

**St. Luke School Commission Meeting Minutes
Tuesday, September 3, 2013, 7:00 PM**

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

In attendance: Andy Bauer, Msgr. Schaedel, Andy Borland, Pat Crossin, Karen Dickinson, Nicole Duncan, Beth Leffler, Sue MacGill, Wendy Mehringer, Tim O'Brien, Charissa Osborne, Rob Shumaker, Michele Tillery, Steve Weber;

Excused: Matt Behringer, Brian Duncan

The May 29th meeting minutes were approved with no dissent.

Principal's Report – Steve Weber

- **Enrollment: as of 8/28/13**
Total 583 - Male 309, Female 274
K 54
1 61
2 74
3 65
4 69
5 65
6 72
7 63
8 60
- **Total Students on Choice Scholarships as of 8/28/13: 39** (2012-13: 10 students)
Number of Families: **23**
- **Total Students on St. Luke SGO grants as of 8/28/13: 35** (2012-13: 15 students)
Number of Families: **22**
 - 1) Donations made to Choice Charitable Trust for the St. Luke SGO qualify for a 50% state tax credit plus normal federal tax deductions.
 - 2) We gave over \$60,000 of our \$91,000 fund in SGO grants this fall. We will need to replace the fund for next year.
- **FACTS** All families are now accounted for on the FACTS system.
- **Archdiocese Report Card:** The Archdiocese is adopting a new K-2 report card starting this fall. A team of principals and teachers worked to develop it. It was introduced to parents at the Back To School Nights. The K-1 report card is somewhat similar to the K report card we developed last year. It uses a slightly different grade scale but is similar to what last year's kindergarten parents had. The Gr. 2 uses the traditional A-F scale but the card will look different and contain more detailed breakdown of skills and student progress.

- **Administrative Goals:** The following goals are part of the principal's contract for 2013-14.
 - 1) Continue to implement School Improvement Plan and update as needed.
 - 2) Complete and begin implementation plan for the strategic plan for the school part of the parish planning process.
 - 3) Finalize technology plan as part of larger plan.
 - 4) Improve marketing and communication for enrollment.
 - 5) Implement the OCE professional assessment plan for teachers when it is finalized.
- **Accreditation Site Visit:** The Office of Catholic Education provides the site visit and feedback for accreditation for both the State of Indiana and for our Advance Ed national accreditation. We were the first school reviewed in this process three years ago, and now it is time for an updated review. **We are scheduled for our visit on Tuesday, November 12.**
- **New Teachers and Staff:**

Miss Megan Treadway is a new third grade teacher. She is very involved with Catholic education having attended St. Pius, Bishop Chatard, done her student teaching at IHM and then taught last year at Holy Name.

Mrs. Meghan Isles is another new third grade teacher. She comes as a St. Luke and Bishop Chatard graduate and with experience in charter and public schools before returning to her roots in Catholic education.

Mrs. Brigid Alexander is not new to St. Luke, however this will be her first full time position as an eighth grade LA teacher. Mrs. Alexander was almost a full time teacher last year covering for several teachers including Mrs. Moran. She taught in Catholic schools in northern California before moving to Indianapolis.

Mrs. Nicole Wolfe is our new social worker/counselor. She completed her MSW and interned with Catholic Charities as part of her training. She will be at school Tuesday, Wednesday and Friday.

President's Report – Andy Bauer

- Welcome of new Members: Wendy Mehringer, Rob Shumaker, Andy Borland
- Recap of Commission Retreat
- Priorities for this year: Strategic Plan, SGO outreach efforts.

Committee/Liaison Reports

- Finance – Tim O'Brien – will have more accurate financial picture after teacher salaries are set in September; goal is to set tuition by December.
- Strategic Plan - Charissa Osborne, Sue MacGill – Outlined concept of a strategic plan in general; Have conducted a tour of facilities; Established timeline for development of

plan. Commission members will have considered the Mission Statement and should be prepared to discuss groups of stakeholders by October meeting.

- Nominations – Rob Shumaker – no report
- Faith Formation – Matt Behringer – no report
- Buildings and Grounds – Pat Crossin – new scoreboard installed on football field; gym entry area remodel complete.
- Stewardship – Beth Leffler – no report
- PTO – Nicole Duncan – there are 215 dues – paying members, about 2/3 participation; Trash bag sale ends Friday 9/6; First day of school decorations and gifts of bag tags to students were a success; PTO has started program to give grants for school purposes – Teachers can request grants for educational supplies, PTO is helping with funding for games for Fall Festival, and 8th graders are being encouraged to draft proposals for grants to improve school.
- Pastoral Council – Brian Duncan – no report
- SLAC – Andy Borland
New football scoreboard has been installed; SLAC had a significant budget shortfall last year which was attributed to lack of soccer registration, reduced girls sports participation, low concessions and gate; Concession stand remodel complete.
- Parish Communications – Karen Dickinson – Want to begin including more school news in the Bulletin; trying to arrange visits for school commission members to observe school in session.

Pastor's comments – Msgr. Schaedel – Good start to the school year. Enrollment is up by 11 over last year; SGO's and Choice Scholarships help to ensure that economics do not stand in the way of children receiving an education at St. Luke; Would like to focus on marketing St. Luke to the parish and community.

Open Forum – Michelle Tillery -St. Luke Parish Fall Festival is September 21st 3 pm to 11 pm. School plans to have a booth to provide information to families of prospective students.

President's comments – Andy Bauer – Thanking everyone for their service; Want to encourage Commission members to attend Open House and Parish Festival.

Closing Prayer was said.

Meeting was adjourned at 8:35 PM.

Respectfully submitted by Andrew Borland, School Commission Secretary

Important Dates:

Next School Commission Meeting: October 1, 2013 at 7pm

Next Executive Committee/Finance Meeting: September 24, 2013