Elizabeth Kissel and Daniel Fleming have been meeting monthly with Tom Groot, the North Deanery CIO, to evaluate our Tech Plan and build a Device Lifecycle Management Program. 	4/2019	Ongoing
<p>Goal 13: Establish adequate support for technology environment, which may include hiring a part-time IT support person</p> <ul style="list-style-type: none"> St. Luke engaged in a contract with NetXcellence to purchase a block of time in which they will provide onsite IT support to the school. 	4/2019	Ongoing
<p>Goal 13: Provide professional development opportunities and training for teachers on how to integrate technology in classroom</p>	3/2019	Complete

<ul style="list-style-type: none"> • The Technology Committee hosted technology integration breakout sessions during the monthly staff meeting to train the teachers on effective strategies for incorporating technology tools in the classroom. 		
<p>Goal 14: As part of 3-year technology roadmap, define lifecycle management process to ensure equipment needs are planned and investments incorporated into budget process</p> <ul style="list-style-type: none"> • Elizabeth Kissel and Daniel Fleming have been meeting monthly with Tom Groot, the North Deanery CIO, to evaluate our Tech Plan and build a Device Lifecycle Management Program. 	<p>3/2019</p>	<p>Ongoing</p>

SAINT LUKE CATHOLIC CHURCH SCHOOL COMMISSION

The Saint Luke Catholic Church School Commission amends the Saint Luke Catholic Church School Commission bylaws as follows. The amendments shall take effect on May 1, 2019.

I. Bylaws, Article II

Article II, Section 3, Saint Luke Catholic Church School Commission Bylaws is renumbered to be Section 4.

Article II of the Saint Luke Catholic Church School Commission Bylaws is amended to add new Section 3:

Section 3: Fundamental Considerations for the School Operating Budget

- The Principal has ultimate accountability to the School Commission for the school's operating budget.
- The Principal may delegate day-to-day oversight responsibilities in keeping with the conflict-of-interest expectations to other school employees for school related groups (e.g., Parent Teacher Organization, grade level committees), that have associated operating costs.
- Operating costs for school related groups must be included in the budget approved by the School Commission.
- School related groups must provide a proposed budget in time for the full school budget review for the following academic year. Proposed activities by school related groups must be aligned with the mission and vision of St. Luke School.
- In extraordinary circumstances and after consultation with the Executive Committee or the School Commission, the Principal may approve expenditures from school related groups that was not budgeted.
- School related groups must provide accurate accounting and documentation of costs and must submit receipts requiring reimbursement to the Principal or appropriate delegate in a timely fashion. Accounts payable must be paid from the same school year budget that contained the corresponding expenditures.
- School related groups may not spend any surplus or unspent funds without prior approval from the Principal.
- Any person responsible for spending any money through a school related group must sign a conflict of interest form.

II. Bylaws, Article III

Article III, Section 6 of the Saint Luke school Catholic Church School Commission Bylaws is amended as follows:

Section 6: Paid employees and spouses of paid employees of the St. Luke School or Parish are not eligible for Commission membership. Business interests with the St. Luke School or Parish may also cause a conflict-of-interest. Each Commission Member shall annually sign a Conflict-of-Interest Disclosure form for the Archdiocese of Indianapolis and make known any actual, potential, or perceived conflicts of interest that may impair the member's ability to serve on the Commission.

The amendments presented above have been approved by the School Commission and are hereby ratified by the pastor.

Katie Kumler
School Commission President

Monsignor Joseph Schaedel
Pastor